



CONNECTED LEARNING
Children Missing Education Policy

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**Each academy school must enter details as relevant to them where indicated
in red or elsewhere if required**

CONNECTED LEARNING

CHILDREN MISSING EDUCATION

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

Children missing 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 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

Those children who are particularly at risk of going missing from education include:

Those who are at risk of harm or neglect:

- Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. However, if 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). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care. The Department's statutory guidance *Keeping children safe in education* provides further advice for schools and colleges on safeguarding children

Those who come from Gypsy, Roma or Traveller (GRT) families:

- It is therefore important that schools inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. **Local authority Traveller Education Support Services (TESS), where these exist, or the named CME officer within the local authority**, can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available.

Those who come from the families of service personnel:

- Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

Those who go missing or run away from home or care:

- Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as

missing education. Should a school suspect that a child has gone missing or has run away from home, an appropriate staff member should consult the DfE for advice on missing children

Those who are supervised by the youth justice system:

- Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). Where a young person was registered at a school prior to custody, the school may be able to keep the place open for their return

Those who cease to attend a school:

- there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority should investigate the case and satisfy itself that the child is receiving suitable education.

Those who come from new migrant families:

- children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child missing education.

The most common reason for children missing education include:-

- Failing to be registered at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

ROLES & RESPONSIBILITIES

The schools within the Trust

- Each school within the Trust will enter its children onto the Admissions Register on the first day on which it has been agreed that they will start or the day that the school has been notified that a child will start. In the event that a child fails to attend on the agreed or notified date, it is the school's responsibility to make reasonable¹ enquiries to establish why the child is absent and will make the decision as to whether to notify the Local Authority.
- Each school within the Trust must keep an accurate and timely admissions register and should encourage parents/carers to inform the School Office of any changes of circumstance.
- There will be a daily record of pupil attendance at each school.

¹ In line with the duty under Section 10 of the Children Act 2004, the expectation is that the school and the LA will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they completed their procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

- The academy will agree with the LA what intervals are best to inform them of children who are regularly absent or who have missed 10 days or more of school without permission.
- Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.
- Where a child has not returned to school for 10 days after an authorised absence, or is absent without permission for 20 consecutive days, the school may remove the child from the Admissions Register if both the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The Trust will notify the LA if any child is to be removed from the Admissions Register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).
- Where a school notifies the LA that a pupil's name is to be removed from the Admission Register, the school must provide the LA 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 grounds in regulation 8 under which the pupil's name is to be removed from the admission register
- The Trust will arrange full-time education for those children who are excluded on fixed periods of exclusion from the sixth day (further information can be found in the *Exclusion from maintained schools, academies and pupil referral units in England* statutory guidance).
- Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the Admission Register:
 - The full name of the parent with whom the pupil will live
 - The new address and
 - The date from when it is expected that the pupil will move to that address
- When a parent of a pupil notifies the school that their child is registered at another school or will be attending a different school in the future, the school must record in the Admission Register:
 - The name of the new school and
 - The date when the pupil is due to start attending or first attended that school
- All schools are required to notify the LA **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 LA 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 – usually at the start of the first year of education – unless the LA asks for such information to be provided.

The Local Authority

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not, therefore, receiving education provision.

- The LA will issue Academy Attendance Orders to parents/carers who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.
- The LA will prosecute parents/carers that do not comply with an Academy Attendance Order.
- The LA will prosecute or fine parents/carers of Trust-registered children who fail to ensure their child attends school regularly.
- The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the Trust or elsewhere.
- The LA will ensure that the Trust demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- The LA will apply to court for an Education Supervision Order for a CME.
- The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.
- Pupils with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.
- The LA is responsible for liaising and sharing information with other agencies to support children who miss education.
- The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

Parents/Carers

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 LA. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity.

Children with Education, Health and Care Plans (EHCPs) or statements of special educational needs (SEN) can be home educated. Where the EHCP or statement sets out SEN provision that the child should receive at home, the LA is under a duty to arrange that provision.

Where the EHCP or statement names a school or a type of school as the place where the child should receive his or her education but the parent chooses to home educate their child, the LA must assure itself that the provision is being made by the parent and that it is suitable.

Safeguarding

In line with Section 10 of the Children's Act 2004, schools within the Trust will follow appropriate procedures when carrying out reasonable enquiries (see above for definition); for example, this could be the Designated Safeguarding Lead (DSL)

conducting discussions with neighbours or landlords to determine why a child is not at school and whether that child might be at risk of harm.

The DSL 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, in conjunction with the LA, a senior member of the Trust may, for example, carry out the following actions:-

- Make contact with the parent/carer, relatives using known contact details
- Check with agencies known to be involved with the family
- Check Key to Success or school2school (s2s) systems
- Check with the LA and school from which the child recently moved or may have moved to
- Check with the LA where the pupil lives if this is different from where the Trust is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of service personnel
- Follow local information sharing arrangements and where possible make enquiries via other local databases and agencies; for example those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC

This list is not exhaustive or prescriptive and schools should treat each case on its individual merits and use their judgement ensuring that they have taken into account all of the facts.