

# Larwood School

**Executive Headteacher:** Mr Pierre van der Merwe  
LARWOOD DRIVE, STEVENAGE, HERTFORDSHIRE, SG1 5BZ  
**Email:** [admin@larwood.herts.sch.uk](mailto:admin@larwood.herts.sch.uk) **Telephone:** 01438 236333  
**Website:** [www.larwood.herts.sch.uk](http://www.larwood.herts.sch.uk)



## Version Control

V1.1	May 2024	Name of company change Sections 6.1 and 6.2 added
V1.2	May 2025	Policy rewritten

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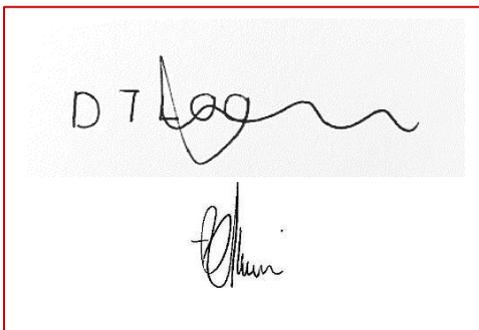


**Dan Login**  
Chair of Trustees

**Pierre van der Merwe**  
Executive Headteacher

## CHILDREN MISSING POLICY

Registered office:



Policy Number: 58  
Review Committee: ELT  
Type of Policy: Non-Statutory  
Review Period: Annually  
Approved: May 2025  
Next Review: May 2026

**KEY CONTACTS IN SCHOOL/SETTING**

<b>Name</b>	<b>Role</b>	<b>Contact details</b>
Acting Headteacher	Bianca Osobu	01438 236333
Designated safeguarding lead (DSL)	Bianca Osobu	01438 236333
Out of hours contact for DSL	Bianca Osobu	Bianca.osobu@larwood.herts.sch.uk
Other members of the safeguarding team (DSLs)	Joe Scales Sian Brooks Molly Heritage Gemma Boulton Jenny Bryant Pierre Van de Merwe	01438 236333
Prevent lead	Bianca Osobu	01438 236333
Child sexual exploitation lead	Bianca Osobu	01438 236333
Looked after/previously lead	Bianca Osobu	01438 236333
Mental health lead	Bianca Osobu	01438 236333
Chair of Trustees	Dan Login	01438 236333
Designated Trustee for safeguarding	Ruth Ashmore	01438 236333
Attendance Officer	Joe Scales	01438 236333

This policy should be read in conjunction with:

- Children Missing in Education (September 2016)
- Children Missing in Education (Guidance and local arrangements, Milton Keynes)
- Brighter Futures Educational Trust Attendance Policy
- Larwood School Attendance Procedures
- Child Protection Policy
- Child Sexual/Criminal Exploitation policy
- Keeping Children Safe in Education 2024
- Children with Health Needs who cannot attend school policy

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## **1. INTRODUCTION**

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have (Children Missing in Education, Sept 2016).

Children who are missing in education are those who are of compulsory school age who are not registered with a school or receiving suitable education outside of the school environment. Children who go missing in education are at risk of

- Underachieving
- Being victims of harm
- Exploitation or radicalisation
- Sexual abuse
- Becoming NEET (not in education, employment or training) in later life.

There are many circumstances in which a child may become missing/absent from education. Such reasons may include

- Pupils who are at risk of harm/neglect
- Children of Gypsy, Roma and Traveller families
- Children of Service Personnel
- Missing children and runaways
- Children who cease to attend school
- Children of new migrant families

Where there is a concern for the child's welfare, the schools Child Protection Policy will be followed.

## **2. RESPONSIBILITIES**

### **New Starters**

Larwood School will ensure that pupils are entered on the admission register at the beginning of the first day in which we have agreed, or been notified that a pupil will attend our school. If a child fails to attend on the agreed/notified date, we will try to establish contact with the parent/carer to establish the child's whereabouts. We will also check with agencies known to be involved with the family and/or check the original LA/ school that the child has moved from. We will make contact where possible. If we are unsuccessful in our enquiries, we will take measures to notify the local authority at the earliest opportunity.

When a pupil is added to the register at a non-standard transition point (i.e. at the start of the first year of education normally provided by that school), we as a school will:

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- Notify the LA within five days
- Provide the LA with all the information held within the admission register about the pupil

The LA may also request this information for pupils added to the admission register at a standard transition point.

### **Recording Data**

At Larwood School, we ensure that the school's admission register (MIS) is accurate and kept up to date.

As a school we:

- Encourage parents to inform us of any changes that occur by sending out letters and communicating with parents on a regular basis.
- Where possible hold more than one emergency contact number for each pupil.

When changes do occur, we as a school will record on the admission register (MIS):

- The full name of the parent with whom the pupil lives;
- The new address; and
- The date from when it is expected the pupil will live at this address.

Children Missing in Education (Sept 2016) <https://www.gov.uk/government/publications/children-missing-education>

### **When Pupils Leave for another School**

When Larwood School is notified by parents/carers/ or social care that a pupil has been registered at another school or will be attending another school in future, we as a school will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended or is due to start attending that school

When a pupil leaves, we will send a common transfer file (CTF) to the pupil's new school.

When a pupil leaves the school but their destination school is unknown, or the pupil is moving abroad or to an independent school, we will upload the CTF to the 'lost pupil database' in the DfE's school2school system.

<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

### **Removing Pupils from the Admission Register**

Pupils can legally (Pupil Registration) (England) Regulations 2006) be deleted from Larwood's School

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register when there is consent from Hertfordshire County Council or the direction of the secretary of state.

When a pupil is removed from the register at a non-standard transition point (i.e. not including pupils who have completed the school's final year) for any of the reasons set out in the 2006 regulations, Larwood School will notify the LA as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

The school will also provide the LA with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives
- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of the pupil's destination school and the pupil's expected start date there, if applicable

At Larwood School it is the responsibility of the Headteacher and Trustees to work closely with Hertfordshire County Council and ensure systems and procedures in school are robust.

With regards to normal operating procedures at Larwood School, a child will be deemed 'missing' if they leave an activity and their whereabouts cannot be established after a detailed search of the area. As activities usually take place on the school site, this would entail searching the school buildings, or the grounds. It should be noted that:

- If the child leaves an activity, the protocol is for a member of staff to track the child
- If a child is tracked and leaves the site boundary (road crossing at the end of the drive, automatic contact with Police and parents would follow, although tracking would still take place if possible).
- A full search of the grounds may take up to 15 minutes

### **3. INFORMATION GIVEN BY HERTFORDSHIRE LOCAL AUTHORITY:**

***If staff wish to report somebody missing they should do so using the police Non- Emergency number 101  
In cases where urgent action/response is required 999 should be called***

***If staff need advice on missing person matters (NOT REPORTING A PERSON MISSING) they can contact the Harm Reduction Unit on the following numbers:***

- 1. 01707 638147***
- 2. 01707 638182***

***Any risk of or actual Child Sexual Exploitation should be reported immediately to the Police (Operation Halo)***

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#### **4. RETURN TO SCHOOL:**

An independent return review would take place, following any child being found. The aim of this process would be to establish what led to the child going missing in the first instance, what measures to include as part of a risk assessment/behaviour management plan and what supportive strategies/agencies should also be used. This should take place within 72 hours of return and professional discretion must be used to judge when this would be most helpful for the young person concerned. Adjustments should be made to Behaviour Management/Care Plans where appropriate.

If this behaviour was repeated, then it may be considered as ‘a normal pattern of behaviour.’ Policy dictates that a child that has run away 2 or more times, discussion must be held with family/local authority

#### **5. LOOKED AFTER CHILDREN:**

New policy emphasises the need for local authorities to place children in the most suitable place of care. This should help to minimise risk of running away or going missing. Each individual child will be considered if this is a factor when being placed in to residential provision at Larwood School. If a looked after child goes missing:

- Follow the protocols as outlined above
- As part of the protocol, inform local police, local authority and parents/carers
- As soon as practically possible, contact the social worker allocated to the child.
- Part of the 72 hour review process should decide if placement is still appropriate. An independent reviewer would normally be used in these circumstances.
- Actions should then be reflected in the child’s care/behaviour management plan.

#### **6. IF A CHILD GOES MISSING DURING THE DAY:**

- Follow procedures outlined above
- Child would be tracked and radio used to inform SLT where pupil was/had gone to/last seen. Go to channel 2 on the radio. When tracking use the radio to let others know where you are and what the situation is. For example, would the help of another member of staff stop the child from leaving the site
- Call for assistance if needed using radio.
- If the child is within the school grounds, call their name and liaise with others to cover areas close to the last seen point of contact
- If they leave the school grounds, maintain radio contact and make a dynamic risk assessment ensuring your own safety. If you continue to track and/or follow, maintain radio contact
- Maintain radio contact so that calls can be made to the Police/parents/carers etc. if needed

#### **7. IF A CHILD GOES MISSING FROM AN OFF-SITE ACTIVITY OF TRIP:**

- Follow procedures outlined above
- Appropriate risk assessments must be in place

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- If this a school trip away from site, protocols and arrangements must be in place before you leave. For example, the overnight year 5 and 6 residential trips staff are made aware of the arrangements in advance.
- Child would be tracked. Use mobile phones to inform SLT where pupil was/had gone to/last seen. Inform and work with local staff to help with situation at the time. Additional staff may be able to assist from school depending on the location.
- If the child is seen within the designated area, call their name and liaise with others to cover areas close to the last seen point of contact
- If they leave the designated area, maintain mobile phone contact and make a dynamic risk assessment ensuring your own safety. If you continue to track and/or follow, maintain phone contact. Ensure the rest of the party are OK and know where you are.
- Maintain phone contact so that calls can be made to the Police/parents/carers etc. if needed
- The ground in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register

### **Monitoring Attendance**

Larwood School will monitor pupils' attendance through their daily register. We:

- Monitor attendance closely and address poor or irregular attendance through daily phone calls home, weekly safeguarding and attendance meetings and the schools attendance officer;
- Refer poor attendance to the LA
- Investigate any unexplained absences as part of their wider safeguarding duties
- When a child fails to attend regularly, or have missed ten school days or more without permission, the school is to inform the LA.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.
- Larwood have a safeguarding duty to investigate any unexplained absences and report to MASH if there is any safeguarding concerns. A Child Missing in Education form may also be completed.
- Please refer to the Larwood School attendance Procedures document for further information regarding attendance monitoring processes

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