



HOPEBRIGHT

SCHOOL

Missing From Education Policy

Publication Date: September 2026

Review Date: September 2027



MISSING FROM EDUCATION POLICY

Hopebright School

Ground Floor Rear of 155 Deane Road, Bolton, BL3 5AH

Website: www.hopebright.co.uk

Publication Date: September 2026

Review Date: September 2027

Policy Owner: Headteacher

Applies to: All staff, agency staff, volunteers, contractors and pupils

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1. Introduction

Hopebright School is committed to safeguarding and promoting the welfare of all pupils and requires all staff to act in their best interests at all times.

We recognise our duties under:

- Education Act 2002
- Independent School Standards Regulations 2014
- Children Act 1989 and 2004
- Equality Act 2010
- Human Rights Act 1998

We follow current statutory guidance including:

- *Keeping Children Safe in Education (latest version)*
- *Working Together to Safeguard Children (latest version)*
- *Children Missing Education (DfE)*

Children missing education (CME) are at significant risk of harm, exploitation, radicalisation and poor outcomes. This risk is heightened for pupils at Hopebright School due to SEND, communication needs, SEMH needs, trauma histories or vulnerability.

This policy outlines how we respond to:

- Unauthorised absence
- Leaving site without permission
- Missing during off-site activities

2. Roles and Responsibilities

The Headteacher has overall responsibility for implementation.

All staff must:

- Remain vigilant at all times
- Know pupil risk profiles
- Report concerns immediately
- Follow procedures without delay

The Designated Safeguarding Lead (DSL) must:

- Assess safeguarding risks
- Liaise with external agencies
- Ensure appropriate escalation

Staff must immediately report concerns linked to:

- CCE / county lines
- CSE
- Radicalisation

- Missing patterns
- Peer-on-peer abuse

Call **999** if there is immediate danger.

3. Hopebright School Procedures

All pupils are entitled to full-time education appropriate to their needs.

CME definition:

Children of compulsory school age not on a roll and not receiving suitable education.

We respond to:

1. Unauthorised absence
2. Leaving site without permission
3. Missing off-site

Effective communication with families and local authorities is essential.

4. Reporting, Recording and Evaluation

All incidents must be:

- Reported immediately to senior staff
- Recorded within 24 hours

Notifications must be made to:

- Parents/carers
- Local authority
- Social worker (if applicable)
- Police (where required)

All incidents are reviewed to:

- Identify patterns
- Improve practice
- Update risk controls

5. Behaviour Plans and Risk Assessments

Following incidents:

- Risk assessments reviewed within 72 hours
- Behaviour plans updated
- Staff briefed immediately

Plans must be:

- Individualised
- Shared with staff



- Explained to pupils where appropriate

6. Multi-Agency Working

We work with:

- Local authority (Bolton)
- Social care
- Police
- Parents/carers

Where risk escalates:

- Strategy meetings held
- Multi-agency planning implemented

7. Staff Training

All staff receive:

- Safeguarding training
- Behaviour management training
- Risk assessment training
- CME awareness

Induction includes:

- This policy
- Behaviour policy
- Safeguarding policy

8. Stakeholder Voice

We gather views from:

- Pupils
- Parents/carers
- Staff
- Local authorities

Feedback informs improvements.

9. Safeguarding and Child Protection

Missing behaviour may indicate harm.

All concerns are managed in line with safeguarding procedures.

10. Police Involvement

Police contacted when:

- Child at risk
- Criminal behaviour suspected
- Child missing beyond reasonable timeframe



Use:

- 999 emergency
- 101 non-emergency

11. Complaints

Complaints handled via school policy.

Safeguarding complaints handled immediately.

12. Implementation, Monitoring and Review

Headteacher responsible.

Policy reviewed annually.

Published on website: www.hopebright.co.uk

Appendix 1: Procedures

Unauthorised Absence

- Contact parents immediately
- Check multiple contacts

Leaving Site Without Permission

- Verbal intervention
- Follow at safe distance
- Do NOT chase

If not located within 15 minutes:

- Inform parents
- Contact police

Missing Off-Site

- Search immediate area
- Inform Headteacher
- Escalate quickly

Return to School

- Warm, supportive response
- Explore reasons
- Update plans

Additional Detailed Procedures and Guidance

Early Identification and Prevention

Hopebright School places strong emphasis on early identification of pupils at risk of becoming missing from education. This includes:

- Monitoring attendance patterns daily and weekly
- Identifying persistent absence (below 90%) and severe absence (below 50%)
- Analysing behaviour incidents linked to disengagement
- Considering contextual safeguarding factors such as peer influence, exploitation risks or family circumstances

Staff must report any emerging concerns immediately to the Attendance Lead and DSL.

Transport and Arrival Monitoring

Given that many Hopebright pupils rely on local authority or specialist transport:

- Daily transport attendance is monitored
- Missed transport triggers immediate follow-up
- Patterns of transport failure or refusal are escalated

Vulnerable Groups

Particular vigilance is required for pupils who:

- Have SEND (especially ASC, SEMH)
- Have a history of school refusal or exclusion
- Are Looked After Children (LAC)
- Have social care involvement
- Are at risk of exploitation or criminal activity

Escalation Thresholds

Time Missing	Action
Immediate	Search site and surrounding area
5–10 minutes	Inform senior staff
15 minutes	Contact parents/carers
15–30 minutes	Consider police notification
Ongoing	Multi-agency escalation

Communication Protocols

All communication must be:

- Timely
- Recorded
- Clear and factual

Communication must include:

- Time last seen
- Location
- Description
- Risk factors

Recording Requirements

All incidents must include:

- Chronology of events
- Staff actions taken
- Agencies contacted
- Outcome
- Review actions

Records are stored securely in line with GDPR and safeguarding requirements.

Post-Incident Review

Following any incident:

- A debrief must take place within 48 hours

- Risk assessments updated
- Staff learning shared
- Pupil support adjusted

Reintegration Approach

When a pupil returns:

- They must be welcomed positively
- No punitive response for the act of missing alone
- Exploration of triggers must take place
- Support plan reviewed

Ofsted and Independent School Compliance

This policy ensures compliance with:

- Independent School Standards (Part 3 – Welfare, health and safety)
- Safeguarding requirements under KCSIE
- Ofsted expectations regarding attendance, safeguarding and behaviour