



Greater Grace School of Christian Education

Child Missing Education Policy

Introduction

This procedure describes the Child Missing Education Policy for Greater Grace School.

POLICY STATEMENT

Greater Grace School regards the safety and security of all children as paramount. Every care is taken to ensure that the statutory duties are fulfilled to the best of our ability.

This policy has been written with regard to *Children Missing Education Statutory Guidance for Local Authorities - September 2016* and *Keeping Children Safe in Education 2020*.

Greater Grace School believes that 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.

STATUTORY DUTIES

Greater Grace School will notify the local authority when we are about to remove a pupil's name from the school admission register at a non-standard transition point under any of the grounds listed in the regulations (Annex A), 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 when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority will include:

- (a) The full name of the pupil
- (b) The full name and address of any parent with whom the pupil resides
- (c) At least one telephone number of the parent with whom the pupil resides
- (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 (see Annex A).

The School will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A).

The school will also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new 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 that such returns are to be made.

When adding a pupil's name, the notification to the local authority will include all the details contained in the admission register for the new pupil.

OVERVIEW (Taken from the Statutory guidance)

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.

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.

THE SCHOOL'S RESPONSIBILITIES (Taken from the statutory guidance)

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 consider notifying the local authority at the earliest opportunity.

The School will monitor pupils' attendance through the daily register. The School will agree with the local authority the intervals at which we will inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. The School will monitor attendance closely and address poor or irregular attendance. Pupils' poor attendance will be referred to the local authority.

Where a pupil has not returned to the school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, 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.

The School will 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.

SAFEGUARDING

As part of the safeguarding duty of the school in respect of our pupils, the school will investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the *Keeping Children Safe in Education* statutory guidance.

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include Child Sexual Exploitation (CSE) and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of the school's unauthorised absences and children missing from education procedures.

PARENT'S RESPONSIBILITIES (Taken from the statutory guidance)

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 will 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 will consider notifying the local authority at the earliest opportunity.

Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home educated. Where the EHC plan or statement sets out SEN provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan or statement names a school or 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 local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's SEN continue to be met.

RECORDING INFORMATION IN THE SCHOOL'S ADMISSION REGISTER

It is important that the school's admission register is accurate and kept up to date. The School will regularly encourage parents to inform us 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.

Where a parent notifies the school that a pupil will live at another address, the School will record the following 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 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, the school will record the following in the admission register:

- the name of the new school; and
- the date when the pupil first attended or is due to start attending that school.

SHARING INFORMATION WITH THE LOCAL AUTHORITY

The school will notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point, and 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.

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION

There are many circumstances where a child may become missing from education - the list below presents some of the circumstances that local authorities consider when establishing their CME policies and procedures:

- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT) families
- Children of Service Personnel
- Missing children and runaways
- Children and young people supervised by the Youth Justice System
- Children who cease to attend a school
- Children of new migrant families

Full details can be found in *Children Missing Education Statutory Guidance for Local Authorities*.

Amended Policy Adopted by Trustees on: 27/08/2018

Policy Last Reviewed on: 20/09/2021

In accordance with Government guidance due for review by September 2022,

Policy Due for Review by 30 September 2022

Signed: _____ Alastair Craddock (Chair)

ANNEX A: CIRCUMSTANCES IN WHICH A PUPIL MAY BE REMOVED FROM ROLL

The circumstances in which a pupil of compulsory school age may be removed from the admission roll are prescribed by regulation 8. (It is illegal to remove a pupil's name from the admission roll unless one of these circumstances applies, even if a parent requests it).

8a. A new school is named on a School Attendance Order, or the Order is revoked

If a pupil is the subject of a School Attendance Order their name may only be removed from roll if another school is substituted by the local education authority for that named in the order, or the order is revoked because other education arrangements are in place

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

8b. Pupil is registered at another school

If a parent has notified the school that the pupil will be transferring to a new school and has provided the name and address:

- The school should check with the new school that the pupil is registered with them and has an expected start date.
- The pupil should be removed from roll at the end of their expected final day
- The relevant Attendance Team should be informed within 5 school days

8c. Pupil is registered at more than one school

If a pupil is registered at more than one school, has ceased to attend the school and the proprietor of any other school at which the pupil is registered has given consent to the deletion

- The school should confirm the pupil is now registered at the other school
- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

(Exceptions to this requirement are if the pupil has died, or has been permanently excluded)

8d. Elective Home Education

If the school receives written notification from a parent of their intention to Electively Home Educate, the pupil's name must be removed from roll. ***Please note that this does not apply to special schools where permission is needed from the Local Authority or from the Secretary of State before a pupil's name may be removed.***

Schools should not encourage parents to educate their children at home as a way of avoiding exclusion or because the pupil has a poor attendance record. Advice and information on Elective Home Education can be obtained from a number of independent websites including www.education-otherwise.org

On receipt of written notification from the parent the school/academy must:

- Remove the pupil from roll at the end of their expected final day
- Send a notification together with a copy of the parent's letter which states their intention to Electively Home Educate to the relevant Attendance Team within 5 school days.

8e. Pupil has moved, has ceased to attend and the new address is not within a reasonable distance of the school/academy (except in the case of a boarder)

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

8f. Pupil has failed to return after being granted leave of absence for exceptional circumstances in accordance with regulation 7(1A)

A pupil's name may only be removed from roll after 10 school days have elapsed following the agreed date of return **and** the school does not have reasonable grounds to believe the pupil is unable to attend due to sickness or reasonable cause **and** the school **and** the local authority have failed to ascertain the pupil's whereabouts after 'jointly making reasonable enquiries.' Schools should:

- Make contact with parents/relatives to check that there is no good reason for the absence e.g. disrupted travel arrangements or illness
- Mark the absence as authorised if there is a valid reason, using the relevant code
- Mark the absence as unauthorised if there is not a valid reason, using the relevant code
- Contact their relevant Attendance Team if there are concerns about the welfare of the pupil or if they are unable to make contact with the parents

The Attendance team will work with the school in making reasonable enquiries as to the pupil's whereabouts.

Once the school and the local authority have completed their enquiries and 10 school days have elapsed the school should:

- Remove the pupil from roll with effect from 10 school days after the expected date of return
- Inform the relevant Attendance Team within 5 school days.

8g. Pupil is medically unfit and is likely to remain so beyond compulsory school age

A pupil may only be removed from roll on medical grounds if he/she has been **certified** by the school's Medical Officer (if they have one) or the child's doctor, as unlikely to be in a fit state of health to attend before ceasing to be of compulsory school age **and** the pupil does not intend to continue at the school beyond compulsory school age.

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

8h. Pupil has been continuously absent for not less than twenty school days

This regulation applies **only** if at no time during the absence was it authorised, **and**, the school does not have reasonable grounds to believe the pupil has been unable to attend because of sickness or unavoidable cause **and** the joint enquiries undertaken by the school **and** the local education authority have failed to ascertain where the pupil is.

- The school should contact the Attendance Team who will work with the school to try to locate the pupil.
- If all enquiries have failed to locate the pupil, the school/academy should remove the pupil's name from roll, and inform the relevant Attendance Team within 5 school days.

8i. Pupil is in custody

A pupil may be removed from roll if serving a custodial sentence of four months or longer and the head teacher does not have reasonable grounds to believe that the pupil will return at the end of that period. The decision to remove a pupil from roll in this situation should be taken in consultation with the relevant Targeted Youth Support Team (or whatever name they go by in your area)

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

8j. Pupil has died

A pupil who has died may only be removed from roll once official notification has been received. This would usually come from the pupil's parents but may come from another source, e.g. relatives or police.

- The pupil should be removed from roll using the date of death as the removal date
- The relevant Attendance Team should be informed within 5 school days
- No CTF is required

8k. Pupil will cease to be of compulsory school age before the school next meets

In order for this regulation to apply the relevant person will have indicated that the pupil will cease to attend the school

- In the case of a pupil who is no longer of compulsory school age, is not required

8l. Pupil has ceased to be a pupil of the school

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days

8m. Pupil has been permanently excluded

The pupil may **not** be removed from roll until any appeals process has been concluded.

- The pupil should be removed from roll using the school day after the conclusion of any appeals process as the date of removal from roll
- If no appeal has been lodged within 15 school days the pupil may be removed from roll on the 16th school day following the exclusion
- The relevant Attendance Team should be informed within 5 school days
- No CTF is required

8n. Pupil completing nursery education is *not* transferring to reception or a higher class at the school

Removal from roll forms should be completed **only** for pupils who have finished the nursery and are not transferring to reception in the same school.

- The pupil should be removed from roll at the end of their final day
- The relevant Attendance Team should be informed within 5 school days