



# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP

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We are **Articulate** We are **Passionate** We are **Persuasive** We are **Positively Influencing The World Around Us**

**'Striving for Excellence'**

## Children Missing in Education

### Nine Acres Primary School

### (Adopted from the Isle of Wight Council Guidance)

  
21.7.22

This Policy should be read in conjunction with:

- ✦ Children missing education – DFE statutory guidance for local authorities
- ✦ Section 436A of the Education Act 1996 (added by section 4 and 38 of the Education and Inspections Act 2006)
- ✦ Education (Pupil Registration) (England) Regulations 2006
- ✦ Education (Pupil Registration) (Amendment) (England) Regulations 2016
- ✦ Schools Admission Code



## **STATUTORY GUIDANCE – OVERVIEW**

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 children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.

Local Authorities, under section 436A of the Education Act 1996, have a duty to establish the identities of children of compulsory school age within their area who are not registered pupils at a school and are not receiving suitable education otherwise.

Parents have a duty to ensure that their children of compulsory school age are receiving a suitable, fulltime education.

Schools have a duty to maintain an admission register. A school must enter pupil details on the admission register the first day on which the school has agreed, or been notified, that the pupil will attend the school. If the pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 school days, the pupil can be removed from the admission register when the school **and** Local Authority have failed after **jointly** making reasonable enquiries to establish the whereabouts of the child.

## **REMOVING A CHILD FROM ADMISSIONS REGISTER - DESTINATION KNOWN / CTF TRANSFERRED**

- ✦ All schools (including academies and independent schools) must notify their Local Authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in Regulation 8 of the Education (Pupil Registration) (England) Regulation 2006. **For the Isle of Wight this notification should be made to the school admissions department by way of pupil registration form**
- ✦ When removing a pupil's name, the notification to the Local Authority must include:
  - a) The full name of the pupil;
  - b) The full name and address of any parent with whom the pupil normally resides;
  - c) At least one telephone number of the parent;
  - d) The pupil's future address and destination school, if applicable;
  - e) The ground in Regulation 8 under which the pupil's name is to be removed from the admission register.

When a child has ceased attending school and/or is absent from school and attempts to make contact with parents has failed to establish their whereabouts, then a child may be classed as missing education.

## **CHILD MISSING EDUCATION (CME) – IW PROCEDURES**

A child becomes defined as at risk of missing in education when the child has missed 40 consecutive sessions (20 school days) but is still on roll at a school, the school has been unable to contact the family and the reason for absence has not been established by the school.

This would apply when:

- ✦ Granted leave of absence by the head teacher, the pupil then fails to return to school within 10 days immediately following the expiry of the agreed period
- ✦ A pupil has been continuously absent from school for 20 days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason
- ✦ Where both the school and the Local Authority have failed, after reasonable enquiries, to ascertain their whereabouts
- ✦ A pupil has accepted a place on roll but does not attend for the first day or subsequent 20 days (40 consecutive sessions in total)

If a child is deemed a Child Missing Education, then the Education and Inclusion Service will accept a referral from school once the following actions have been completed / are in progress by the school:

- ✦ On-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents either by telephone / text messaging / email / letter have failed to make contact
- ✦ Contact any other schools where the pupil or their siblings are known to have been pupils
- ✦ Checks with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency
- ✦ Contact any relevant agency, for example the Family Welfare Officer in the relevant Armed Force, in the case of a service child.

For pupils known to be at risk or where safeguarding is a concern the school should action the above and contact the child's Social Worker at the relevant team directly or Children's Reception Team (also known as the Multi Agency Safeguarding Hub (MASH) on 0300 555 1384 (during office hours)

**If there are known safeguarding concerns or other high-risk circumstances then this process should be fast tracked where contact cannot be made**

A pupil can only be removed from the admission register when the school and the Local Authority have failed, after jointly<sup>1</sup> 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.

Once (or if) the family are located regardless of which agency they will:

- ✦ Ensure that the family is aware of their legal responsibilities regarding attendance and making contact with the school
- ✦ Inform the Education and Inclusion Service of the whereabouts of the child, who will then monitor the child to ensure that they return to school.

If the child has moved 'off-island' and once the child is located then it is expected that the school will keep the child on roll, coding the absence as 'C' until the child has a new school place and the Common Transfer File (CTF) is requested.

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## **IF A PUPIL IS MOVING ABROAD**

When a family moves abroad, the school should obtain:

- ✦ Destination details including the new school and new home address (in full)

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<sup>1</sup> Under the regulation 4 of the Education (Pupil Registration)(England)(Amendment)Regulations 2016

- ✦ Confirmation from the receiving school that the child is attending or a place has been agreed.

Without this information you will need to treat the child as missing and refer to the Education and Inclusion Service. It would be desirable (but not essential) to obtain a copy of a visa or work permit or other pertinent paperwork supporting the move. Please keep details in your school records; do not forward to Education and Inclusion.

### **Meeting in school prior to going**

Wherever possible, prior to a move abroad, a meeting or discussion (recorded) should be made between school representatives and parent/carer(s) to discuss the move and establish relevant details:

- ✦ Do parents have a clear and settled plan?
- ✦ Are they happy to provide a forwarding address in the new country?
- ✦ Does the child know where they are going and why?
- ✦ Does the child's understanding match what the parents have said?
- ✦ Is the child fearful of the move?
- ✦ What are friends of the child saying?

### **PUPIL TRACKING**

The maintenance of registers is governed by the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Deletion from roll must follow strict guidelines and procedures.

Where a child is known to be moving, the existing school should contact the school the child is moving to so they can confirm the date the pupil will be put onto their register (agreed admission date, **NOT** the date the child arrives at school). The existing school should remove from roll on the previous school day to the date the child is put on the register at the new school.

If a child stops attending school and usual procedures to contact the parent/carer get no response, the school should contact the Education and Inclusion Service as a matter of urgency to initiate Child Missing in Education Procedures.

**Remember: No pupil should be removed from roll until a school has confirmation of the onward destination and the CTF has been requested or the Local Authority after undertaking reasonable enquiries instructs the school to place the pupil on S2S Missing pupil database.**

## **APPENDIX 1**

### **Model Pupil Exit Form**

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend the school	

Your new address (in full)	
<b>If moving within the UK</b>	
Are child(ren) in the Admissions process in the new Local Authority? If 'yes', give details of:	
Local Authority Name	
Name of school (or name of schools applied for if place not yet confirmed)	
<b>If moving overseas:</b>	
Name and address of possible or confirmed new school	
Contact details of new school i.e telephone number and email address	
Flight Details including:	
Date of travel	
Airline	
Destination Airport	
<b>Person providing information:</b>	
Name	
Relationship to child	
Mobile number	
Email address	
Date form completed:	

**Please return this form to the School Office before your child leaves. Thank you**

**APPENDIX 2**

**Child Missing from Education (CME) Referral Form**

School Name				Date of last attendance			
Pupil Surname				Pupil Forename			
Date of Birth		NCY		Male/Female		Ethnicity	

LAC		Child Protection		Child in Need		SEN		
Home Address inc postcode								
County of Residence								
Parent/Carer				Contact number/s				
Reason for Referral				Additional Information (what have you done)				
Other relevant information (any concerns for child safety/welfare)								
Name of referrer								
Position					Date			

Please email completed form to [ewsreferrals@iow.gov.uk](mailto:ewsreferrals@iow.gov.uk)



## Removing Pupils from Roll



