

**CHILD MISSING EDUCATION POLICY**

(September 2023)

This policy applies to all pupils at Rose Hill School, including those pupils in the Early Years Foundation Stage. 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 school are at significant risk of under-achieving.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education. It has a safeguarding duty to look into any unexplainable absences.

**The School's Responsibilities**

1. 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.

2. In these instances the school's Designated Safeguarding Lead (DSL), will then follow the procedure detailed in the school's Child Protection and Safeguarding Policy and details recorded in the Child Protection File.

3. When a pupil 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. If a Welfare Concerns file has been created, the DSL will then forward the appropriate records to the receiving school.

4. When a pupil leaves the school without clear indication of a receiving school, the school will contact the local authority.

5. The school will also contact the local authority when it is about to remove a pupil's name from the school admission register (unless at the end of the final year of education or another transition point) under any of the fifteen grounds in Annex A. It will notify the local authority within five days of adding a pupil's name to the admission register at a non-standard point.

It will also contact the local authority if a child has missed more than ten school days or more without permission or are regularly absent without permission.

6. The school will include the following details for the local authority:

- Child's full name
- Full name and address of any parent with whom the child resides, or is going to reside and date when this will be happening
- At least one parental phone number
- Pupil's future school if applicable, and start date for this
- The grounds on which the child is being removed from the register.

7. The school has a degree of flexibility in decision-making and has procedures in place to make 'reasonable enquiries'.

8. Some children are at particular risk of missing education:

- Pupils at risk of harm / neglect (see KCSIE, Sept 2023)
- Children of Gypsy / Roma / Travelling families
- Children of service personnel

- Runaway
- Children in the Youth Justice System
- Children of new migrant families
- Children who are being 'home educated'.

**Elective Home Education (EHE)**

Further to the information above, many home educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that we must inform the LA of all deletions from our admission register when a child is taken off roll.

Where a parent/carer has expressed their intention to remove a child from the school with a view to educating at home, we work together with the LAs, and other key professionals to coordinate a meeting with parents/carers where possible. This requirement does not apply where a pupil's name is deleted after they have completed the final year at the school (e.g. Year 6 and 8) unless the local authority have asked to be informed about such deletions. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker. DfE guidance for local authorities on Elective home education sets out the role and responsibilities of LAs and their powers to engage with parents in relation to EHE.

The 'Safeguarding & Child Protection Policy' contains guidance and important contact numbers for what to do in these situations.

**Associated Policy** – Attendance Policy, Child Protection and Safeguarding, Keeping Children Safe in Education: Sept 2023, Education (Pupil Registration) (England) Regulations 2006, Consultation on improving information in identifying children missing education Government response DfE, July 2016.

Reviewed by: Emma Neville  
Review date: September 2023  
Next review: September 2024

## Appendix 1

	<b>Deletions from Admission Register</b>
<b>8.—(1)</b>	The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—
(a)	where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
(b)	except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;
(c)	where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;
(d)	in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;
(e)	except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;
(f)	in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —
(i)	the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
(ii)	the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
(iii)	both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
(g)	that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;
(h)	that he has been continuously absent from the school for a period of not less than twenty school days and —
(i)	at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
(ii)	the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
(iii)	both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
(i)	that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
(j)	that the pupil has died;
(k)	that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
(l)	in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;
(m)	that he has been permanently excluded from the school; or
(n)	where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school