



---

## CHILDREN MISSING IN EDUCATION

---

This policy relates to all sections and activities of the school and its pupils, e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs. The policy also applies to incidents involving our pupils out of school hours.

### 1 POLICY STATEMENT

All children are entitled to a full-time education, regardless of their circumstances. Children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training in later life.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Red House School will do to help the LA with its duty.

The policy complies with the following legislation and statutory guidance:

- DfE Working together to safeguard children July 2018
- DfE Keeping children safe in education 2018
- The Education Acts
- The Children Act 2004
- The Education (Pupil Registration) (England) Regulations 2006 (amended 2016)
- The Education (Pupil Information) (England) Regulations 2005 (amended 2016)
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014

### 2 DEFINITION

For the purpose of the policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by a LA and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

### 3 WHY CHILDREN MISS EDUCATION

The most common reasons for children missing education include the following:

- failing to be registered at a school at the age of five
- failing to make a successful transition
- exclusion
- mid-year transfer of education provision
- families moving into a new area

### 4 CHILDREN AT PARTICULAR RISKS OF MISSING EDUCATION

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

- pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed. If, however, a child is in immediate danger or at risk of harm, a referral should be made immediately to Children's Social Care (and the police if appropriate) as per the school's safeguarding procedures.
- children of Gypsy, Roma and Traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the Attendance and Prosecution Service for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- children of service personnel – the school will contact the Ministry of Defence's Children's Education Advisory Service for advice to ensure continuity of education for these children.
- missing children/runaways – should the school either suspect or be informed that a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18 years). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- children who cease to attend Red House School – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- 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 or may have arrived into a LA area without the authority becoming aware.

## **5 ROLES AND RESPONSIBILITIES**

### **THE SCHOOL**

- The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.
- In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence and will consider notifying the LA at the earliest opportunity.
- The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.
- The school will monitor pupils' attendance through the daily register.
- Parents/carers of pupils who are absent without authorisation are contacted on the day of a pupil's absence. If no contact is made, the Designated Senior Lead (DSL) is informed. If the DSL is unable to make contact to establish the reason for absence after ten days, the CME team will be contacted.
- The school will notify the LA if any pupil is to be deleted from the admissions register in the circumstances outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (amended in 2016).
- Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.
- The school will arrange full-time education for excluded pupils from the sixth school day of a fixed period of exclusion.
- The school will provide information to the LA regarding standard transitions.

### **PARENTS/CARERS**

- Parents/carers are responsible for ensuring that their children of compulsory school age receive suitable full-time education.
- Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child/children, in order for the child/children to be removed from the admissions register.
- Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

## **6 SAFEGUARDING**

- For the purpose of the policy, 'reasonable enquiries' are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether or not they may be in danger.
- In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL conducting discussions with relatives or neighbours, to determine whether a child may be at risk of harm.
- The DSL will record that they have completed these procedures, seek guidance from the LA and, if necessary, make a referral to the children's social care or police.

## **7 ADMISSIONS REGISTER**

- Red House School will ensure that the admissions register is kept up-to-date at all times and will encourage parents/carers to notify the school of any changes as they occur.
- Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school.
- Once a pupil has been recorded on the admissions register, the school will notify the LA within five days and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions register:

- The full name of the parent/carer with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

Where a parent/carer notifies the school that the pupil is registered at another school, or will be attending a different school in future, the 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 attend, the new school
- The school will then send this information to the CME team. If unsure of the new school, will record 'New location unknown'.

Parents/carers are able to elect to educate their children at home and may subsequently withdraw them from school. This can happen at any time. If a parent/carer notifies Red House School, the pupil will be deleted from the admissions register and the LA informed.

### **Removing a pupil from the admissions register**

Red House School will inform the LA of any pupil who will be deleted from the admissions register where they:

- have been taken out of school by their parents/carers and are being educated outside the school system e.g. home-schooled
- have ceased to attend school and no longer live within a reasonable distance from the school

- have been certified by the medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to
- continue to attend the school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning at the end of that period
- have been permanently excluded
- have died
- have been registered at another school where it is not indicated that this should be the case
- have been granted authorised leave but have failed to attend school within ten school days after the period of authorised absence ended and there is reason to believe the pupil is not unable to attend school
- the LA and the school are unable to determine the pupil's whereabouts after making joint reasonable enquiries
- have been continuously absent from school for a period of not less than twenty days and the absence was not authorised
- there is reason to believe the pupil is not unable to attend school

The school will notify the LA that a pupil is to be removed from the admissions register as soon as any of the above criteria are met and no later than the time the pupil's name is actually removed.

If a pupil's name is to be removed from the admissions register, Red House School will provide the LA with the following information:

- the full name of the pupil
- the full name and address of any parent/carer with whom the pupil lives
- at least one telephone number of the parent/carer with whom the pupil lives
- the full name and address of the parent/carer with whom the pupil is going to live and the date the pupil is expected to start living there, if applicable
- the name of the pupil's new school and their expected start date, if applicable
- the grounds for removal from the admissions register

Written by KD James  
August 2018