

Children Missing Education Policy 2024-2025

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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. 4-7. 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 after a certain date, the College must delete the child’s name from the admission register once that date has passed (unless a SAO is in place) 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 no date has been agreed or notified, the pupil’s name must be entered on the first day they attend school. Names must be entered from the beginning of the first session. 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. The College will agree with the local authority the intervals at which they will make a return to the local authority (an 'attendance return') with the details of any pupil of compulsory school age who has failed to attend regularly (excluding where they were out of school and attending an approved educational activity covered by codes D, K, V or B), or has been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O and/or U). The College will monitor attendance closely and address poor or irregular attendance. Poor attendance will be referred to the local authority.

10. Where a pupil has not returned to the College for ten consecutive school days after leave of absence or is absent from school for reasons statistically recorded as unauthorised for twenty consecutive school days, the pupil's name can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to find out the location and circumstances of the child or have succeeded but agree there are no reasonable grounds to believe that they will attend again. In deciding there are no reasonable grounds to believe the pupil will attend the College again both the College and local authority must agree, including that there are no reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance. Neither ground for deletion applies if there are 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. The College will regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters.

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 make a return to the local authority when a pupil's name is to be deleted from the admission register (a 'deletion return'). This duty does not apply at standard transition points – where the pupil has completed the College's final year – unless the local authority has asked for such information to be provided.

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
- Address
- The full name and address of any parent with whom the pupil lives
- At least one telephone number by which any parent the pupil normally lives with can be contacted
- If applicable, the pupil's future address, the full name and address of the parent the pupil is going to live with, and the date the pupil will start living there
- If applicable, the name of pupil's other school and when the pupil began or will begin to attend the school
- The ground for deletion under which the pupil's name has been deleted from the admission register

17. The College must make a return to the local authority within five days when a pupil's name is added to the admission register (a 'new pupil return'). 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 – 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.

18. The College must make a return to the local authority (an 'attendance return') with the full name and address of any pupil of compulsory school age who is not a boarder and has failed to attend regularly (excluding codes D, K, V or B) or who has missed ten consecutive school days or more with their absence being recorded in the attendance register in ways statistically recorded as unauthorised absence.

19. The College will also make a return to the local authority (a 'sickness return') where a pupil of compulsory school age has been recorded in the attendance register as absent using the code I (illness) and the school have reasonable grounds to believe that the pupil will be, or will have been unable to attend school because of that illness for at least 15 school days during the school year, whether consecutive or not.