



Missing Child Policy

For the children who have not entered school after the registers have closed at 9.15 we have a strict procedure called **First Day Contact**. This ensures that children who have left for School and have not arrived are recognised. The office staff or Education Support manager make contact with Parents/Carers to gain knowledge of the whereabouts of a child.

- Telephone call to home and if necessary all named contacts.
- If no response then a text is sent requesting a response within 10 minutes.
- If still no response then a second text is sent stating that if the parent/carer does not respond then external agencies will be contacted to find the whereabouts of their child.
- Still no response then Children's Services or the Police are contacted to find the child.

If a child is ill then notes of the illness are taken and placed on the Scholar Pack register next to the child's name and also onto a weekly list which is kept by the office staff for future reference.

If a child is not collected from school, then all contact numbers for that child held on Scholar Pack will be contacted. In the event of not getting a response then external agencies will be contacted i.e. Police or Children's Services. For a child who is on a Children's Services plan, their key worker will be contacted but if they are not available then the police will be asked for their support in the matter. For any child that is not collected on time, the School can provide a service until 5.15pm

When a child has missing from Education for 4 weeks for reasons outlined in the County Policy, then the Missing Child in Education Team should be contacted.

Allerdale and Copeland

Janice
Children's
Blencathra
Tangier
Whitehaven
Cumbria
CA28 7UW

O'Neil
Services
House
Street

janice.oneil@cumbria.gov.uk
Tel: 01946 505558

The County Policy is reproduced on the next two pages.

Parental Responsibility

By Law, any child of compulsory school age (between 5yrs-16yrs) must receive a suitable education.

Parents and carers are responsible for making sure this happens. Failure to do so may lead to prosecution.

Cumbria Children's Services

Children Missing Education Officers

Carlisle North

Isobel Graham
Children's Services
Parkhouse Building
Baron Way
Carlisle
CA6 4SJ
isobel.graham@cumbria.gov.uk
Tel: 01228 221430

Allerdale and Copeland

Janice O'Neil
Children's Services
Blencathra House
Tangier Street
Whitehaven
CA28 7UW
janice.oneil@cumbria.gov.uk
Tel: 01946 505558

Furness

Paula West
Children's Services
The Nan Tait Centre
Abbey Road
Barrow in Furness
LA14 1LG
paula.west@cumbria.gov.uk
Tel: 01229 407418

East and South Lakeland

Laura FitzGerald-Park
Children's Service
Busher House
Busher Walk
Kendal
LA9 4RQ
laura.fitzgerald-park@cumbria.gov.uk
Tel: 01539 713457

DO YOU KNOW A CHILD MISSING FROM EDUCATION?



Building pride in Cumbria

Missing Children

Children who are not in Education or training or school could be missing out on vital educational and social opportunities and experiences.

Some of them may be at risk of harm or be in situations which are unsafe.

Cumbria Children's Services are keen for you to tell us about these children so that we can make sure that they receive appropriate education.

Some parents elect to educate their Children at Home which is perfectly legal and acceptable. Cumbria County Council asks those parents to notify us that they are doing so.

All Local Authorities now have a designated person responsible for receiving details of children missing from education, and for getting support for them from the most appropriate agency.

What do we mean by Children Missing from Education (CME)?

All children of compulsory school age (5-16 years) who are not on a school roll or being Educated Otherwise (e.g. at home, privately, or in alternative provision) and who have been out of educational provision, usually agreed as four weeks or more.

Why do children go missing from education?

There are a number of reasons, including:

- They don't start school at the appropriate time and so they do not enter the educational system;
- They are removed by their parents due to problems at school, e.g. exclusion or bullying, disinterest or poor attendance;
- They cease to attend due to illness.
- They fail to find a suitable school place after moving to a new area;
- The family move home regularly;
- Problems at home.
- Children who do not make transition into secondary school from primary school.

What to do if you are concerned

If you are aware of a child who is neither in school nor receiving Education Otherwise i.e. Elective Home education, then please contact us. You can do this confidentially either by phone, letter or using our email address.

Please also tell us if you have any concerns about children who have gone missing from your area or neighbourhood.

If the family members include younger children, we will speak to our colleagues from other agencies which may have contact with them and make sure that they are safe and their needs are being met.

What will happen when I report a concern?

All concerns are passed to Children's Services – and may be dealt with by the Children missing education link officer.

Someone will contact the family by letter and may visit the family and make contact with the child(ren) and family and arrange appropriate education. If the child(ren) need some support to help them back into school, this will be provided.

When children have gone missing from the area we will use the national network of Children Missing from Education Officer's to enquire as to whether they have arrived safely in a new school.