South Gosforth First School

'Roots to grow and wings to fly'

South Gosforth First School
Child Missing in Education Policy

	Staff • Read it • Chance for feedback	FGB/Sub committee • Approved	Accessible • Website link saved
Review Date:	**October 2026**	**October 2026**	**October 2026**
Next Review Due:	**October 2027**		

Members of staff with responsibility:

- **Mr Rob Bradley-Adams (Head Teacher)**
- **Mrs Kate Bruce (SENDCo)**
- **Miss Rachael Blackburn (Deputy Head Teacher & KS1 Lead)**
- **Mrs Amanda Logan (KS2 Lead)**
- **Mrs Catherine Burnett (EYFS Lead)**
- **Jude Ryan (School Attendance Officer)**
- **Yvonne Devine (Local Authority Attendance Officer – Access & Inclusion)**

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Monitoring Attendance

1. We monitor attendance daily and use these procedures for following up absence:
2. In the event of absence the school should be informed by the parent/carer on the morning of the first day of absence. The detail of the absence is recorded with the relevant code on the SIMS system.
3. Parents are expected to contact the school as soon as possible. A voicemail can be left if no-one is available to take the call. If a child is absent and the parent has not contacted the school by 9.30am a member of the school office staff will contact the parents/carers by telephone to discuss the absence.
4. If no response has been received by midday, office staff will inform the Head Teacher, or in her absence the Deputy Head Teacher, to consider if there are safeguarding issues around the child's absence. At this point, if there is considered to be a risk, the Head Teacher or Deputy Head Teacher may contact the Local Authority to ask for advice.
5. If there is not considered to be a safeguarding issue around the child, the school office staff, Senior Leader or Attendance Officer (Local Authority / Clennell) will ring again. If there has been no response after three days, the Local Authority Attendance Officer will be informed and appropriate action taken.
6. Where a child returns to school with no explanation for their absence, office staff will contact parents requesting a reason for absence and this will be followed up until a reply is received. (Class Teachers will also make direct enquiries on return as to why a child was absent.)
7. If a child fails to attend school for 10 consecutive days and school staff are unable to contact the parents via phone or email, we will follow the Local Authority's Children Missing in Education procedure. This involves using the following online form: https://newcastle-central.oncreate.app/w/webpage/authservice?service=report_a_child_missing_from_education

Children Missing Education

All schools must notify the local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended – see link below). This duty does not apply when a pupil's name is removed from the admission register at standard transition points (when the pupil has completed the final year of education normally provided by that school) unless the local authority requests that such returns are to be made.

The following link is to be used by The Head Teacher or School Business Manager when children need to be removed from role:

https://newcastle-central.oncreate.app/w/webpage/auth-service?service=removal_of_pupils_from_school_roll

For further information please see statutory guidance on Children Missing in Education here:

https://www.gov.uk/government/publications/children-missing-education?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=53f60c66-9fc2-4d14-ba89-d796f2a0c5d1&utm_content=daily