



**Baildon Church of England Primary School**

## **Children Missing in Education Policy**

Policy Creation: June 2022  
Policy Review Date: June 2024

*'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'*

## **Vision Statement**

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient life-long learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

## **Rationale**

At Baildon CE Primary School we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment.

Baildon CE Primary School staff and governors have a statutory duty to safeguard and promote the welfare of children as described in section 157 of the Education Act 2002. This responsibility extends to ALL members of the school community and should be underpinned by a thorough understanding of this document and the current legislation which informs it (see below). This policy has been developed in accordance with the principles of the Children Act 1989 and 2004 and has due regard to all relevant government guidance (both statutory and advisory) including the following:

'Keeping Children Safe in Education' (KCSiE) - DfE (Latest update: September 2021)

'Working Together to Safeguard Children – A guide to interagency working to safeguard and promote the welfare of children' – HM Government (Latest update: Feb 2019)

'What To Do If You Are Worried a Child Is Being Abused – Advice for Practitioners' (March 2015).

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

We will always act in the best interest of the child.

## **Introduction**

At Baildon C of E Primary School, we understand that 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, however we aim to identify when there are CME and help them back into education, in accordance with our school ethos.

This policy should be read alongside our Safeguarding and Child Protection and Staff Code of Conduct Policies.

## **Children Missing Education (CME)**

A "child missing education" is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, SEND.

## **Why is the work around Children Missing Education (CME) a priority?**

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 they may have.

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.

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.

## **Why children miss education**

There are a number of reasons as to why children miss school, including the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of school
- Families moving into a new area

Aside from these reasons, if a child is missing from school, particularly repeatedly, this can act as a vital warning sign of a range of safeguarding concerns, such as the following:

- Abuse and neglect – including sexual abuse or exploitation and criminal exploitation
- Mental health issues – such as risk of substance abuse, risk of travelling to conflict zones, risk of FGM or risk of forced marriage

## **Children at particular risks of missing education**

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care (and the police if appropriate). The LA officers responsible for CME will check a referral has been made, and will contact children's social care if

this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

- Children of Gypsy, Roma and Traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the LA Traveller Education Support Services/named CME officer for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return. Page 4 of 8
- Children who cease to attend school – where the reason for a child who has stopped attending a school is not known, the LA will investigate the situation.
- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

## **Roles and responsibilities**

### **The school**

Baildon CE will enter pupils on the attendance register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.

In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity. The school will keep an accurate and up-to-date attendance register by encouraging parents to inform them of any changes.

The school will monitor pupils' attendance through a daily register.

The school will agree with the LA what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 school days or more without permission.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 20 consecutive school days, the school will remove the pupil from the attendance register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

The school will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.

The school will arrange full-time education for excluded pupils from the sixth school day of a fixed-period exclusion.

The school will provide information to the LA regarding standard transitions, if requested to do so by the LA. Staff members

All staff will be alert to the potential need to implement early help for a pupil who is frequently missing/goes missing from care or home.

All staff will be aware of the school's unauthorised absence and children missing from education procedures.

Where staff have concerns about pupils relating to CME, staff will use their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL Mrs Samantha Smith or Deputy DSL Mr Mathew Holmes, as the attendance lead.

### **The Local Authority (LA)**

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.

The LA will provide full-time education for permanently excluded pupils from the sixth school day of a fixed-period exclusion.

When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents to assure the LA that their child is receiving such an education.

The LA will issue School Attendance Orders to parents who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.

The LA will prosecute parents that do not comply with a School Attendance Order. The LA will prosecute or fine parents/carers of school-registered children who fail to ensure their child attends school regularly.

The LA will ensure that children identified as not receiving suitable education are returned to fulltime education either at the school or elsewhere.

The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.

The LA will apply to court for an Education Supervision Order for a CME.

The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.

Pupils with EHC plans, are able to be home educated. If the EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.

The LA is responsible for liaising and sharing information with other agencies to support children who miss education.

The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

## **Parents**

Parents are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents are responsible for notifying the school in writing where they will be homeschooling their child, in order for the child to be removed from the Attendance register.

Parents will notify the school regarding any absences or changes to the pupils' education arrangements.

Parents are responsible for providing the school with more than one emergency contact number where possible.

## **Induction and training**

The safeguarding response to children who go missing from education will be explained to staff during their induction.

All staff will receive annual safeguarding and child protection training, including an update on the various safeguarding concern possibilities that CME could represent, any changes to the early help process and staff members' role in this process.

## **Working with others**

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families.

To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

The school uses a secure internet system where possible, to allow schools to transfer pupil information when a child moves education setting.

## **Safeguarding**

"Reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Contacting family, relatives, neighbours and where appropriate landlords and other significant adults
- Making enquiries within school with class teachers, friends (if appropriate)
- Liaising with schools attended by siblings

- Conducting home visits (home visits must be recent and be completed within the period in which the child is believed to be missing from education)
- Sending letters and/or emails
- Checking with previous schools (if appropriate)
- Checking with other agencies known to be working with the family
- If you have been provided with a forwarding address in the UK, it is expected that you make enquiries with that Local Authority
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

**If at any point there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).**

### **Attendance register**

The school will ensure that the Attendance register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

Pupils will be recorded on the Attendance register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school.

Once a pupil has been recorded on the Attendance register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the Attendance register for the new pupil.

Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the Attendance register:

- The full name of the parent/carer with whom the pupil will live

- The new address

• The date from when it is expected the pupil will live at this address

Where a parent notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school will record the following information on the Attendance register:

- The name of the new school

- The date when the pupil first attended, or is due to attend, that school

Parents are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent notifies the school, the pupil will be deleted from our admission register and inform the LA.

### **Removing a pupil from the Attendance register**

Baildon CE will inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system, e.g. home-schooled.
- Have ceased to attend school and no longer live within a reasonable distance of the school.
- Have been 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 they nor their parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and: – There is reason to believe the pupil is not unable to attend school. – The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of not less than 20 school days, and: – The absence was not authorised. – There is reason to believe the pupil is not unable to attend school. – The LA and school is unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the pupil will not attend the school, or, the pupil does not meet the academic entry requirements for sixth form.
- [Nursery schools only] The pupil was admitted to receive nursery education and since completion has not transferred to Reception, or a higher class, at the school.
- [Boarding schools only] The pupil is a boarder at the school, and charges for such are payable to the parent, but they remain unpaid.
- The school will notify the LA that a pupil is to be removed from the Attendance register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is actually removed.



- If a pupil's name is to be removed from the Attendance register, the school will provide the LA with the following information:
- The full name of the pupil
- The full name and address of any parent/carer with whom the pupil lives
- At least one telephone number of the parent/carer with whom the pupil lives
- The full name and address of the parent/carer 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 new school and their expected start date, if applicable
- The grounds for removal from the Attendance register under Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended), as outlined in section 10 of this policy.

### **Making a referral**

If enquiries by the school do not lead to identifying the whereabouts of a child, a CME referral should be completed and sent to the LA and school will work with the LA, following their procedures for CME.

### **Further information**

The Guidance for CME referrals is available [here](#).

The Department for Education 'Children Missing Education: Statutory guidance for local authorities' updated in September 2016 can be found [here](#).

Link to the [Out of School Register](#) on BSO

Link to the [On/Off Roll Proforma](#) on BSO

### **Review**

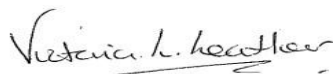
This policy is reviewed every two years by the DSL and the Head teacher. Any changes made to this policy by the Head teacher and DSL will be communicated to all members of staff. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

This policy will be reviewed and ratified by the Governing Body of Baildon Church of England Primary School every year.

Head teacher:



Governor  
Approval:



Date: June 2022

This policy links with a number of other policies and government documents.

