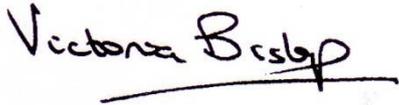


Title	Children Missing From Education
Reviewed	September 2016
Next Review	January 2019 unless guidance and/or legislation is changed.
Associated Policies	Attendance Policy Child Protection Policy FGM Policy Child Sexual Exploitation Policy
Originator	V Bishop K Blackett
Approved	

Contents

1. Background	3
2. Definition	3
3. Hatton Academies Trust Academy Responsibilities.....	4
4. Hatton Academies Trust Procedures	5
4.1 Registers and admissions	5
4.2 Day 1 to Day 9 of non-attendance	5
4.3 Non-arrival of new pupils expected in a trust academy	6
5. Data systems	6
Appendix A. Grounds for deleting a pupil from the academy admission register.....	8

1. Background

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. Effective information sharing between parents, schools, colleges, and local authorities is critical to ensuring that all children are safe and receiving suitable education.

This policy meets the requirements of the following documents:

“Keeping Children Safe in Education, DfE September 2016

“Children missing education: statutory guidance for local authorities. DfE September 2016.

“The Education (Pupil Registration) (England) (Amendment) Regulations 2016, legislation.gov.uk”.

2. Definition

2.1. A child is defined as missing from education if a pupil is absent from their academy by the 10th consecutive school day.

2.2. Children particularly at risk of going missing from education include children who:

- Are at risk from harm or neglect
- Come from Gypsy, Roma or Traveller families
- Come from families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Case to attend a school
- Come from new migrant families.

2.3 Children can become missing from education for a number of reasons:

- Fail to start appropriate provision and never enter the system
- Withdrawal by parents/carers
- Fail to complete a transition between schools/academies
- Children from refugee and asylum seeking families
- Children from families who are highly mobile

e.g. parents in the Armed Forces, Gypsy, Romany and Traveller families and economic migrants

- Children at risk of a forced marriage
- Children subjected to female genital mutilation
- Children experiencing abuse and neglect
- Failure to return after a school/academies holiday
- No return after a period of exclusion.

2.4. Children missing from education are at greater risk of:

- physical harm
- sexual exploitation
- becoming involved in crime
- demonstrating anti-social behaviour
- abusing drugs and alcohol
- being illegally employed.

It is vital therefore that each academy staff, the Trust, the local authority and other agencies work closely together to help safeguard our children.

3. Hatton Academies Trust Academy Responsibilities

The Principal is responsible for ensuring that academy staff follow the requirements of legislation and this policy. The day to day management of CME may be delegated to other staff but their role should be clearly set out in their job description.

The law requires all schools and academies to have an admissions register and an attendance register. A pupil must be placed on the admissions register on the first day on which the academy has agreed, or been notified, that the pupil will attend the academy. If a pupil fails to attend on the agreed or notified date, the academy should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

Each academy should ensure that it has appropriate procedures to follow trust safeguarding policies and responses for children who go missing from education, particularly on repeat occasions. Staff should be aware of the 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 (FGM) and forced marriage.

4. Hatton Academies Trust Procedures

4.1 Registers and admissions

It is important that the admissions register is accurate and kept up to date. Academies should regularly encourage parents to inform them of any changes whenever they occur e.g. through newsletters and the website.

Attendance should be monitored and any issues addressed. The local authority must be informed of any pupil who fails to attend regularly, or has been absent without the academy's permission for a continuous period of 10 school days or more.

Where a parent notifies an academy that a pupil will live at another address, all academies are required to record on 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 academy that the pupil is registered at another school or will be attending a different school in the future, the academy 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.

The academy is required to notify the local authority *within five days* when a pupil's name is added to the admission register. The academy will need to provide the local authority with all the information held within the admission register about the pupil. This does not apply to pupils who are registered at the start of the academy's youngest year group.

4.2 Day 1 to Day 9 of non-attendance

The Attendance Officer will attempt to contact parent/carer/family every day as to the whereabouts of the pupil. This should include the usual academy attendance management processes such truancy call system, telephone calls, and home visits.

If a child does not attend at the beginning of each term and contact has not been made by the parent/carer then the Attendance Officer will be alerted and a home visit will occur. Should there be any concern then the Attendance Officer will alert safeguarding teams and education entitlement services.

If there are previous concerns regarding a pupil the social services will be contacted on the first day of non-arrival. This contact will be made by the Senior Designated person for child protection or another senior member of staff.

Throughout the year pupils are monitored daily to ensure that each pupil is accounted for. Home visits and contact will be made as necessary.

Education Entitlement Service team will be alerted on day 10 if a student is not seen or contact cannot be made.

4.3 Non-arrival of new pupils expected in a trust academy

Pupils who do not arrive on the first day at the academy or pupils whose parents'/carers contact the academy to inform that they do not require the place, this will be investigated as follows:

1. The Admissions Officer or Principal's PA, informs the Principal or other senior member of staff with responsibility for attendance.
2. The Principal/SLT lead for CME liaises with the Attendance Officer regarding any issues from the feeder school.
3. Attendance Officer makes an attempt to contact the family. If unsuccessful within 3 school days the Attendance Officer will refer the matter to NCC Admissions
4. Information from the parent/carer for pupil non-arrival is also to be referred to the NCC Admissions Department to confirm the pupil(s) has an alternative place.

5. Data systems

The final stage in all cases is pupil information should be entered / amended on the SIMS.net.

Common Transfer File (CTF) guidance 2016 makes it clear that academies are strongly encouraged to send a CTF when a pupil leaves to attend another school or academy.

Hatton Academies Trust academies are required to do so in order to support avoidance of CME and other child protection issues.

6. Removal from role

Pupils must not be deleted from any trust academy's role until confirmed. An accurate reason for leaving should be entered.

The DfE guidance linked to above explains that where a pupil's name is to be removed from the admission register at a non-standard transition point (i.e. not including pupils who have completed the academy's final year) for **any of the fifteen reasons set out in the 2006 regulations (see Appendix A)**, the academy must notify the LA 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.

The academy must also provide the LA with the following information:

- 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 who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of the pupil's destination school and the pupil's expected start date there, if applicable
- The ground in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register.
- A pupil's name can only be deleted from the admission register if the academy and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries.
- It is essential that trust academies comply with these duties. So that the local authority can identify children of compulsory school age who are missing education, follow up with any child who might be at risk if not receiving an education and who might be at risk of being harmed, exploited or radicalised.
- The DfE encourages academies to send a Common Transfer File to the new school using the secure internet system school2school. This also has a searchable area for information on pupils.

Appendix A. Grounds for deleting a pupil from the academy admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(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 authority for that named in the order or the order is revoked by the local 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.
2	8(1)(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.
3	8(1)(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.
4	8(1)(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.
5	8(1)(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.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1 A), 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) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(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.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	<p>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</p>
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(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.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—
	<p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(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.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(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.
15	8(1)(o) where—
	<p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>