

# **Mountjoy School**

## **Protocol**

### **Children who move out of the area / missing children**

**May 2018**



Reviewed by SLT May 2018

Next due for review May 2019

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All pupils are entitled to a full-time education, which is suitable to their age, ability, aptitude and special educational needs. Children missing education are at a significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training) later in life.

It is important that we continue to work closely with locality teams, education social workers and social workers to ensure all children are attending school and we are in contact with their families.

If we are concerned about a child's attendance and not able to contact the family, and they are believed to have left the area without notification from the parents, the school must:

- try to make telephone contact;
- write to the known home address;
- make informal enquiries to relations or friends of the child and refer to the Education Social Worker.
- If the area is known where the child has gone to, a tracer will be sent.

On receipt of such a referral, the Education Social Worker will complete checks to locate the child.

If you have any Child Protection concerns about the child, you should follow the Child Protection Procedures and contact the Education Social Worker **immediately**.

This protocol must be read in conjunction with Department for Education Statutory Guidance – November 2013 - "Children Missing Education".