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Version	Date	Editor	Changes made
1	September 2018	M Gandy	Original
2	September 2020	M Gandy	General update
3	January 2023	P Smith	Review and minor edits
4	November 2024	M Corneille	Content edits

### **YMCA MANCHESTER CHILDREN MISSING FROM EDUCATION POLICY**

#### **CONTEXT**

This policy should be read alongside the school's Attendance Policy and in particular with the YMCA Manchester's Child Protection and Safeguarding Policy of which it is an integral part. The policy has regard to the DfE guidance: Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, April 2014 and the LSCB's guidance: Keeping records of Child Protection and Welfare Concerns, January 2014.

#### **POLICY AND PROCEDURES**

YMCA Manchester will enter students on the admissions register at the beginning of the first day on which it has been agreed by YMCA Manchester, or the day that YMCA Manchester has been notified, that the pupil will attend YMCA Manchester.

In the event that a student fails to attend YMCA Manchester on the agreed or notified date, YMCA Manchester will undertake reasonable enquiries to establish the reason for this absence and will notify the referring agency at the earliest opportunity.

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

YMCA Manchester will monitor students' attendance through our daily register.

In addition to the daily registration and recording of absences, YMCA Manchester's Education team will:

- Observe if there is a repeated pattern of absence;
- Note if the reason for absence is unclear or unexplained;
- Record if a member of staff has a concern about the nature of a pupil's absence;

In these instances, a member from the YMCA's Education team will contact the student's social workers/teacher/guardian and inform them of their absence. If there is a safeguarding incident or concern YMCA Manchester's Designated Safeguarding Officer and the lead for the student's pastoral care in the referring school will be consulted. A safeguarding concern form will be completed.

This policy is monitored by the senior management team of YMCA Manchester and will be reviewed annually or in the light of changes to legislation.