

Name of Policy:	Missing Education Guidance and Procedure
Applicable to:	Whole School
Effective date:	February 2025
Date of next review:	February 2027
Amendment date	Amendment
March 2025	Updated Mission, vision and values Removal of Child missing after registration as it is refer to supervision policy The addition of Appendix A, monitoring and intervention for absenteeism triggers.

Students Missing Education

1. School mission, vision and values

1.1. Vision

In 2027 NCBIS will be the first school of choice in Cairo, providing unrivalled experiences that will enable all students to follow their passions and become successful, caring citizens and leaders in tomorrow's world.

1.2. Mission

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

1.3. Values

Nurture	Community Minded	Bravery	Integrity	Self-Reflection
---------	---------------------	---------	-----------	-----------------

School is a safe place where we promote equality and justice and develop empathetic learners to grow emotionally and intellectually.	Take pride in being part of something bigger than yourself. Choose compassion and forgiveness and demonstrate generosity.	Stand up and be counted and stand for others, be risk takers learning from mistakes and showing resilience.	Be responsible for your own actions and behave honestly, respectfully and ethically.	Understand and develop self-awareness and consciousness about behaviour, thoughts, attitudes and motivation and have the courage to change.
--	---	---	--	---

1. Purpose and Scope of Policy

The welfare of students at NCBIS is of paramount importance. All students are entitled to a full-time education, regardless of their circumstances. Unfortunately, students missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training in later life. Every adult who works at NCBIS has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This policy is written with reference to KCSIE 2018, students Missing Education September 2016 and 'Prevent Duty'. This policy highlights what NCBIS will do to help every child have access to their rightful education.

2. Links to other relevant school policies

- 2.1. Whistleblowing policy
- 2.2. Safeguarding and Child Protection
- 2.3. Attendance Policy
- 2.4. Supervision Policy

3. Information for Parents

The school completes an admission register and a daily attendance register; all pupils are on both registers. A pupil is added to the admission register as soon as it has been confirmed that the child will attend the school. If the child fails to attend on the agreed or notified date of starting, the school will contact the parents of the child to prevent the child from going missing in education. It is worth noting at the outset that prevention of instances such as outlined here is always the best policy, and we work hard to ensure that students are safe within the school environment.

4. Guiding principles

Our school Supervision Policy, Safeguarding policy and other documents including, "Primary

Parent Handbook” and “Secondary Parent Handbook” describe:

- 4.1. The arrangements for registering the students and the arrangements for handing over students to the care of their parents at the end of the day – see ‘Registration and end of the school day’
- 4.2. Arrangements for supervising the students whilst they are in school. See Supervision Policy.
- 4.3. The physical security measures which prevent unsupervised access to or exit from the building
- 4.4. The supervision of the playground and the physical barriers that separate it from the rest of the school The enhanced supervisory arrangements for outings involving our youngest students are set out in a detailed policy document: “Educational Visits Policy.”
- 4.5. We review these policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective safeguarding of very young students.

It is worth noting at the outset that prevention of instances such as outlined here is always the best policy, and we work hard to ensure that students are safe within the school environment.

5. Definition

For the purpose of this policy, a CME is defined as a child or young person of compulsory academy age who is not attending school, not placed in alternative provision, 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).

6. Why students miss education

7. The most common reasons for students missing education include the following:

- 7.1. Failing to be registered in an educational setting by the age of five
- 7.2. Failing to make a successful transition
- 7.3. Exclusion
- 7.4. Safeguarding concerns
- 7.5. Mid-year transfer of education provision
- 7.6. Families moving into a new area

8. Students at particular risks of missing education

As there could be many reasons for a child to be missing from education, the school will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

9. Pupils at risk of harm or neglect – where this is suspected, the school will persistently endeavor to contact the parents at home using the phone and email. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to the police

if appropriate, as per the school's safeguarding procedures.

- 9.1. Students of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will make a note of this on the student SIMS file and prepare a transfer file ready for any school who request it in the future.
- 9.2. students of service personnel – the school will contact the Ministry of Defence students' Education Advisory Service for advice to ensure continuity of education for these students.
- 9.3. Missing students/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing students
- 9.4. Children and young people supervised by the Youth Justice System – although this could be predominant in the UK, in our context in Cairo this is not an issue.
- 9.5. 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.

10. Steps to be followed if a student goes missing from school

10.1. Student missing at morning registration or not attending school

If a student is absent from school, the school will ask for a reason, with supporting evidence, upon their return. Where there are any concerns that the child may be at risk (reference students Missing Education, the Prevent Duty and KCSIE 2024) the School's safeguarding procedures will be followed.

When a pupil has left to join another school, contact will be made with that school to confirm that the pupil has indeed been admitted onto their pupil roll. If the pupil has not joined that school then clarification will be sought to identify where that child is now being educated.

11. Child missing after registration (Refer to supervision policy)

12. Students not attending

Where a pupil:

Has amassed 3 consecutive days ("no reason given"), or has not returned to school for 10 days after an authorised absence (or 10 days cumulatively throughout the year), or has been absent without authorisation for 20 cumulative days, a stepped approach to enacting wellbeing checks will be undertaken (**Appendix A**). NCBIS reserves the right to make 'reasonable enquiries' when the whereabouts of a child are unclear or unknown. This might include completing and recording **1 or more** of the following:

- 12.1. Contacting parents/carers, relatives and neighbours using known contact details
- 12.2. Checking with the Egyptian Border Force

- 12.3. Checking with previously registered school from which your pupil moved from originally
 - 12.3.1. Checking Engage for where your pupil lives, if it's different from the one where your school has on its register.
 - 12.3.2. Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives.

13. Students at higher risk of missing education

They are children who:

- 13.1. Are at risk of harm or neglect
- 13.2. Come from Gypsy, Roma or Traveller families
- 13.3. Come from the families of service personnel
- 13.4. Go missing or run away from home or care
- 13.5. Are supervised by the youth justice system
- 13.6. Cease to attend a school
- 13.7. Come from new migrant families

Where a pupil needs a social worker, this should inform your decisions about responding to unauthorised absence or to the pupil missing education where there are known safeguarding risks (paragraph 176, KCSIE 2024).

Procedures for persistent absence

- 13.8. NCBIS will have appropriate safeguarding measures in place to respond to children who are absent from education, particularly repeatedly and/or for prolonged periods, and missing education
- 13.9. All staff to be aware of the school's unauthorised absence procedures and children missing education procedures
- 13.10. All staff to be aware that children absent from education and missing education can be a vital warning sign of a range of safeguarding issues

14. In terms of the NCBIS definition of continuous enrolment, the Principal/Board of Directors will make a balanced judgement about the place of a child at the school on a case-by-case basis.

Appendix A: Monitoring and Intervention - Absence Triggers

	<u>Primary</u>	<u>Step</u>	<u>Secondary</u>
1	3 day trigger <ul style="list-style-type: none"> Letter 1 sent home *Unauthorised absence that is flagged for 3 consecutive days will be raised with the DHT. Primary Office will phone home 	1	3 day trigger <ul style="list-style-type: none"> Letter 1 sent home *Unauthorised absence that is flagged for 3 consecutive days will be raised with the DHT. HOH will phone home
2	10 days trigger <ul style="list-style-type: none"> Letter 2 sent home 10 absent days, non-consecutively throughout the school year This will invoke the 10-day 'continuous enrolment' guidance. This is flagged with the <i>Head of Primary</i> for action. 	2	10 days trigger <ul style="list-style-type: none"> Letter 2 sent home 10 absent days, non-consecutively throughout the school year This will invoke the 10-day 'continuous enrolment' guidance. This is flagged with the <i>Head of Secondary</i> for action.
3	20 days - Missing Education <ul style="list-style-type: none"> Letter 3 sent home This will trigger the Missing Education and Admissions Policy This is flagged with the Principal/Board. 	3	20 days - Missing Education <ul style="list-style-type: none"> Letter 3 sent home This will trigger the Missing Education and Admissions Policy This is flagged with the Principal/Board.

**Unauthorised for the purposes of the welfare letters means 'No reason given', in that, we have been unable to establish contact home*