



## Children Missing From Education Policy

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### Overview

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suited to their age, ability, aptitude and any special educational needs they may have.

- Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
- Effective information-sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

### Roles and Responsibilities

#### The School

- The school must keep both an admission register and an attendance register, and all children must be placed on both.
- The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.
- If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and must notify the school's local authority and the local authority where the child resides at the earliest opportunity.

- The school will ensure that the admission register is accurate and kept up to date.
- The school will monitor pupils' attendance through the daily register.
- The school will monitor attendance closely and address poor or irregular attendance.
- The school will encourage parents to inform them of any changes whenever they occur.
- Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:
  - a. The full name of the parent with whom the pupil will live;
  - b. The new address;
  - c. The date from when it is expected the pupil will live at this address.
- Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register
  - a. The name of the new school;
  - b. The date when the pupil first attended or is due to start attending that school.

**The school has a legal duty to report the following attendance issues to the local authority in which the child lives:**

- Ten days of unauthorised absence (having made enquiries as to the child's whereabouts and other than for reasons of sickness or leave of absence);
- Failure to attend regularly or repeated absences;
- deletion from the school register when the next school is not known, after reasonable enquiries have been made and within 5 days.
- If there have been any non-standard admissions or departures, and the required notifications have occurred in accordance with local procedures, the school will work co-operatively with Trafford local authority in making returns as requested and reasonable enquiries where necessary.
- The school is also under a duty to provide information to the local authority for standard transitions if requested.

The school will keep records of all matters relating to attendance. All communications with the local authority with regard to admissions and attendance, both standard and non-standard will also be recorded.

**The Staff**

- Staff must be made aware of, and must follow, the procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.
- It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation and forced marriage.
- It is essential that all staff have the skills, knowledge and understanding necessary to keep safe any children who are looked after by a local authority. This includes ensuring that a designated LAC teacher (Associate Headteacher) has responsibility for their welfare and progress and has up-to-date

assessment information from the relevant local authority, the most recent care plan and contact arrangements with parents, the child's social worker and delegated authority. 'Promoting the Education of Looked- After and Previously Looked-After Children' will be used.

### **The Parents**

- Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education.
- Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing that they are home educating, the school must delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should notify the local authority at the earliest opportunity via the Elective Home Education team.
- Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home educated.