



Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School  
St Andrews CE Infant School • Newton Blossomville CE School

*The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.*

*"Whatever we do, we work at it with all our heart"*

*Colossians 3:23*

## Children Missing in Education Policy

### Children absent without explanation, procedures

This procedure should be read in conjunction with our safeguarding policy.

#### Day 1 - Phone call

A staff member telephones the named contacts for the child to seek reasons for the absence and reassurance from a parent or carer that the child is safe and there is a reasonable explanation.

If the parent/carer answers the call, ask for reason for absence and record on school's attendance management system

If there is no answer on the home number, then call all contact numbers held for the child - leave a voice mail for each contact person to contact the school as a matter of urgency.

Repeat process if no response by 12 and risk assess

If the person who answers the phone is not the parent/carer and the school is not reassured that the child is at home or safe. Then the school's designated lead for child protection should be consulted and a risk assessment undertaken and the degree of vulnerability of the child considered (consider day 2 and day 3 steps now).

If the parent/carer answers the call, and the child is not with them or safe and the parent is concerned - School will advise **the parent** to:

- Contact the local police station to inform them that the child is missing
- Contact all people and places the child is known to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively seeking for the child
- Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment
- Report back to school if the child is found or remains missing as soon as known

#### Follow up phone call and email

A staff member telephones the named contacts for the child to seek reasons for the absence and reassurance from a parent or carer that the child is safe and there is a reasonable explanation.

If no response, contact all numbers held for the child and phone siblings schools/pre-schools. Follow up with email to all email contacts and on consultation with the DSL, give the contacts a set time frame to make a response with explanation. If you are aware that English may not be the parent's first language, copy the email into a language that may be more accessible.

#### Day 3 – Home visit

Arrange a visit to the home address ensuring that risk assessments are in place. If no response at home address, knock on neighbours doors to see they can shed any light on the family's whereabouts. If no contact is made with the family - School to complete referral form:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/information-for-schools/children-missing-education>

If no response DSL calls the MASH for advice.

- School to follow advice and guidance
- Safeguarding Governor to be updated

Reviewed	May 2025
Approved by Governors	22.10.2025
Next Review	May 2026