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**EF ACADEMY - TORBAY**

# **Children Missing Education (CME) Policy and Safeguarding Response to CME**



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<b>Document title:</b>	Children Missing Education (CME) Policy and Safeguarding Responses to CME
<b>Date Created:</b>	September 2018
<b>Author:</b>	Deputy Head/DSL
<b>Individuals Involved in Developing the Document:</b>	Head Teacher Pathway Managers
<b>Document Purpose:</b>	Sets out the criteria required for responding to Children Missing Education and expectations of all staff with regards to CME
<b>Related Documents:</b>	Safeguarding Policy Admissions Policy Supervision of Students KCSiE 2020
<b>Date of Next Review:</b>	September 2021
<b>Change Log (what changes have been made, by who and when):</b>	September 2020 – RTA: References to KCSiE 2020



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## SAFEGUARDING RESPONSE TO CHILDREN MISSING EDUCATION

KCSIE 2020 states that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school or college's unauthorised absence and children missing from education procedures.

The Department for Education's guidance on Children Missing Education 2016 (<https://www.gov.uk/government/publications/children-missing-education>) requires schools to:

- monitor attendance through their daily register and address poor or irregular attendance;
- inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority, or in default of such agreement, at intervals determined by the Secretary of State;
- undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a pupil fails to attend school on an agreed first day of attendance;
- notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point for EF Academy under any of the fifteen grounds set out in Annex A of Children Missing Education September 2016;
- notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point for EF Academy.

At EF Academy Torbay it is the responsibility of all teachers to keep an accurate record of attendance.

Form tutors should advise the student's pathway manager of any extended, unreasonable or suspicious absence. The pathway manager should liaise with the deputy head who is also the designated safeguarding lead regarding such absences.

The deputy head/designated safeguarding lead will work with the data manager and visa compliance officer to inform the local authority and UKVI of any student who fails to attend school regularly or who has been absent without the school's permission for a continuous period of 10 school days or more.

The deputy head/designated safeguarding lead will also work with pathway managers to undertake reasonable enquiries to establish a child's whereabouts and to consider notifying the local authority at the earliest opportunity when a student fails to attend school on an agreed first day of attendance.



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The School will notify the local authority within five days when a student's name is added to the admission register at a non-standard transition point and when it is removed from the admission register at a non-standard transition point.

## Registration

All pupils are registered electronically on My Academy. Registration is an important statutory requirement and staff understand that parents are able to view attendance via the Parent Portal. Students register formally both morning and afternoon as well as for each individual lesson. Registration data from Period 1 (8:30am) and Period 5 (2:00pm) will be used for statutory attendance purposes. However, registers should still be taken at the beginning of every lesson as well as at the start of the daily tutor period.

## Morning registration

Morning registration takes place during first lesson at 8:30am and should be completed by 8:45am, with a final data entry deadline of 9:00am. Pathway managers will run an attendance report at 9:00am. Email and/or SMS messages will be sent to house parents or host families of absent pupils when the reason for absence is not known. When pathway managers are advised of the reason for absence, it is entered in My Academy as soon as possible using the appropriate code. If house parents or host families phone or contact reception with information, it will be forwarded to the relevant pathway manager, entered directly into the system and form tutors and teaching staff are informed.

## Afternoon registration

Afternoon registration is at 2:00pm and should be completed by 2:15pm with a final data entry deadline of 2:30pm. Pathway managers will run a second attendance report for the day at 2:30pm and will investigate any absence that is unauthorised.

## Lateness

Students should make every effort to get to all lessons for registration in a timely manner. Students arriving at morning registration after 8:30am should be registered as late. Students that arrive after 8:45am without a valid note from their pathway manager will be registered late and should have their time of arrival logged in My Academy. Students arriving for afternoon registration after 2:00pm should be recorded as late. Students who arrive after 2:15pm without a valid note from the pathway manager will be registered late and should have their time of arrival logged in My Academy. Lateness is monitored and dealt with by the pathway manager. Form tutors should also follow up regular lateness or, patterns of lateness on a Monday during form time. This information will be received via the weekly behaviour report. Persistent lateness will be dealt with by the deputy head who also receives a weekly late report.

## The Eyeball Rule

Please remember the registration Eyeball Rule - If a student is not present for registration and you have not eyeballed them, **mark them absent**. It should not be assumed that they are elsewhere and another student's word should not be accepted. Only the pathway manager should overwrite a registration code after it has been entered.

If a member of staff has pupils on the school site for a different activity with another teacher which stops them attending registration e.g. assessments, sport, medical visit **then it is that member of staff's responsibility to ensure those pupils are registered**. They can enter the information into the



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system themselves if they have access to the appropriate register or they can inform reception for planned absence or the data manager for unforeseen absence who can update the system on their behalf.

## **Absence Communications**

Attendance of pupils is the responsibility of the pathway manager and form tutor who must keep an accurate record. When a pupil's absence continues beyond 1 day with no explanation advised, the pathway manager should contact relevant house parents or host families to confirm the reason. The pathway manager should advise the deputy head/designated safeguarding lead of any extended, unreasonable or suspicious absence.

(a) Routine absences: should be dealt with by the pathway manager (medical absences in liaison with the school nurse) and cover orthodontic treatment, hospital appointments, university interviews or open days, music examinations, etc.

(b) Extraordinary absences: have to be authorised by the Head of School in the first instance, and cover extended holidays, funerals, sports competitions and religious festivals or holy days. The pathway manager may have delegated responsibility for this but the Head of School should be informed of all such absences in advance and reserves the right to overrule the initial decision.

For students in a host family a telephone message or an e-mail is an acceptable form of communicating absence. If there is any concern about the validity of the notification the pathway manager should investigate and should contact the host family to verify an absence if they do not receive advance notification. All absence notifications from house parents, host families or direct from parents should be kept and stored centrally for two years on Alpha.

Absences where the student is not in the care of a school house parent or host family but remain unexplained are examined by the pathway manager and reasonable enquiries will be made. Pathway managers will write to parents and admissions offices requesting an explanation for the absence. If the absence is still unexplained given the nature of EF Academy, the missing persons procedure will then be followed.

## **Pupils with less than 90% attendance per term**

Pathway managers produce termly lists of pupils with less than 90% attendance for the deputy Head or Head of School to review. In addition, they will write to parents and admissions offices of these students unless there is a valid reason for less than 90% attendance.

Torbay local authority requests termly lists of students for whom the school has specific concerns regarding attendance. The designated safeguarding lead and pathway manager may send these lists and work with Torbay local authority to support/work with students, the school and where appropriate, families if there are concerns about non-valid poor attendance.

## **Deletions and Non-Standard Transitions**

EF Academy recognises duty to help prevent children missing education by reporting to the local authority when a student is to be deleted from the admissions register if: they are to be home educated; the family have moved away; the student has been certified medically unfit to attend school; the student is in custody for more than four months; the student has been permanently excluded.



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Equally important in preventing children missing education, we recognise the duty to inform the local authority of additions or deletions at non-standard transition points i.e. when a student of compulsory school age joins after the beginning of our first year or leaves prior to completing our final year. Our curriculum offer includes an English acquisition and high school preparation course, a two-year GCSE programme and a one-year 'accelerated' GCSE programme, each of which can constitute the first year of schooling at EF Academy, for that reason, we will notify the local authority of a non-standard transition when a student under the age of 16: joins one of our three 'first year' courses late in the year; joins directly onto our A level, IB or BTEC programme, regardless of time of year; leaves before completing their programme of study for any reason. Whilst we acknowledge the safeguarding risk inherent in children missing education, the majority of students that leave EF Academy Torbay do so to return to their home countries or to study in another country, for that reason we are often unable to inform other local authorities that these students are intending to study in their areas.

## **Pupils going off-site during the school day**

Students who leave the premises during the school day for break/lunch should sign out at the reception foyer. Students should sign back in at the reception foyer on their return. Students will only be allowed to exit via the main school entrance and must return via the main school entrance during the school day.

## **Failure to Sign In and Out**

Students who fail to follow the correct signing out and signing in procedures at break and lunchtimes will be stopped from leaving the school at these times. Further failures to sign out or back in will be recorded as an incident on My Academy and notifications sent to form tutors and pathway managers for further sanctions to be put in place as appropriate.

## **Off-Site Lessons**

If a member of staff takes students out of school during the day for sports lessons, drama lessons or to the library visits, etc. they should follow normal lesson time registration procedure and in addition, should complete a paper copy of the register. The paper register should be handed to reception clearly showing which students and staff have left the school site. On their return, the responsible staff member should notify reception and request that the paper register is shredded.

## **Trips and Activities**

A member of staff organising an activity should not withdraw pupils from their normal timetable commitments without gaining prior permission from the Head of School. Staff will be reminded in the weekly bulletin of activities during school time. Information including a list of names of students participating and dates/times of trips and activities within the school day should be added in advance to Google Classroom and displayed in other relevant places as appropriate.



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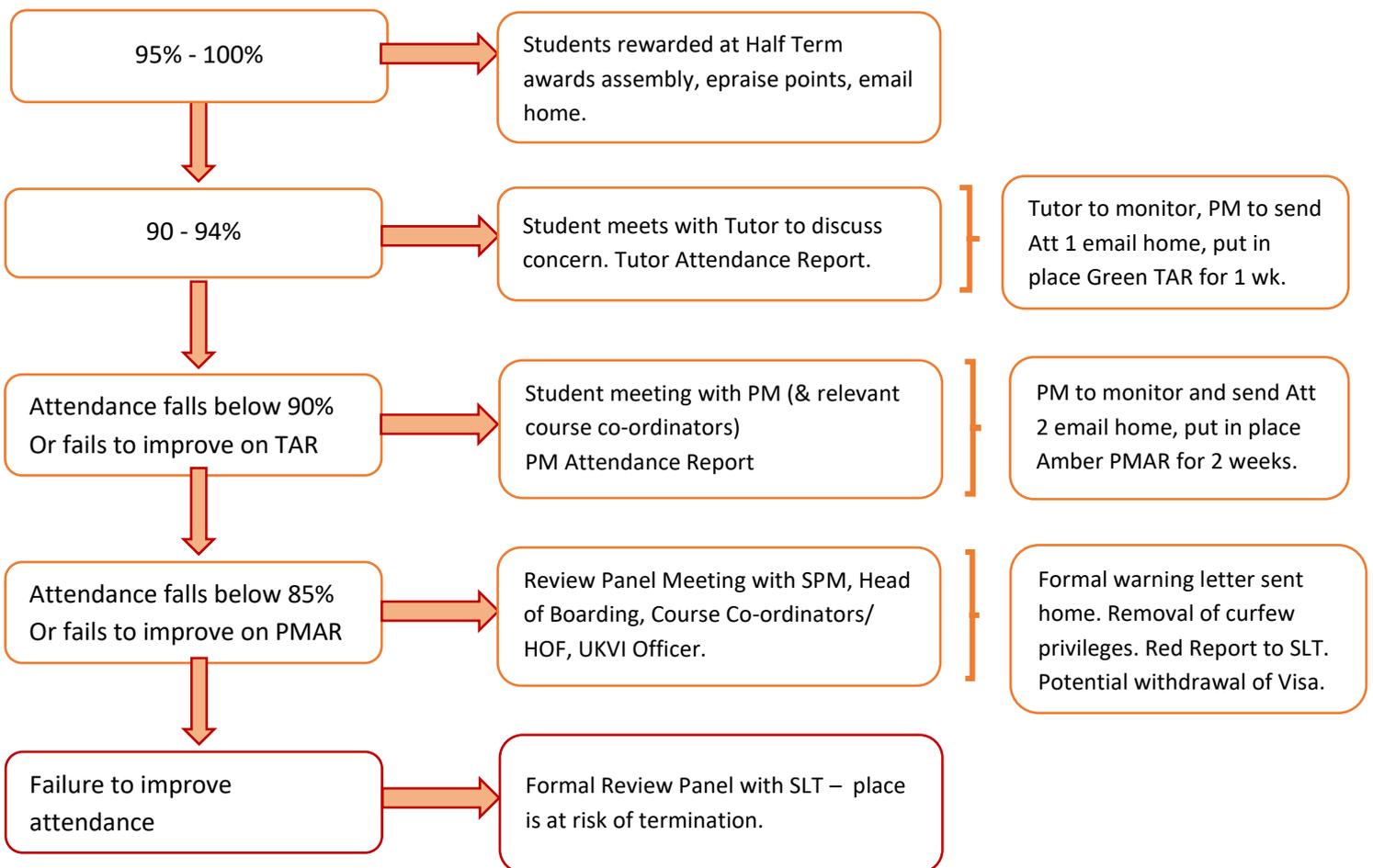
## Appendix 1: Attendance Procedure

- All students should be in all lessons all of the time.
- Every register must be taken within the first 15 minutes of the lesson without exception.
- Every lesson counts.

PM Team to produce weekly attendance reports presenting students' individual & group attendance percentage.

House Parents to report punctuality issues to PM Team by 9:00am via HP Report.

All incidents of illness/medical absence to be reported to school nurse by 8.30am, documented with evidence (Doctors notes/Letters if necessary) and logged on Alpha by School Nurse.



NB: At all stages attendance needs to be 95% for 2 weeks before removal of report and/or progression to stage below



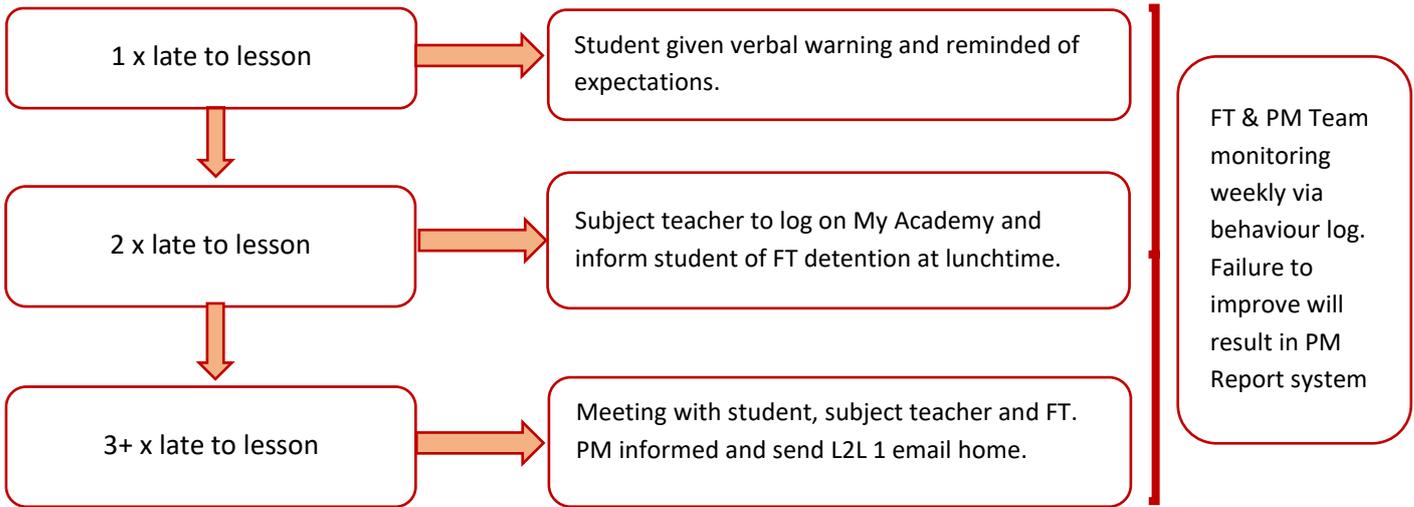
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## Appendix 2: Punctuality Procedure

- Students to be in Lesson 1 by 8:30am and Lesson 5 by 2:00pm
- Students late to any lesson/registration to be logged as 'L' with number of minutes late by teacher.
- Weekly report will be sent to FT for review with student on Monday during tutor time.
- Teaching staff to inform PM of missing students from lessons.

### Lateness to lessons



### Lateness to School - AM

