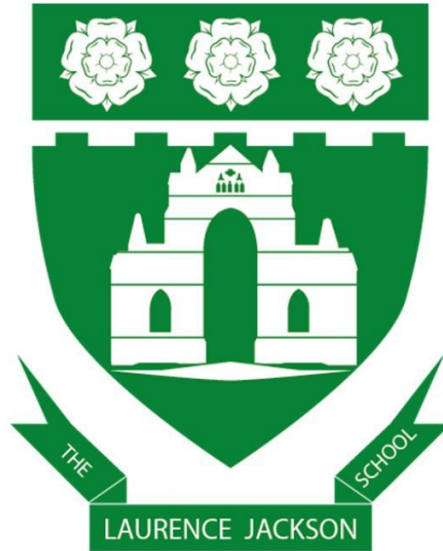




SPARK

EDUCATION TRUST



LAURENCE JACKSON SCHOOL

CHILDREN MISSING EDUCATION POLICY

Date of Next Review: October 2025 policy currently under review

Responsible Officer: Headteacher

Table of Contents

| | |
|--|----|
| Statement of Intent..... | 3 |
| 1. Legal framework | 4 |
| 2.Reasons for children missing education..... | 4 |
| 3. Children at particular risk of missing education..... | 5 |
| 4. Roles and responsibilities..... | 5 |
| 5. Induction and training..... | 7 |
| 6. Working with others..... | 7 |
| 7. Safeguarding..... | 8 |
| 8. Admissions register..... | 8 |
| 9. Removing a student from the admissions register..... | 9 |
| 10. Monitoring and review | 10 |

Statement of Intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) 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 our school will do to help the LA with its duty.

For the purpose of this policy, a “child missing from education” is defined as a child of compulsory school age who is not registered at a school, not placed in alternative provision by an LA, and not receiving a suitable education elsewhere. This definition also encompasses children who are receiving an education, but not one that is suitable, including children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, SEND.

This policy does not address pupils who are considered to be absent from education, which is where a registered pupil is not attending regularly, including where they are persistently or severely absent from school. Procedures for addressing instances where pupils are not attending regularly are instead set out in the school's Attendance and Absence Policy.

1 Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Children Act 1989
- Children Act 2004
- The Education (Student Registration) (England) Regulations 2006 (as amended in 2016)
- The Education (Student Information) (England) Regulations 2005 (as amended in 2018)
- The School Information (England) Regulations 2008 (as amended in 2018)
- The Education (Provision of Full-Time Education for Excluded Students) (England) Regulations 2007 (as amended in 2014)
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2016) 'Children missing education'
- DfE (2021) 'School Admissions Code'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Admissions Policy

2. Reasons for children missing education

There are a number of reasons as to why children miss education, including 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 school
- Families moving into a new area

Aside from these reasons, if a child is missing from education, particularly repeatedly, this can act as a vital warning sign of a range of safeguarding concerns, such as the following:

- Abuse and neglect, including child sexual exploitation (CSE) and child criminal exploitation (CCE), potentially involving county lines
- So-called 'honour-based' abuse, including risk of FGM or risk of forced marriage
- Mental health issues
- Risk of substance abuse
- Risk of travelling to conflict zones

Staff will be aware that early intervention is essential to identify the existence of any underlying safeguarding relating to CME and to help prevent the risks of a student going missing in the future. All staff will be made aware of unauthorised absence procedures and this policy to ensure they know how to respond to possible cases of CME.

3. Children at particular risk of missing education

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

- Students at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care services (CSCS), and the police if appropriate. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the police will be contacted.
- Students from Gypsy, Roma and Traveller (GRT) families – when a student from a GRT family leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the LA Traveller Education Support Services or named CME officer for advice on the best strategies to ensure minimal disruption to the student's education.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these students.
- Missing children and runaways – should the school suspect a child has gone missing or 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). 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 school – where the reason for a student who has stopped attending a 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 an LA area without the authority becoming aware.

4. Roles and responsibilities

The appropriate school staff are responsible for:

- Entering students on the admissions register.
- In the event that a student fails to attend the school on the agreed or notified date, undertaking reasonable enquiries to establish the reason for this absence, and considering notifying the LA at the earliest opportunity.
- Keeping an accurate and up-to-date admissions register by encouraging parents to inform them of any changes.

- Monitoring students' attendance through a daily register.
- Implement effective early intervention procedures to ensure children are safe and receiving suitable education.
- Agreeing with the LA what intervals are best to inform them of students who are regularly absent from school, or who have missed 20 consecutive days of education or more without permission.
- Where it is believed that a student has moved out of our local area, removing them from the admission register when absence from the school without authorisation has exceeded 20 consecutive school days, and the school has failed to establish the student's whereabouts after making reasonable enquiries.
- Notifying the LA if any student is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Student Registration) (England) Regulations 2006 (as amended in 2016).
- Arranging full-time education for excluded students from the sixth school day of a fixed-period exclusion.
- Providing information to the LA regarding standard transitions, if requested to do so by the LA.

The local governing Committee is responsible for:

- Where reasonably possible, holding more than one emergency contact number for each student.

All staff are responsible for:

- Being alert to the potential need to implement early help for a student who is frequently missing or goes missing from care or home.
- Being aware of the school's procedures for managing unauthorised absence and children missing from education.
- Where staff have concerns about students relating to CME, using their professional judgement and knowledge of individual students to inform their decision as to whether welfare concerns should be escalated to the DSL or deputy DSL.

The LA is responsible for:

- Establishing the identities of children in the area who are not registered students at a school and are not receiving education provision otherwise, in line with the LA's duty under the Education Act 1996.
- Providing full-time education for permanently excluded students from the sixth school day of a fixed-period exclusion.
- Serving notices on parents to assure the LA that their child is receiving a suitable education, when concerns regarding this are brought to the LA's attention.
- Prosecuting or fining parents of school-registered children who fail to ensure their children attend school regularly.
- Ensuring that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.

- Ensuring that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- Ensuring that children who return to full-time education are appropriately supported, considering the reasons why they missed education in the first place.
- Arranging suitable provision for students with SEN statements or EHC plans where their parent chooses for them to be home educated, and reviewing this annually.
- Liaising and sharing information with other agencies to support children who miss education.
- Sharing the fact that a student has a social worker with the school.

Parents are responsible for:

- Ensuring that their children, if of compulsory school age, are receiving suitable full-time education.
- Notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.
- Where requested, meeting with the school, LA, and other key professionals to consider whether home education would be in the best interests of their child, particularly where they have SEND, are vulnerable, or have a social worker – ideally, this would be done before a final decision has been made.
- Notifying the school regarding any absences or changes to the student's education arrangements.

5. Induction and training

The safeguarding response to children who go missing from education will be explained to staff during their induction.

All staff will receive appropriate training, including an update on the various safeguarding concern possibilities that CME could represent, any changes to the early help process and staff members' role in this process.

6. Working with others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families. The school will ensure that staff are familiar with these procedures and when they need to be followed.

To assist the LA in tracing CME, it has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

The school uses a secure internet system, School2School, to allow schools to transfer student information when a child moves to another education setting.

If a student with a social worker is absent from school for an unexplained reason or they are missing from education, the school will inform the student's social worker.

7. Safeguarding

The school recognises that children missing from education can act as a vital warning sign to a range of safeguarding issues. Where there are concerns that a student missing from education is linked to a safeguarding issue, action will be taken in line with the Safeguarding Policy.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the relevant staff conducting home visits, discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

School will record that they have completed these procedures and, if necessary, make a referral to social services or the police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contact the parent, relatives and neighbours using known contact details
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements, and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family, e.g. social care, Early Help
- Check with the LA and school from which the student moved originally
- Check with the LA where the student lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of service personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and make enquiries with neighbours or relatives, if appropriate

Please note: This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been considered.

8. Attendance register

The school will ensure that the attendance register is kept up-to-date at all times, and will encourage parents, via communications such as emails and newsletters, to notify the school of any changes as they occur.

Students will be recorded on the school 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 student will attend the school. Once a student has been recorded on the register, the school will notify the LA within five days, and will supply the LA with all of the details for the new student.

Where a parent notifies the school that their child will live at another address, the school will record the following information on the register:

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

Where a parent notifies the school that the student is registered at another school, or will be attending a different school in future, the school will record the following information on the register:

- The name of the new school
- The date when the student first attended, or is due to attend, that school

Parents are able to elect to educate their children at home, and will subsequently withdraw them from school. If a parent notifies the school that their child will be educated at home the student will be deleted from the school's admission register after a 10-day cooling off period (in line with the LA's guidance) and inform the LA.

9. Removing a student from the attendance register

The school will inform the LA of any student who will be deleted from the attendance register where they:

- Have been taken out of school by their parent and are being educated outside the school system, e.g. home-educated.
- Have ceased to attend school for 20 consecutive school days and are believed to no longer live within a reasonable distance of the school. A Children Missing Education referral will be made to the LA, who will confirm when the student can be removed from roll.
- Have been certified by a medical professional as not being in a fit state of health to attend school before ceasing to be of compulsory school age and a specialist provision has been confirmed.
- 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 following a successful mid-year transfer application.
- Will cease to be of compulsory school age before the school next resumes (e.g. following the Summer break), and the relevant person has indicated the student will not attend the school, or the student does not meet the academic entry requirements for sixth form.

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

If a student's name is to be removed from the attendance register, the school will provide the LA with the following information:

- The full name of the student
- The full name and address of any parent with whom the student lives
- At least one telephone number of the parent with whom the student lives
- The full name and address of the parent who the student is going to live with and the date the student is expected to start living there, if applicable
- The name of the student's new school and their expected start date, if applicable
- The grounds for removal from the admissions register under Regulation 8 of the Education (Student Registration) (England) Regulations 2006 (as amended), as outlined in section 9 of this policy.
- Where the name of a student with a social worker is to be removed from the admissions register, the school will inform the student's social worker.

10. Monitoring and review

This policy is reviewed annually by the DSL and headteacher. The next scheduled review for this policy is September 2024.