Ashbridge
INDEPENDENT SCHOOL & NURSERIES

SAFEGUARDING CHILDREN FROM MISSING EDUCATION POLICY AND PROCEDURES

Approved by: SLT

Approved date: SEPTEMBER 2025

Review date: SEPTEMBER 2026

Accessibility: Available on the school website and paper copy on request

Scope: Ashbridge Independent School, Ashbridge Nursery, Ashbridge on Ribble

INTRODUCTION

This policy is to be used in conjunction with the Safeguarding and Child Protection Policy and the Attendance Policy. It is for use when a child leaves or joins Ashbridge Independent School, Ashbridge Nursery or Ashbridge on Ribble Nursery or when a child fails to attend school or nursery for a significant period.

All children of compulsory school age are entitled to a quality, full-time education. As a registered school, we are also required to record some information for children under compulsory school age. To ensure the children in our care are receiving the education they are entitled to we follow the procedures detailed below.

ADMISSIONS REGISTER

All children are recorded on the admissions register no later than the day they start the school or nursery. This register contains all relevant details as set out in Working Together to Improve School Attendance August 2024.

Children who live at more than one address have both addresses recorded wherever possible and when children move address this is also recorded with the date from which it is expected the pupil will live at the address. More than one emergency number is held for all children where reasonably possible.

Previous settings are included on the admissions register where appropriate and destination settings are recorded when children leave Ashbridge, including the date at which they are expected to start at the new setting.

Admissions registers are backed up once a month and kept for three years after the end of the school year in question.

REPORTING ADMISSIONS AND LEAVERS TO THE LOCAL AUTHORITY

When children join or leave Ashbridge at non-standard transition times the local authority is informed. Due to having a very large proportion of pupils under compulsory school age an agreement has been made regarding nursery children as detailed below.

Ashbridge Independent School

The local authority will be informed of children who leave or join Ashbridge at non-standard transition times. For children leaving Ashbridge at non-standard transition times, the local authority will be informed no later than the date the child leaves the school. When a child has left enquiries are made with their stated new school to ascertain if they have started on the expected date. When children leave with no destination school stated, or they are no longer a pupil at an independent school, a Children Missing Education referral is also made, in line with the guidance. When children join Ashbridge School at non-standard transition times, the local authority will be informed no later than five days after their start date. We will contact the child's previous school to request sharing of any relevant information.

Ashbridge Nursery Hutton and Ashbridge on Ribble

The local authority will be informed of all children who join or leave Ashbridge Nursery and Ashbridge on Ribble. Due to the large number of children this involves, an agreement has been made with the local authority that it is acceptable for this information to be sent monthly as a basic report.

If a child leaves and we have a concern about their whereabouts, the local authority will be informed as soon as is reasonably practical after the concern is raised.

CHILDREN ABSENT FROM EDUCATION

If a child is persistently absent from education or moves schools regularly, this can be a sign for a wide range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. We work with families, the local authority and Children's Social Care and/or the Police when necessary to safeguard children if they are persistently absent or stop attending school or nursery.

Whilst any child may be at risk of missing education, it is important to be particularly vigilant to children from the following groups:

- At risk of harm or neglect
- Gypsy, Roma and Traveller families
- Service Personnel
- Missing children and runaways
- Supervised by Youth Justice System
- Ceasing to attend school
- New migrant families

REPORTING PERSISTANT ABSENCE

If daily attendance registers show that a child has been absent without authorisation for 10 or more consecutive days, or otherwise fails to attend school regularly, the local authority will be informed as soon as is reasonably practical. The pupil will not be removed from the admissions register until both Ashbridge and the local authority have made reasonable enquiries to the whereabouts of the pupil, and at least 10 days after the pupil should have returned from an authorised absence, or 20 days consecutive unauthorised absence, have passed.

Data will be submitted termly to the local authority regarding children who are persistently absent at the rate of 90% attendance, as directed by the local authority. In addition, any child who falls below the 90% threshold and holds concern for the school will be reported to the local authority immediately.