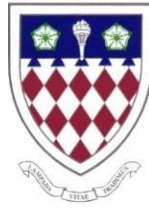


# SPALDING HIGH SCHOOL



## CHILDREN MISSING EDUCATION POLICY

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**HEADMISTRESS:  
LINK GOVERNOR:**

**Mrs M K ANDERSON  
Mr E FRAGALE**

**DATE AGREED:**

**November 2019**

**REVIEW FREQUENCY:**

**Biennial**

### **Executive Summary:**

Section 436A of the Education Act 1996 (added by the Education and Inspections Act 2006) “requires all local education authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a suitable education”. The Local Authority must also ensure that it “monitors the numbers of children/young people in the authority who are not receiving an education, including those new to the area or the country”.

Spalding High School follows the principles and protocols established within the Lincolnshire County Council “Children Missing Education” Policy & Practice 2014 (revised 2016). This policy is referenced completely from the guidelines issued by the Local Authority and the Department for Education “Children Missing Education” September 2016. Spalding High School adheres to all statutory legislation regarding pupil/student attendance.

### **Related Policies:**

Behaviour & Attendance Policy  
Safeguarding Policy

\_\_\_\_\_  
**Chair of Governors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Headmistress**

\_\_\_\_\_  
**Date**

## **SECTION 1: Definitions**

- 1.1 For the purpose of this policy, a child missing education is defined as:  
“Any child of compulsory school age (5-16) who is not on a school admissions register, nor being educated otherwise (e.g. at home, privately, or in alternative provision) and who has been out of education provision for a substantial period of time (practice nationally is four weeks).”  
*LCC Children Missing Education” Policy & Practice 2014/ Revised 2016.*
- 1.2 A child at risk of missing education is defined as:
- Any child of compulsory school age (5-16) who is on admissions register of a school but has less than 50% attendance in a school term.
  - Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term.
  - Any child on less than 25 hours education per week.
- LCC Children Missing Education” Policy & Practice 2014/ Revised 2016.*
- 1.3 SHS CME Policy will also be implemented in cases where:
- Children who suddenly stop attending for a variety of reasons.
  - Children who are removed from school by their parents/carers for a variety of reasons.

## **SECTION 2: Reasons children go missing from education**

- 2.1 Children “go missing” from education for a number of reasons, including:
- They don't start school at the appropriate time and so they do not enter the educational system;
  - Failing to make successful transition from infant to junior and primary to secondary;
  - Mid-year transfer of school;
  - They are removed by their parents/carers for a range of reasons;
  - They cease to attend due to illness, bullying or exclusion;
  - They fail to find a suitable school place after moving to a new area;
  - The family moves home regularly;
  - Involvement in youth offending;
  - Frequent absence leading to low attendance;
  - There are problems at home.

This is not an exhaustive list.

## **SECTION 3: Parents/carers’ responsibilities**

- 3.1 Parents/carers have a duty to ensure that their children of compulsory school age receive suitable full-time education. Some parents/carers may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.
- 3.2 Where a parents/carer notifies the School in writing that they are home educating, SHS will delete the child’s name from the admission register and inform the Local Authority. However, where parents/carers indicate only orally that they intend to withdraw their child to be home educated, SHS will notify the local authority immediately but leave the child’s name on the admissions register until written notification is received.
- 3.3 The School will administer an annual data checking audit to ensure that we hold accurate information about our pupil/students’ personal details. This is typically conducted in September. Parents/carers are expected to inform the School as a matter of urgency if their child’s details change, for example a house move, new GP, medical information or changes to where the child stays during the week in the case of separated/divorced parents/carers.

#### **SECTION 4: The School's responsibilities**

- 4.1 The School must enter pupil/students on the admission register at the beginning of the first day on which the school has agreed that the pupil/student will attend school.
- 4.2 If a pupil/student fails to attend on the agreed date, the School will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority/relevant agencies at the earliest opportunity and in doing so instigate the Children Missing Education process.
- 4.3 The School will monitor pupil/students' attendance through daily registration and will work closely with pupils/students, parents/carers, external agencies and the Local Authority where children fail to attend regularly, or have missed **ten school days** or more without permission.
- 4.4 Where a pupil/student has not returned to school for **ten days** after an authorised absence or is absent from school without authorisation for **twenty consecutive school days**, the pupil/student can be removed from the admission register when the School 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/student is unable to attend because of sickness or unavoidable cause.
- 4.5 The School will arrange full-time education for excluded pupils/students from the sixth school day of a fixed period exclusion.
- 4.6 We have a safeguarding duty in respect of our pupils and students and as part of that, we investigate any unexplained absence, irrespective of their duration or statutory/recommended timeframes.
- 4.7 Schools must notify the Local Authority when a child's name is to be removed from the admissions register at a non-standard transition point under any of the fifteen grounds set out in Appendix A of the Department for Education 2016 "Children Missing Education" regulations. (See Appendix A of this policy). This duty does not apply to standard transition points. The School will make reasonable enquiries to establish the child's destination before removing them from the admissions register.
- 4.8 The School will inform the Local Authority within **five days** of adding a child's name to the admissions register. This duty does not apply to standard transition points.
- 4.9 The School will complete the Local Authority Notification of Admissions register Changes and Children Missing Education online survey each time a child is added or removed from the admissions register.
- 4.10 The term 'reasonable enquiries' grants schools and local authorities a degree in flexibility in decision making, particularly as the steps that need to be taken in a given case will vary.

#### **SECTION 5: The Local Authority's responsibilities**

- 5.1 These are specified within the following documents:  
Lincolnshire County Council "Children Missing Education" Policy & Practice 2014 (revised 2016).  
Department for Education "Children Missing Education" September 2016.

#### **Appendices:**

Appendix A: DFE Children Missing Education Statutory Guidance for Local Authorities September 2016

# DFE Annex A: Grounds for deleting a pupil from the school admission register.

## Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1. 8 (1) (a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2. 8 (1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3. 8 (1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4. 8 (1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5. 8 (1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6. 8 (1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that
  - (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
  - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7. 8 (1)(g) - that he is 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 he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8. 8 (1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and
  - (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
  - (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
  - (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9. 8 (1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10. 8 (1) (j) - that the pupil has died.
11. 8 (1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and
  - (i) the relevant person has indicated that the pupil will cease to attend the school; or
  - (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12. 8 (1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13. 8 (1) (m) - that he has been permanently excluded from the school.
14. 8 (1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15. 8 (1)(o) where
  - (i) the pupil is a boarder at a maintained school or an Academy;
  - (ii) charges for board and lodging are payable by the parent of the pupil; and
  - (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.