

# Children Missing Education Policy 2023-2024

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Policy Contact: Mr William Yates, Deputy Head

## **Children Missing Education Policy**

### **Introduction**

1. 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 that they might have.
2. 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.
3. 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.

### **The Responsibilities of the Local Authority**

4. The Local Authority has a number of responsibilities which are set out in detail in the Statutory Guidance “Children Missing Education” on pp. 5-7. A link to this guidance is: <https://www.gov.uk/government/publications/children-missing-education>

### **The Responsibilities of Parents**

5. 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, unless they are subject to a School Attendance Order.
6. Where a parent notifies the College in writing that they are home educating, the College must delete the child’s name from the admission register and inform the local authority. If the College is informed orally by parents, however, it should notify the local authority at the earliest opportunity.
7. 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.

### **The Responsibilities of the College**

8. The College must enter pupils onto the admission register at the beginning of the first day on which the College has agreed that the pupil will attend. If a pupil fails to attend on the agreed or notified date, the College will undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.

9. The College will monitor pupils' attendance through the daily register. If pupils fail to attend regularly, or miss ten school days or more without permission, the College will refer this to the local authority. The College will monitor attendance closely and address poor or irregular attendance.

10. If a pupil has not returned to the College 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 College 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.

11. The College has a safeguarding duty in respect of its pupils, and as part of this investigates any unexplained absence. This falls under the statutory guidance in Keeping Children Safe In Education.

### **Recording Information in the College's Admission Register**

12. The College's admission register, as far as is practicable, will be kept accurate and up to date. Parents should inform the College of any changes when they occur.

13. Where a parent notifies the College that a pupil will live at another address, the College is 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 live at this address.

14. Where a parent of a pupil notifies the College that the pupil is registered at another school or will be attending a different school in the future, the College will record in the admission register:

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

### **Sharing Information with the Local Authority**

15. The College will notify the local authority when a pupil's name is removed from the admission at any non-standard transition for any of the reasons set out in Annex A of the statutory guidance "Children Missing Education".

16. Where the College notifies the local authority that a pupil's name is to be removed 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 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 grounds from Annex A of Children Missing Education under which the pupil's name is to be removed from the admission register.

17. The College is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The College will need to 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.