

# Children Missing In Education Policy

September 2021

## 1. Overview

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*This policy is underpinned by guidance from 'Keeping Children Safe in Education 2021 and 'Children Missing Education 2016: Statutory Guidance for Local Authorities*

[Stat guidance template](#)

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A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

Each year children either fail to start in a new school or appropriate education provision or become lost from school rolls or fail to re-register at a new school when they move home.

## 2. Definition of children missing from education

"Children missing from education" refers to all children of compulsory school age:

- Who are not on a school roll or being educated otherwise (e.g. privately or in alternative provision); or
- Who have been out of any educational provision for a substantial period of time (usually agreed as ten days), without an acceptable reason.

### **3. Groups who are not included in the definition of Children Missing from Education**

The following groups are not included in the definition of Children Missing from Education:

- Irregular or non-attendance at school
- Non-school attendance caused by long term illness or injury
- Elective Home Education (EHE)
- Pupils not in full time education
- Raise in Participation Age (RPA)
- Excluded Pupils
- Students accessing Alternative Education Provision

### **4. Children at particular risks of missing from education**

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

## **5. Roles and responsibilities**

### **5.1 Cherwell School**

We will enter pupils on the admission register at the beginning of the first day on which we agreed that the pupil will start at the school. If a student fails to attend on

the agreed or notified date, we will undertake reasonable enquiries to establish their whereabouts and notify the local authority at the earliest opportunity.

In accordance with statutory guidance we will also arrange full-time education for excluded pupils from the sixth school day of fixed term exclusion.

We will make sure that our admission register is accurate and kept up to date.

We will regularly encourage parents and carers to inform us of any changes to their contact details whenever they occur.

Where a parent notifies us that their child will live at another address, we will amend the admission register accordingly

Where a parent or carer notifies us that their child is registered at another school or will be attending a different school in future, we will record this in the admission register:

Before removing a student from our roll we will make sure that they have been admitted to another school and that transfer of files have been arranged

## **5.2 The local authority**

Where there is concern for a child's welfare, this should be referred to local authority children's social care. If there is reason to suspect a crime has been committed, the police should also be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to take action without delay.

Local authorities have other duties and powers to support their work on CME. These include:

Arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion.

Safeguarding children's welfare, and their duty to cooperate with other agencies in improving children's well-being, including protection from harm and neglect.

Serving notice on parents requiring them to satisfy the local authority that the child is receiving suitable education, when it comes to the local authority's attention that a child might not be receiving such education.

Issuing School Attendance Orders (SAOs) to parents who fail to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school.

Prosecuting parents who do not comply with an SAO.

Prosecuting or issuing penalty notices to parents who fail to ensure their school-registered child attends school regularly.

Applying to court for an Education Supervision Order for a child to support them to go to school.

### **5.3 Parents and carers**

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 have the right to do this, unless they are subject to a School Attendance Order.

Where a parent notifies the school in writing that they are home educating, the school will notify the local authority at the earliest opportunity. Further safeguarding checks may be carried out to ensure that the child is safe.

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.

## 6. Working with other agencies

We share information and work collaboratively with a range of agencies in order to prevent children from missing education. These include:

- The Local Authority attendance team
- Multi Agency Safeguarding Hub
- Pupil Tracking Officer (Richard Blackmore)
- The Police (Safer schools officer PC Lee-Anne Bury)
- Oxfordshire Safeguarding Children's Board (OSCB)
- Education Safeguarding Advisory Team (ESAT)

This Policy is underpinned by guidance from:

Keeping Children Safe in Education 2021

[Keeping children safe in education 2021](#)

Working Together to Safeguard Children

[Working Together to Safeguard Children 2018](#)

Children Missing Education – statutory guidance for Local Authorities

[Children missing education](#)

### **Key Contacts**

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