



Scalliwags Pre-School CIO

Safeguarding Children

Children Missing in Education

Policy Statement

This policy has been adopted as guidance for knowing about and understanding children missing in education even though pre-school education is non-statutory education.

- At Scalliwags Pre-School, we monitor absences and record information regarding children's attendance. We do this through a daily register which is kept accurate and up-to-date. We encourage parents to inform us of any changes whenever they occur.
- It must be entered on the register the first day on which it has been agreed that the child will attend the Pre-School. If a child fails to attend, we will undertake reasonable enquiries to establish the child's whereabouts and consider whether notifying the local authority should be appropriate.
- Scalliwags Pre-School understands that monitoring attendance is an aspect of safeguarding, and we must address poor or irregular attendance. We will refer poor attendance to the local authority should it be appropriate.
- Scalliwags Pre-School is aware that it is part of the safe-guarding duty we have to children to investigate any unexplained absences. This will include reasonable enquiries.
- Reasonable enquiries include the key person or early years manager checking with relatives, neighbours, landlords, and other local stakeholders who are involved. This may include a wider enquiry into UK Visas and Immigration, the Local Authority or any Local Authority previous involved with the child or family, and agencies known to be involved with the family. We write down what procedure we have taken, particularly as the steps which need to be taken in a given case will vary.
- Scalliwags Pre-School recognises that some children are at particular risk of missing education. Such children may be: children at risk of harm / neglect; children of Gypsy, Roma and Traveller families; Children of Service Personnel; Missing Children and runaways; Children of new migrant families.



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- Scalliwags Pre-School appreciates the importance that a Pre-School can bring to a child's life, including structure, social interaction with peers, stability and education.
- Scalliwags Pre-School also recognises the possibility of child abduction and recognises their responsibility in being alert to such a possibility.
- When children move settings a forward address of the new setting is requested as well as an address. We will record in the admission register the full name of the parent with whom the pupil will live, the new address and the date from when it is expected the pupil will live at this address. The new setting name is confirmed and the date from which the child is expected to start attending that setting.
- Any Safeguarding concerns are passed on to the new setting, as per our transfer of records policy.
- All school leavers have documents which are transferred to their new school.
- When children are 'missing' advice is sought from professionals.
- Consideration is given the cultural background of the child and advice sought from professionals.
- Consideration given to the vulnerability of the child and /or family and advice sought from professionals.
- We are also vigilant surrounding family members or children from the local community that we know of that this policy might apply to and follow the guidelines as appropriate.



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This policy was adopted at a meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory _____