



Westbourne
House School

CHICHESTER

CHILD MISSING FROM EDUCATION POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement

A child going missing from education, particularly repeatedly, may be an indicator of abuse or neglect. In addition to the procedures to follow if a child goes missing from school (see Child Protection Safeguarding Policy – Appendices 3 & 4), staff should have in mind the potential safeguarding concerns relating to child sexual exploitation, travelling to conflict zones, FGM and forced marriage.

Aims

In order to safeguard pupils, Westbourne House School undertakes to do the following:

- Maintain an admission and an attendance register
- Review the attendance percentages regularly to spot patterns of high absenteeism: an attendance percentage below 90% will trigger consideration as to the appropriate next course of action, whether pastoral, disciplinary, parental or child protection.
- Inform West Sussex Local Authority (copying in, where the child is normally resident in another local authority, that local authority also) if a child is to be removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year.
- The School has regard to [Children Missing Education](#) (UK Gov. September 2016) for information regarding the lawful grounds for removing a pupil and the information to be reported to the local authority.
- Inform the local authority if any pupil fails to attend school regularly, or if any pupil has been absent without the school's permission for a continuous period of 10 days or more.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
January 2019	August 2019	DSL