



SUSIE EARNSHAW

School of Academics & Performing Arts

CHILDREN MISSING IN EDUCATION POLICY

Last updated: July 2022	Next review: July 2024
Ratified by: Julia Hammond (Head)	Date: July 2023

Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Susie Earnshaw's understand that 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.

Under guidance we notify the local authority when we are about to remove a pupil's name from our school admission register under any of the fifteen grounds listed in the regulations listed in the Annex A. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

Also, we notify the local authority **within five days** of adding a pupil's name to our admission register at a non-standard transition point. The notification includes all the details contained in the admission register for the new pupil. This 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 that such returns are to be made.

The School now requires that two emergency contact numbers must be held for each pupil. When a child fails to be in school, there is more than one person to check. If a case arises where a child fails to turn up to school without reasonable explanation or correspondence from the parents, this will be flagged up as a Safeguarding concern and is passed onto the DSL who will notify the LA.

Changes to Pupil Registration Regulations: children missing from education.

Following the DfE's consultation *Identifying children who are missing education*, new registration regulations come into force on **1 September 2016**.

The new regulations require all schools, in addition to existing duties, to

1. *Include in the admissions register any new address where the pupil will be living and any new school, he/she will be attending, when a parent provides such information.*
2. *Notify the Local Authority each time a pupil is added to the register, giving all the information in the register relating to the pupil.*
3. *Make enquiries jointly with the Local Authority where a pupil is missing from school without explanation.*
4. *Notify the Local Authority **each time a pupil is removed from the register** other than at the end of its final year (Y2, Y6, Y11, as appropriate). Notifications must include any new address and new school.*

The first provision is largely for admissions secretaries and the second accounted for in schools' work with Admissions. **No school or academy can admit a new pupil without informing the Local Authority.**

The third provision relates to children who fail to return within ten days of leave of absence or fail to attend for four weeks categories f and h). The new requirement to work jointly with the Local Authority to make enquiries is covered by the **Children Missing School form**, which must be sent to the Children Missing Education Officer, Education Welfare Officer or Targeted Youth Worker, as appropriate.

The fourth provision requires all schools and academies to notify the Local Authority (the Children Missing Education Officer) of **all** removals from the school roll using the revised **Off-roll Notification Form**. To fulfil the requirement to jointly make enquiries, no pupil can be removed from roll under the categories f and h unless there has been a **Children Missing School form** submitted earlier.

Please contact Trevor Orr at Barnet Council for further information at Trevor.orr@barnet.gov.uk or 0208 359 7716