

14 – 16 College 'Missing Education' Policy

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Hugh Baird College's Mission Statement:

'To inspire, challenge and transform lives'

Our expectations have been developed by staff and students from across the College and are demonstrated by our behaviour in the College community through our core values:

- **Excellence**
- **Respect**
- **Innovation**
- **Celebration**

We also proactively support the *'Every Child Matters'* framework that enables all students to:

- **Enjoy and achieve**
- **Make a positive contribution**
- **Achieve economic well-being**
- **Be healthy**
- **Stay safe**

Equality, Diversity and Safeguarding

Hugh Baird College is committed to promoting inclusive practice and celebrating the diversity of its College community. A key focus is safeguarding and promoting the health and welfare of young people and vulnerable adults.

Introduction:

The 14 – 16 College recognises that we have a responsibility to encourage excellence in attendance, punctuality and behaviour. This maximises the learning that takes place and prepares students for the world of work. Our key focus is to raise students' aspirations by working in partnership with students and their families to reduce instances of unwanted behaviour and increase their potential to achieve.

Students (and staff) are expected to attend all classes on time to enable an effective start for the timetabled session. (Please see separate Attendance and Punctuality policy). A register will be taken at the start of each class and any students arriving after five minutes will be marked late

Across the whole country, the benchmark for attendance is 95% for all schools. The 14 – 16 College has an expectation that students will maintain an excellent record of punctuality and attendance but actually work to achieve 100%. This, together with high standards of behaviour, mirrors the expectations of employers and develops good habits for a successful working life in the future. We do however, recognise that for some of our students, these type of employability skills may initially be a challenge. We also recognise that some of our students have caring and other commitments which may require occasional compromise in timekeeping. However, excellence in behaviour is always expected.

Tutors are expected to support our students in managing and meeting the important expectation of being a successful student. Therefore, the focus of our work will be for all staff to be positive role models and to use praise and celebration among our methods to

support all students. Staff will use all tools to encourage the success of our students in this important respect.

This policy sets out Hugh Baird College's position on what constitute acceptable behaviours in the College community and what action Hugh Baird College will take when students are missing from education. It is expected to be adopted by teaching and support staff, as well as students and users of the College's services and covers all students studying within the 14-16 College.

Ethos, Values and Behaviour:

In addition, the 14-16 College expects its ethos and values to be shared with all partners including parents/carers, students, staff and managers. We therefore expect our students to demonstrate the following qualities:

- **Embrace the 14 – 16 College values in all that they do**
- **Regular and punctual attendance**
- **Good behaviour in all lessons**

As a result, at Hugh Baird 14 – 16 College, all students are expected to behave in a way that creates an environment where:

- **All staff can teach to the best of their abilities**
- **All students can learn and achieve to their maximum potential.**
- **All members of the College Community can work in a safe place**
- **All staff, students, parents/carers and visitors can enjoy and be proud of their association with Hugh Baird 14 – 16 College.**

The 14 – 16 Behaviour Policy and its resulting management of our young people is most effective when a true partnership exists between College and Home. Together we can make Hugh Baird 14 – 16 College extremely successful, a College which we are all proud to belong to and a College where visitors enjoy coming.

Rewards system*

Many schools and colleges operate a rewards system for good attendance and punctuality. To help to promote excellence in attendance and behaviour, this is seen as best practice. It is understood that it will not be possible to operate a high-cost system but many schools have created successful processes with very little money. Hugh Baird 14 – 16 College operates the Vivo system which enables students to exchange accumulated points for goods/vouchers.

**This will be implemented in academic year 2017/18.*

Purpose of the 'Missing Education' Policy

This policy aims to clarify the stages of activity that will be followed if a student fails to turn up at College when expected or if they go missing during the school day. If a student goes missing from College or fails to attend, this could mean that the young person is at risk and potentially therefore, become a safeguarding issue.

The national definition of a child missing education is;

“All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) **and** who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)”

N.B. The appropriate actions should always be followed and implemented until the whereabouts of the young person has been established.

Any outcome of the actions must be recorded on the appropriate record system (SIMS or Pro-Solution) to ensure the confirmation of the actions taken and the resulting outcome.

General Actions:

1. All tutors (or TLAs – as appropriate) complete the register each hour, at the start of every class.
2. The Learning Mentor / College Secretary will produce reports each hour that identifies any absent students.
3. Learning Mentor / College Secretary will then send a text message to the relevant carer/parent to inform them of the absence.
4. If a reply to the text message is not received within 2 hours, a phone call to the family will be made.
5. After 5 school days, if no contact is made, a home visit will be set up by the Learning Mentor.
6. Once contact with the family has been made, appropriate follow-up actions will be taken to ensure effective reintegration and excellent attendance by the student.

Should contact not be made after the home visit Hugh Baird College will contact the Education Welfare Service at the Local Authority (usually Sefton) the same or following day. If this is not possible, the referral should definitely be made inside 5 calendar days. The College understands that these are missing children and as young people are amongst the most vulnerable in the area it is therefore vital that we refer them to the most appropriate services as quickly as possible

General Actions to be followed where there are suspicions of Harm:

1. All tutors (or TLAs – as appropriate) complete the register each hour, at the start of every class.
2. The Learning Mentor / College Secretary will produce reports each hour that identifies any absent students.
3. Learning Mentor / College Secretary will then send a text message to the relevant carer/parent to inform them of the absence.
4. If a reply to the text message is not received within 2 hours, a phone call to the family will be made.
5. Hugh Baird College will carry out all reasonable enquiries to try and locate the young person's whereabouts, as outlined in Children Missing from Education Statutory Guidance. These enquiries will be logged using SIMS/Pro Monitor and information will be shared with the appropriate Local Authority under the grounds of 'Professional Information Sharing'.
6. If the child or young person is subject to a child protection plan or is a child looked after, the safeguarding lead/coordinator at the College must be notified immediately and they will then liaise with the assigned social worker.
7. If a satisfactory reason for the absence is not received or the response indicates that the young person may be deemed to be **at risk from harm**, or where there is reason to suspect **the child is a victim of crime**, *notify the safeguarding team immediately*. They will liaise with social care and/or the police immediately.
8. Schools (and in this case therefore – Hugh Baird 14 – 16 College) and the Local Authority have a statutory duty to make reasonable enquiries to locate a pupil following unauthorised absence from school and after 20 school days of unauthorised absence, to transfer the pupil records using the statutory electronic Common Transfer File (CTF).

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