



**Bosworth  
Independent  
College**

# Missing Student and Students Missing In Education Policy

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## Introduction

This Policy serves two purposes. Firstly in Part One, it deals with assuring student safety. Bosworth College accepts that while students are in attendance, the College or any of its representatives are *in loco parentis*. This is considered to mean that in the event of any incident, the College should act in the best interests of the student and reflect what would normally be expected by a reasonable, sensitive and well-informed parent.

Secondly, this Policy specifies in Part Two how Bosworth fulfils its monitoring, detection and care for Students Missing in Education in accordance with KCSIE.

To help in tracing students, it is a Bosworth College rule that they must always carry their charged and switched-on mobile phone with them when at College (both day and boarding students) and boarding students when outside their boarding house or senior house. GDPR requirements are always followed by the College in holding students' mobile numbers.

This Policy should be read in conjunction with the College's Safeguarding and Child Protection Policy.

## PART ONE – ASSURING STUDENT SAFETY

### Missing Students During the Academic Day

The College legally registers all students at morning registration and the beginning of all lessons. If a student is missing, this is picked up by the Data and Attendance Officer who will notify the relevant Head of Year and a Senior Leadership Team member.

### Day Students

If a day student is reported missing, possible timetable changes are investigated and their friends consulted. The student's mobile telephone number is called. If the whereabouts of the student cannot be determined after these actions, the student's parents are contacted. For CSA students this will normally be within one hour of being reported as missing, and for all other students by 9.30am. The responsibility for tracing the student is at this point transferred to the parents, though the College will continue with any possibly fruitful lines of inquiry, remaining in contact with parents. Parents are asked to remain in contact with the College and to inform the College when the student is traced. College notifies the parents also when a student is located. If a day-student's parents or family member of parental age cannot be contacted, the College will liaise with appropriate external agencies to ensure the student's safety.

### Boarding Students

If a boarding student is missing from class, possible timetable changes are investigated, and friends consulted. If the whereabouts of the student cannot be determined, the Head of Boarding, Assistant Principal Pastoral, Deputy Head of Boarding or College Nurse will be contacted. (S)He will then visit the student's accommodation if the student lives in a Senior House or telephone the student's mobile, as appropriate, and subsequently (if the student is not found) contact either the appropriate House

Parent (HP), Boarding Office staff or a family house member to determine the last time of the known whereabouts of the student.

If a boarding student's whereabouts cannot be determined immediately, this will not necessarily be considered sufficient grounds for contacting parents. The rationale for this position is that in the vast majority of cases, there will be a simple explanation for a student being missing, but for most parents overseas, distance and time away from home will tend to exaggerate any natural concerns they would have.

If the missing student has not been located by 1600 or earlier depending on age, vulnerability etc, a review meeting will be called of all relevant people, usually the Assistant Principal Pastoral, Head of Boarding, Designated Safeguarding Lead and Head of Year, to decide on next steps and when parents, guardians and police should be contacted.

If a student's whereabouts cannot be accounted for and the procedures above reach the stage of contacting parents (day students) or unsuccessful searching of student accommodation (boarders), the Assistant Principal Pastoral is informed. If a student's absence raises extra concern (e.g. because they are unwell or have been reported as under abnormal mental strain), the Assistant Principal Pastoral is informed as soon as the absence is identified. The Head of Boarding may also fulfil this role.

### Missing/Late Boarding Students in Boarding Time

This process covers boarding time – i.e. after 1545 on weekdays, all weekends and all non-teaching days when students are in residence.

Provisions are in place to ensure that a student's propensity to be "missing" is reduced in various ways, including the signing in/out procedure, curfew times briefed to students during induction week, the exeat process, holiday plan records, and provision of emergency phone numbers on student key fobs.

All boarding and on-call staff should be familiar with these procedures, which have been developed to ensure we are discharging our responsibilities for safeguarding students under normal circumstances. Where a student might deliberately be missing, such as the very rare occurrence of trafficking, all staff will need to constantly remain vigilant, and share concerns/observations with senior staff rather than rely on records/processes only.

As such, all boarding staff are expected to watch for potential signs that a student may abscond including: students who are evasive about their movements, those who don't unpack shortly after arrival, rooms which begin to look empty over a period of time, other students distancing themselves from a particular student, changes in behaviour, adult visitors to the boarding house and anything else which gives cause for concern.

When an adult collects a student, this should be supported by an exeat form completed in advance of the visit, and the supervisor on duty must see identification. If no ID is available, or if it's a "surprise" visit with no supporting paperwork, the supervisor must contact the senior person on call before allowing the students to leave. PLEASE SEE PART TWO OF THIS POLICY.

## Boarding Houses

Students under 16 must return by 2100 and make their presence known to a supervisor. Students under 15 must return by 2015 and make their presence known to a supervisor. All other students must return by 2200. At weekends, over 18s may be allowed to stay out until 2300 but only if they have agreed this with the HP (Houseparent) in advance, and there is good reason, such as a late theatre show, friend's birthday meal, or cultural celebration. Only students with an approved exeat can be absent overnight. HPs are tasked with briefing our expectations to students during Induction Week.

Before curfew time, supervisors are expected to:

- Make regular checks of the signing out sheet and personally call any student who is more than an hour overdue to check they are safe and record any revised return times.
- Check if a student is abusing the signing out procedure e.g. always signing out to "town" until 2200 and discuss with student on return and/or escalate to their HP who can suggest earlier curfews or discuss other penalties with the Head of Boarding.
- Hand over to the HP at the end of their duty, inform the HP of any students who are delayed/haven't returned, and what actions have been taken.
- At weekends, supervisors must phone all students aged under 16 shortly after the lunch period to check where they are, unless they are known to be in the Boarding House or on a trip. This is to ensure no under 16 can be unaccounted for over long periods of time. This should be recorded on the signing out sheet (or in the daily log if insufficient space).

If a student fails to return by the appropriate time, the Houseparent must:

- Phone the student (or the contact number if they are on exeat), check that they are safe and ask that they return immediately. The incident should be recorded on a Daybook Concern Form if there is no reasonable excuse for being late, or just in the boarding log if there was a valid reason.
- If the student is unable/unwilling to return, but the Houseparent is satisfied that they are safe, (e.g. staying an extra night with their guardian), record all the information on a Concern Form.
- If the student can't be contacted, ask friends/roommates to see if they know where the student has gone. They might be at a senior house, (if so, phone the residents). If they still can't be contacted or can be but the Houseparent is not satisfied they are safe, or if the student refuses to return the Houseparent should contact on call staff to discuss next steps (see rota in supervisors' file). This could include calling the police to report a missing person as advised by on-call.
- HPs can't authorise students to be absent overnight if a student asks for a "late" exeat.
- On call staff should be called by 2200 for missing under 16s or 2230 for others.

On call staff should satisfy themselves that everything within reason has been done to locate the student and should take appropriate action e.g. speak to the student to insist they return, or if no contact can be made, advise the HP to call the police as a precautionary measure (call 101).

The on-call staff member is responsible for ongoing checks with boarding staff to verify the safe return of the student, should ensure that the police are informed if a student reported as missing returns and should brief the Head of Boarding on the next working day.

## Holiday Returns (Current Students)

Occasionally students don't return on time after holidays. This would not usually be formally recorded until first registration by administration staff. A failure to return would not normally be reported to on call or the police at this stage. Often, a flight has been rebooked or the student is ill at home. In such circumstances, HPs should send an email to the contact shown on engage if the student was expected to arrive over a weekend, in order to ascertain from them if a student is actually thought to be somewhere in the UK, or to record any planned delay. If parents are concerned and/or can't contact the student, the missing student process as detailed above should be invoked. If the parent confirms the student will return late, the details should be emailed by the HP to the Head of Boarding.

If the missing student was expected to return during the week, HPs should email the Head of Boarding, so investigations can take place during the following working day.

Although the above refers mainly to current students, the process also applies to new intake students where we have been informed of arrival times.

We are not always informed by families of planned return times after holidays. Hence action is only taken when staff know an anticipated return time is not fulfilled. Failure by a student to return by the return time specified on the Academic Calendar ('Boarders must return by...') will trigger the procedure appropriate to their age.

## Taxi 'No-Shows'

If any student can't be found when a taxi transfer has been booked, Amber cars will contact Bosworth Hall to inform staff. Amber will check that a flight has landed/baggage cleared but will ask for advice on waiting. Staff on duty should be aware that a waiting time of one hour is included in the price, and that subsequent hours are charged at £12. Amber should be asked to wait 2 hours total whilst further checks are made by the supervisors on duty before standing them down.

## Senior Houses

Students in senior houses are all 18 or older and not subject to the above checks. They can use a "daily whereabouts" board to indicate where they are and expected return time. Housemates are briefed to keep a check on overdue students and to call them to verify that all is well. If no contact can be made, or the housemates are concerned for the safety of their colleague, they are asked to call the emergency number indicated on the house notice board. The on-call staff will then take responsibility for dealing with the situation as appropriate (e.g. notifying the police).

## Special Educational Needs and Disabilities

The procedures above are modified as required for students with SEND. For example, a student with autism will activate procedures immediately or earlier contact with the police if (s)he may not be safe outside Bosworth. SEND includes students who may have temporary issues such as depression. Office staff and senior staff should ensure they are aware of temporary conditions notified by the Nurse, families or pastoral staff. Missing students should have their names checked on the College Special

Needs register. In passing information to external agencies or to other staff, messages should always include information about relevant SEND.

## PART TWO – STUDENTS MISSING IN EDUCATION

### Introduction

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing in education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

Bosworth College understands that, although rare amongst its UK (mostly) day-students, the College has a clear educational, statutory and safeguarding duty to detect and support such students or those in danger of being ‘missing in education’. This responsibility also applies to overseas boarding students. Away from home, such students may become victims of exploitation, radicalisation or slavery.

Unexplained absence (e.g. early departure or late returns from holiday) may indicate mental health difficulties. Students may also be economic migrants preparing to abscond from Bosworth College after nefariously gaining entry on student visas (see page 2). Bosworth College’s Missing Students and Children Missing in education Policy states how the College fulfils its responsibilities according to the following legislation:

- DfE ‘Working together to safeguard children’ 2018
- The Education (Student Information) (England) Regulations 2005 (as amended in 2016)
- DfE KCSIE 2019
- The current Independent Schools Standards Regulations (Education and Skills Act 2008 section 94)
- DfE ‘Children missing Education’ 2016
- The Education (Student Registration) (England) Regulations 2006 (as amended in 2016)
- The Education Act 1996
- The Children Act 1989 & The Children Act 2004
- The Education Act 2002
- The Education and Inspections Act 2006

Defining ‘Children Missing in Education’ For the purpose of this Policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by a Local Authority, and who is not receiving a suitable education elsewhere. This definition also includes students who are receiving an education, but one that is not suitable; this could include students who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND), insufficient language skills.

### Categories of students at risk

- Students at risk of harm or neglect – where this is suspected, local child protection procedures will be followed;
- Children of gypsy, Roma and traveller (GRT) families
- Children of service personnel – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, the DSL will inform the police, immigration authorities and social care.



- Children and young people supervised by the Youth Justice Service
- Children who cease to attend Bosworth – where the reason for a child who has stopped attending the College is not known, the Local Authority will investigate the situation.
- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address or may have arrived into an Local Authority area without the authority becoming aware.
- Boarder students away from the supervision and protection of their families
- Boarder students whose families are not taking care of them
- Boarder students who do not intend to complete their course but seek to reside illegally in the UK

## Procedures

The College will enter students on the admissions register before or at the beginning of the first day on which it has been agreed, or the day that the College has been notified, that the student will attend the College.

In the event that a student fails to attend the College on the agreed or notified date, the College will undertake reasonable enquiries to establish the reason for this absence and will consider notifying the Local Authority or UKVI at the earliest appropriate opportunity.

The College will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The College will monitor students' attendance through the daily register and through boarding house roll call times. The College will comply with Northamptonshire Safeguarding Children's Board and County Council procedures for reporting significant absence from College. However, Bosworth College will make its own enquiries and notify and work with agencies (e.g. MASH or the Police) as is appropriate in each individual case. Subject to this, the College will notify the Local Authority or UKVI if a student has missed 10 College days or more without permission.

The College will remove the student from the admission register at the discretion of the Principal. Normally, this is after determining satisfactorily that the student does not intend to return to Bosworth. Bosworth will fulfil its obligations in notifying the County Council and the UKVI if a student's name is removed from the register.

Bosworth College regards prolonged or unexplained student absence as a safeguarding matter and will act appropriately according to its own Safeguarding and Child Protection Policy and in accordance with KCSIE 2019 and Working Together 2018.

For reasons for deleting students from the Admissions Register under Regulation 8 of the Education (Student Registration) (England) Regulations 2006 (as amended in 2016), see Annex A below.

Actions by the local education authority Under the Education Act 1996, the Local Authority has a duty to establish the identities of children in the area who are not registered students at a school and are not receiving education provision otherwise. Bosworth College will work with the local education authorities of UK students falling within the scope of this CME Policy.

Students with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the student should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the Local Authority will arrange the provision and ensure that it is suitable to the child's special educational needs.

The Local Authority is responsible for liaising and sharing information with other agencies to support children who miss education.

The Local Authority is responsible for referring to the Local Authority children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

Parents/carers Bosworth College recognises that parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are expected to notify the school in writing where they will be home-schooling their child, in order for the student to be removed from the admissions register. In addition, parents/carers will be asked to notify the school regarding any absences or changes to a student's education arrangements.

### Working with others

Families moving from one Local Authority to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves to or from Bosworth College, the College will contact the new or former school regionally or nationally, to ensure this does not happen. As appropriate, to assist them in tracing a CME, Bosworth College will work with other schools or Colleges (including overseas), with the Local Authority, the Department for Work and Pensions, the UK Border Agency and HMRC. Exchanges of information will be according to KCSIE 2019, good practice and the GDPR.

### Safeguarding

Bosworth College will make reasonable enquiries in the event of an actual or suspected CME. For the purpose of this Policy, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a young person or child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the Designated Safeguarding Lead (DSL) conducting discussions with neighbours, relatives or landlords, or her opposite number at previous schools to determine whether a student may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral via the MASH, to the UK Border Agency or to police.

Where the whereabouts and safety of a child is unknown, Bosworth College, in conjunction with the Local Authority, may carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details
- Check local databases
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the Local Authority and school from which the student moved originally
- Check with the Local Authority where the student lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct risk assessed home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive. The College in partnership with the Local Authority, UKVI or other agency will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

### Admissions Register

Bosworth College will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

Students will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the student will attend the school.

Where a parent/carer notifies the College that a student will live at another address, the College will record the following information on the admissions register: the full name of the parent/carer with whom the student will live; the new address; the date from when it is expected the student will live at this address.

Where a parent/carer notifies Bosworth that the student is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register: the name of the new school; the date when the student first attended, or is due to attend that school. Bosworth College will notify the UKVI within the required time.

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the student is subject to a Penalty Notice. The Local Authority will be informed.

### Removing A Student from The Admissions Register

Bosworth College will inform the Local Authority of any student who will be deleted from the admissions register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g. home-schooled
- Have ceased to attend school and no longer live within a reasonable distance of the school
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
  - There is reason to believe the student is not unable to attend school. The Local Authority and Bosworth are unable to determine the student's whereabouts after making joint reasonable enquiries. The student has been continuously absent from school for a period of not less than 20 school days, and:
    - The absence was not authorised.
    - There is reason to believe the student is not unable to attend school.
    - Will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the student will not attend the school, or, the student does not meet the academic entry requirements for sixth form.

We will notify the Local Authority that a student is to be removed from the admissions register as soon as any of the above criteria are met as soon as possible.

If a student's name is to be removed from the admissions register, Bosworth College will provide the Local Authority with the information requested in accordance with KCSIE 2019, good practice and the GDPR.

## Review

This Policy is reviewed at least every two years or sooner in the event of statutory change or change needed in the College's practice.

## Annex A: Grounds for deleting a student from the admission register

<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —  (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and  (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 8(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>