

CHILDREN MISSING FROM EDUCATION POLICY

1. Introduction

1.1. H.M. Government has placed a duty on local authorities (Education and Inspections Act 2006) to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. This duty is supported by the statutory guidance issued September 2016.

1.2. The Children Act 2004 places a duty on all agencies to work together to promote the safeguarding and welfare of children and young people and to share information.

1.3. It is essential that Hartmore School work closely with the all agencies in the Local authority when children are missing from education.

1.4. These 'missing' pupils are amongst the most vulnerable in our society, and therefore it is vital that we work together to identify and re-engage them back into appropriate education provision as quickly as possible.

2. Definitions of Children Missing from Education

2.1. The national definition of a child missing from education is:

2.1.1. "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)"

2.2. For the purpose of this document, Hartmore School's definition of children missing from education or at risk of missing education has been agreed "... to include any child who is not accessing appropriate provision".

2.2.1. This includes:

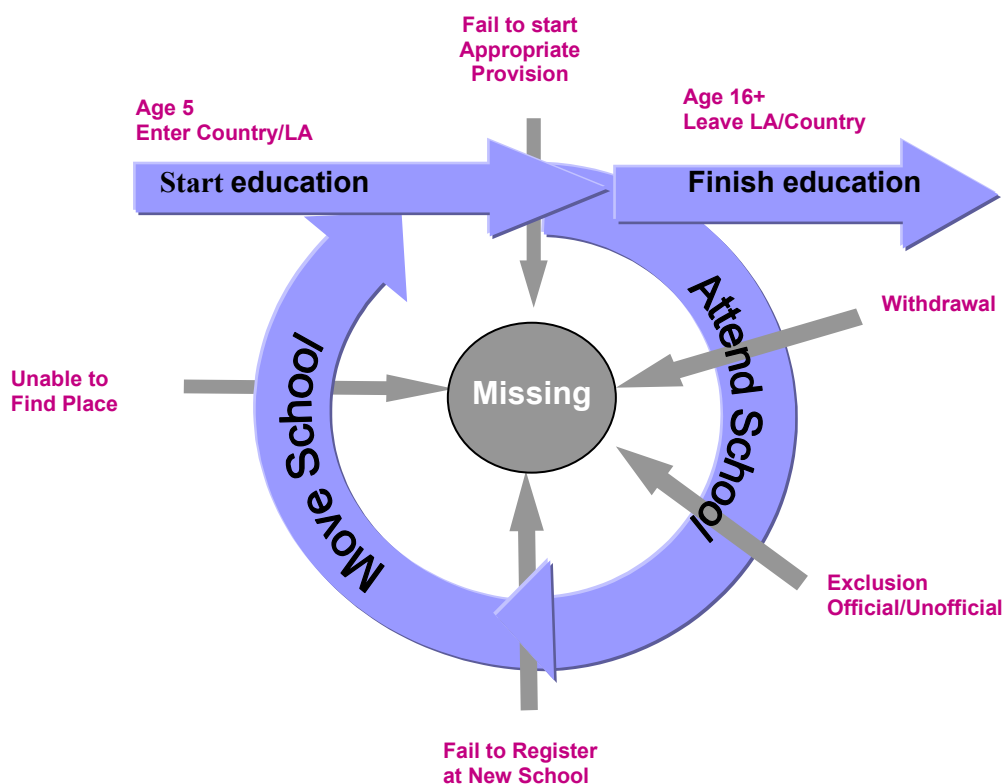
- Pupils in receipt of alternative educational provision but not on a school/college roll (including all permanently excluded pupils)
- Those pupils offered alternative provision but do not access this provision
- Long-term non-attenders (defined as those who have not attended school for 6-consecutive weeks)
- Those on a limited provision

3. How and Why Do Children Go Missing from Education?

3.1. Children fall out of the education system and are at risk of 'going missing' due to a wide range of reasons and some examples of which are listed below:

- They fail to start appropriate provision and so never enter the system (e.g. pre –school to Yr 1, new to city and no application made to school);
- Cease to attend, due to exclusion (e.g. illegal or unofficial exclusions) or withdrawal; removal from roll with no named destination; or
- Fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA).

3.2. Diagram 1



3.3. To limit the opportunity for this happening, a series of systematic processes and procedures need to be put in place and links between different agencies on the issue need to be formalised.

4. Notification & Referral Routes.

4.1. All Local Authorities have a designated *Children’s Missing from Education Officer*.

4.2. If the school is aware of a pupil missing from education (in whatever capacity), we will notify the *Children Missing from Education Officer*.

4.3. All cases of pupils missing from education (or at risk of doing so) should be reported to the CME Officer to ensure that comprehensive data on the issues is recorded. Even if you will be ensuring that the pupil moves swiftly into an alternative appropriate provision a referral should still be made.

4.4. The CME Officer will decide when to inform the EWO or the most appropriate professional to take a lead as key worker for the particular case, based on the individual circumstances of the pupil.

5. Providing Information on Standard Transitions

5.1. All schools are under an automatic duty to provide information to the local authority for non-standard transitions. This relates to pupils removed from the admission register before completing the final year of education normally provided by the school, or pupils added to the admission register after the start of the first year of education normally provided by that school.



5.2. However, Hartmore School provides information to the next school regardless of when the move happens to ensure any future school has the best possible information to support a child who transfers to a new school from Hartmore School.

6. Review

This Children Missing from Education Policy was last reviewed in October 2022. The next reviewed is due in September 2024.

Appendix I

Hartmore School's Responsibilities: (from Missing from Education Statutory Guidance for Local Authorities - September 2016)

1. Schools must 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 should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunities.
2. Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission¹⁴. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.
3. Where a pupil has not returned to school for ten days after an authorised absence¹⁵ or is absent from school without authorisation for twenty consecutive school days¹⁶, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
4. Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.
5. Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils. Further information about schools' safeguarding responsibilities can be found in the Keeping children safe in education statutory guidance. Recording information in the school's admission register
6. It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.
7. 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; and c. the date from when it is expected the pupil will live at this address.
8. 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:
 - The name of the new school
 - The date when the pupil first attended or is due to start attending that school. Sharing information with the local authority
9. Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.



10. Where a school notifies a local authority that a pupil's name is to be removed from the admission register, the school must provide the local authority with: a. the full name of the pupil; b. the full name and address of any parent with whom the pupil lives; c. at least one telephone number of the parent with whom the pupil lives; d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable; e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

11. All schools are required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.