



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
SEPTEMBER 2018	CLAIRE ROBINSON-JONES	September 2018	September 2018	September 2019

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
LA Referral Form	Pupil and parent data	To support the LA with the necessary information to carry out a thorough investigation	Welfare Officer	Initially Completed on referral form online School copy stored on the server	Held on File until the investigation is complete

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	



Marlborough Primary School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Rationale

The Children Missing from Education policy has been developed to support children's entitlement to a full time education which is suitable to their age, ability, aptitude and any special needs they may have.

A child missing education from school due to repeated and unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

This policy applies to children who have significant absence from school without good reason, including persistent absentees (90% and below attendance) and those that go missing unexpectedly.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education. It also aims to prevent the risks of their going missing in the future.

Context

This policy should be read alongside the school's Attendance Policy and in particular with the school's Child Protection and Safeguarding Policy of which it is an integral part.

The policy has regard to the DfE guidance, Keeping Children Safe in Education: Statutory guidance for Schools and Colleges 2016 and the LSCB's guidance: Child Protection Record Keeping Guidance for Schools, 2015.

Policy and Procedures

The school will carry out daily registration and absences will be dealt with in accordance with the school's Attendance Policy.

This policy covers those instances where:

- There is a repeated pattern of absence
- The reason for absence is unclear or unexplained
- A member of staff has concerns about the nature of a pupil's absence
- A parent informs the school that their child is to leave

In these instances, the school's Designated Safeguarding Lead (DSL), should be consulted and if appropriate, a child protection 'Record of Concern' form should be completed.

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Any Child Protection documents will be forwarded in line with the Child Protection Record Keeping Guidance 2015.

Where parents inform the school that their child will be leaving school, parents will be asked to complete a leavers form which will be shared with Harrow Council's attendance team before a child is taken off-roll (after the 20th day).

When a pupil leaves our school without clear indication of a receiving school, the school will contact the Local Authority CME Officer to advise them of the situation and to start their tracking procedures.

We will also inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

The school will follow a process of reasonable enquiry which includes daily phone calls to the contact numbers provided to the school, 5 day, 10 day and 20 day letters home.

Monitoring and Review

This policy is monitored by the Headteacher. It will be reviewed annually or in the light of changes to legislation.