



REDESDALE PRIMARY SCHOOL

CHILDREN MISSING FROM EDUCATION POLICY

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, a child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support. Children missing education risk underachieving, being victims of harm, exploitation or radicalisation and not being in education, employment or training (NEET) in later life.

The Local Authority has a legal duty to identify when there are children missing education and help them back into education. This policy highlights what Redesdale Primary School will do to help the Local Authority with its duty.

DEFINITION

Children missing education are children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise at school.

CONTEXT

This policy should be read alongside Redesdale Primary School Attendance Policy and in particular with the school's Safeguarding & Child Protection Policy, of which it is an integral part.

The policy has regard to the DfE guidance:

- Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2016.
- Pupil Registration (England) Regulations 2006.
- Children Missing Education: Statutory guidance for Local Authorities, September 2016.

and

- North Tyneside 'Procedures for locating missing pupils and the removal of pupils from roll'. (Appendix 1)

POLICY AND PROCEDURES

The school will carry out daily registration and absences will be dealt with in accordance with the school's Attendance Policy.

This policy covers those instances where:

- there is a repeated pattern of absence;
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a pupil's absence;
- a child leaves or fails to attend school;

Where there are concerns, the school's Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead should be consulted and, if appropriate, a Child Protection Concern/Incident Form should be completed.

The School's Designated Safeguarding Lead will then follow the procedure detailed in the school's Safeguarding & Child Protection Policy and a Confidential File will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

Adding or Removing a Child to/from the Admission Register

When adding or removing a child's name to/from the school admission register, the notification to the Local Authority must include:

- a) The full name of the child.
- b) The full name and address of any parent with whom the child normally resides.
- c) At least one telephone number of the parent.
- d) The child's future address and destination school, if applicable.
- e) The grounds in Regulation B under which the child's name is to be removed from the register.

'All schools are required to notify the Local Authority **within 5 days** when a pupil's name is added or removed to/from the admission register. 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 to pupils who are registered at the start of the school's youngest year, unless the Local Authority requests for such information to be provided.'

(Keeping Children Safe in Education: September 2016 Annex A; (See Appendix 2))

When a child leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Under no circumstance should the school remove a child from the school roll without securing confirmation that the child has started their new school. If a Confidential File has been created, the Designated Safeguarding Lead will then forward the appropriate records to the receiving school, in line with Redesdale Primary School Safeguarding & Child Protection Policy.

'Schools must also notify the Local Authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds** set out in the Education Regulations 2006.'

(Keeping Children Safe in Education: September 2016 Annex A; (See Appendix 2))

When a child leaves our school without clear indication of a receiving school, the school will contact **North Tyneside Council Attendance and Placement Team**, to advise them of the situation so they can start their tracking procedures.

In case of serious concern the Designated Safeguarding Lead will immediately notify the **Front Door** on 0191 643 4444 for further advice.

MONITORING AND REVIEW

This policy is monitored by the Headteacher and will be reviewed annually or in the light of changes to legislation.

Appendix 1 North Tyneside 'Procedures for locating missing pupils and the removal of pupils from roll'

Background

North Tyneside Council is committed to ensuring that:

- All pupils who go missing from schools in North Tyneside or move to other areas are speedily located.
- It supports other LAs to locate their own missing pupils where they move into North Tyneside.
- All children, regardless of their circumstances are entitled to an efficient, full time education.

Procedures to safeguard missing children

Children missing education are children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise at school.

Taking a child off the school roll must be done in accordance with the Education (Pupil Registration (England) Regulations 2006.

New Statutory Guidance September 2016

New statutory guidance for Children Missing Education (CME) was issued in September 2016.

www.gov.uk/government/publications/children-missing-education

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under **any** of the fifteen grounds listed in the regulations.

When adding or removing a pupil's name, the notification to the local authority must include:

- (a) the full name of the pupil
- (b) the full name and address of any parent with whom the pupil normally resides

- (c) at least one telephone number of the parent
- (d) the pupil's future address and destination school, if applicable
- (e) the grounds in regulation 8 under which the pupil's name is to be removed from the admission register (Annex A).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.

All schools must also notify the local authority **within five days** of adding or removing a pupil's name to / from the admission register at a non-standard transition point. When a child is removed from a school roll the school must inform the Attendance and Placement Team by including the pupil on the weekly return

This duty does not apply when a pupil's name is entered in or deleted from the admission register at a standard transition point – at the start of the first year of education normally provided by that school or 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.

Children from families of members of the Armed Forces are likely to experience high mobility, both in and outside of the UK. Moves can often be made at short notice. Schools can make enquiries through the Children's Education Advisory Service (CEAS) on 01980 618 244 or by e-mailing CEAS at dcyp-ceas-enquiries@mod.uk.

Under no circumstance should a school remove a pupil from the school roll without securing confirmation that the pupil has started at their new school. Where the school is unable to confirm the pupil's new education provision, a referral should be made to North Tyneside Council's Attendance & Placement Team.

Should a child leave a North Tyneside school without the school being advised by the parent/carer which new school the child is to attend, the school should immediately notify the Attendance & Placement Team.

The Attendance & Placement Service will work with schools to make reasonable efforts to try and identify the child's current whereabouts or destination.

Appendix CME 1 provides a checklist of enquiries to locate children who may no longer reside in North Tyneside. If the child is not found, the School Attendance Officer must complete a referral form.

If the child is subject of a Child Protection Plan or should the school have particular child protection concerns, the school should immediately notify the Front Door on 0191 643 4444.

In all cases, reasonable efforts must be made to find a child. Should such efforts prove to be unsuccessful and confirmation has been received from the Attendance and Placement Team, the school can remove the child's name from their roll and create a "lost" Common Transfer File (CTF) with XXXXXXXX as the destination.

Appendix 2

Annex A: Further Information on a Child Missing from Education (Keeping Children Safe in Education September 2016)

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. School and college staff should follow their procedures for unauthorised absence and for dealing with children that 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.

Schools and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. 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. Further information about children at risk of missing education can be found in the Children Missing Education guidance.

Schools

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers. Schools must place 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 consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education.

Schools should monitor attendance and address it when it is poor or irregular. All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

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 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:

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

Schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register. 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 to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.** This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), subparagraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the [Children Missing Education](#) guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.

The department provides a secure internet system – school2school – to allow schools to transfer pupil information to another school when the child moves. All local authority maintained schools are required, when a pupil ceases to be registered at their school and becomes a

registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Academies (including free schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school. Independent schools can be given access to school2school by the department.

The school2school website also contains a searchable area, commonly referred to as the 'Lost Pupil Database', where schools can upload CTFs of pupils who have left but their destination or next school is unknown or the child has moved abroad or transferred to a non-maintained school. If a pupil arrives in a school and the previous school is unknown, schools should contact their local authority who will be able to search the database.