Harford Manor School

Foundations For Futures

Our Response to Children Missing Education 2025/2026

Date approved by Governors	
Last reviewed by	
Next review date	
Person(s) responsible for review:	

Our Response to Children Missing Education 2025/2026

(Taken from Norfolk County Council's Children Missing Education Policy 2024)

The following table outlines the process for responding to a possible pupil missing education:

Day one of unexplained absence – first day absence telephone call to parent child resides with to seek reasons for absence and reassurance from the parent that the child is safe at home.	
Result of call	Action
The parent answers the call and the child is safe with them.	Ask for a reason for absence and record. Where a pupil is subject to a Child Protection Plan, notify the pupil's social worker.
The person answering the call is not the parent and the school is not reassured that the child is at home or safe.	School's Designated Safeguarding Lead should be consulted on risk assessment of child's vulnerability. (see School risk assessment for possible pupil missing education form)
Parent answers call, the child is not with them or safe and the parent is concerned.	School advise parent to: • Contact Norfolk Police to report the child as missing'. • Contact all people and places the child is known to talk to and visit to see if they have any information about where the child is. • Actively search for the child. • Contact family GP, Walk-in and Accident and Emergency Centres in case the pupil has sustained an injury and taken for medical treatment. • Report back to school if the pupil is found or remains missing. • School's Designated Safeguarding Lead must be informed without delay and should contact any relevant professionals working with the family to ensure they are aware.

No answer at the home or on mobile numbers	Telephone: • All available contact numbers for parent child resides with • All available contact numbers for any other parents the school is aware of • All available emergency contact numbers School's Designated Safeguarding Lead should be consulted on risk assessment of child's vulnerability.
If the risk assessment on day one suggests the child may be at risk of harm, school's Designated Safeguarding Lead will contact Norfolk Police and/or Children's Advice and Duty Service (0344 800 8021)	

Day two to twenty
The school continues to make enquiries to establish why the pupil is not attending in line with the school attendance policy. These enquiries should include:

- Continue efforts to contact all parents, family members and emergency contacts by all available telephone numbers and email addresses.
- Undertake a visit to the family home to establish whether the family still resides at the property. Enquiries with neighbours could be made if appropriate.
- Contact siblings' schools to see whether siblings continue to attend, or they hold information as to the families' whereabouts.
- Checks with members of school-based staff who the child or parent may have had contact with e.g. SENCO, Parent Support Adviser.
- Checks with other agencies with known involvement who may have information regarding the whereabouts of the child.
- If ongoing risk assessment suggests the child may be at risk of harm, the school's Designated Safeguarding Lead will contact Norfolk Police and/or Children's Advice and Duty Service

If enquiries lead school to believe that the family are no longer living at the address known by school, they should contact the CME team as soon as this is established. Schools should not wait 20 days before contacting the CME team for further advice.

• If ongoing risk assessment suggests the child may be at risk of harm, school's Designated Safeguarding Lead will contact Norfolk Police and/or Children's Advice and Duty Service.	
School establishes one of the following during enquiries	
Outcome	Action

Parents are failing to ensure regular attendance.	Follow school attendance procedures.
The family have moved and a new address within the local area is gained.	Follow school attendance procedures.
Confirmation that child is attending a new school, being electively home educated.	Deletion Return Form can be submitted once written confirmation is received from the parent and pupil can be removed from school roll.
The Family have moved and a new address outside the local area is gained but no new school identified.	Telephone or email the CME Team to establish whether removal from roll can be agreed under reasonable distance grounds. Where the pupil is in Year 11 and moving within Norfolk, the Admissions Team will support transport applications where possible. If this may apply, please contact the Fair Access Manager prior to removal from roll who will confirm that transport will be provided, or a local school offer should be made.
The Family is believed to have moved but a new address has not been established.	Complete PPME referral form and submit to the CME Team to establish whether any further enquiries can be made by the school or CME Team to establish the whereabouts of the child

Possible Pupil Missing Education

On receipt of a PPME referral, further investigation actions to be completed by a CME Officer and school will be agreed including timescales for the actions and a review date.

CME officers will check the LA's education database along with social care database to ascertain any further information that may be held which may support to establish the whereabouts of the family. Also to assist with their investigations CME officers may need to seek further information from external agencies such as housing, NHS and HMRC.

Possible outcome 1	Possible outcome 2
If following further enquiries, the location of the child is established by either the school or CME Officer, they will agree that sufficient evidence has been established to proceed with removal from roll and submission of off roll notification form.	If following further enquiries, the school and the CME Team fail to establish the whereabouts of the child, they will agree the pupil can be removed from roll and school will submit a Deletion Return form under Regulation H or I.