



# Straits Primary School

## Children Missing in Education Policy

<https://www.dudley.gov.uk/residents/learning-and-school/education-support-service/children-missing-education/>  
<https://www.gov.uk/government/publications/children-missing-education>

### Introduction

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.

These children are defined by the Department for Education as '*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 a school.*'

The purpose of the section 436A duty is to ensure that local authorities can identify and return to full-time education those children who are missing education (or those at risk of becoming CME). The duty relates to children of compulsory school age who are not on a school admission register and not receiving a suitable education otherwise than at school, for example, at home.

This policy is intended to inform the headteacher, the DSL, office staff and the governing body about how we minimise and prevent "Children Missing Education (CME)". It relates primarily to children who are of Statutory School Age who do not currently have a school place or their provision is unknown. It should be read in conjunction with:

- ['Working together to safeguard children'](#)
- ['Keeping children safe in education'](#)
- [DfE 'Children missing education'](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(as amended in 2016\)](#)
- [The School Information \(England\) Regulations 2008 \(as amended in 2018\)](#)
- [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2014](#)

The school will work in partnership with the local authority who will actively work in partnership with parents and other services to identify those children who are not in receipt of a suitable education.

### Safeguarding

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information appropriately.

If we are concerned about a child's safety, we will contact Children's Services:

**Dudley Report it page:** <https://www.dudley.gov.uk/residents/care-and-health/safeguarding/tell-us/for-children/>  
**Dudley Front Door: 0300 555 0050 / Out of Hours Duty Team: 0300 555 8574**

### Children at Particular Risk of Missing Education

Certain groups of children are more likely to be affected by the factors listed above and include:

- Children in Public Care (Looked After Children)
- Children who have been the subject of a Child Protection Plan (at risk of harm or neglect).
- Refugees and asylum seekers
- Gypsy, Roma and Travelling families.
- Children who have experienced domestic violence or other adverse family circumstances.
- Children with special educational needs
- Migrant families and children of service personnel
- Children who have had attendance difficulties (missing children and runaways)

There are also certain points at which children are most at risk of becoming missing from education, and the most common reasons for this include:

- Children not registered by parents/carers at school when they achieve statutory school age
- Children not registered at school for the start of high school (Year 7)
- Frequent house moves, periods of homelessness or time spent in refuges
- Family breakdown

- Parents “withdrawing” children from school
- Schools removing pupils from their roll without the correct checks and procedures being followed
- Exclusion (official and unofficial)

### **Parents' Responsibilities**

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 may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

Where a parent notifies the school in writing that they are going to be home educating their child after a certain date, the school must delete the child’s name from the admission register once that date has passed (unless a SAO is in place) and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity.

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.

### **School Responsibilities**

Schools must enter pupils’ names on the admission register on the first day that the school and a person with control of the pupil’s attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil’s name must be entered on the first day they attend the school. Names must be entered from the beginning of the first session. If a pupil fails to attend on the agreed date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.

Schools should agree with their local authority the intervals at which they will make a return to the local authority (an ‘attendance return’) with the details of any pupil of compulsory school age who has failed to attend regularly (excluding where they were out of school and attending an approved educational activity covered by codes D, K, V or B), or has been absent for a continuous period of ten school days where their absence had been recorded with one or more of the codes statistically classified as unauthorised (G, N, O and/or U). Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils’ poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten consecutive school days after a leave of absence or is absent from school for reasons statistically recorded as unauthorised absence for twenty consecutive school days, the pupil’s name can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to find out the location and circumstances of the child or have succeeded but agree there are no reasonable grounds to believe that they will attend the school again. In deciding there are no reasonable grounds to believe the pupil will attend the school again both school and local authority must agree, including that there are no reasonable steps that could be taken (either jointly or separately) to secure the pupil’s attendance. Neither ground for deletion applies if there are reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance. Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

### **Schools' Procedures**

- We will monitor all pupils’ attendance through the daily register and contact families who do not inform us of the reason for any period of absence.
- Regular monitoring of pupil attendance will be conducted by the Head teacher and our office staff.
- We will provide staff training and regular updates so that staff are vigilant to those at risk of becoming a CME.
- We will make every effort to make contact with a family (using all known information) if we believe a child is at risk of becoming a CME (a log will be kept of contact attempts) and seek advice, guidance and support from the Children Missing Education Team.

- We will notify the authority, using the correct removal from roll form, if a pupil is deleted from the admission register in certain circumstances under the Education (Pupil Registration) (England) Regulations 2006. *(There is statutory guidance governing when schools can delete children from their admissions register. These are outlined in Regulation 9 of the Education (Pupil Registration) Regulations 2006.)*

### Admissions register

The school will ensure that an admissions register (Integris) is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur. Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school that the pupil will attend the school. Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions 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/carer 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 admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school (we will always check with the new school that the pupil has attended on the day they stated they would start.)

### Removing a pupil from the admissions register

The grounds to delete and examples of their appropriate use are detailed in the DfE's *Working together to improve school attendance* statutory guidance paragraphs 218 to 281.

A pupil's name can only be deleted from the admission register (removed from roll) for a reason set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

In accordance with the regulations, a school must notify the local authority when a pupil's name is deleted from the admission register. These notifications are known as *Deletion Returns*. This applies to both pupil of compulsory and non-compulsory school age.

*\*\*The process of deleting pupils from the admission register under Reg 9 should **not be confused** with the process to be followed when Reception pupils have been offered a place in the normal transition rounds but fail to start. Those matters are dealt with via the CME Team directly.*

There are **two routes** to inform the local authority of deletions:

- 1) - By direct submission of an online *Deletion Return* via MS Teams when schools have deleted the pupil from the admission register without seeking joint enquiries or support from SA&ESS
- 2) - By submitting a *Deletion Support Request* form to the ESS Duty Desk by email for joint enquiries or support from SA&ESS before school delete the pupil; on completion of joint enquiries school then submit an online *Deletion Return* via MS Teams when they have deleted the pupil from the admission register

We will inform the LA of any pupil who will be deleted from the admission register when:

- The pupil has been registered at another school.
- The pupil has not continued at the school following completion of nursery education.
- The Pupil is registered at one or more other schools and the other schools have agreed the deletion.
- The pupil has a school attendance order (SAO) in place which has been changed to name another school.
- The pupil had a school attendance order (SAO) which has been revoked.
- The pupil is not subject of an SAO and their parents have notified the school in writing that the pupil will be leaving school to be educated otherwise than at school – usually electively home educated.
- The pupil no longer normally lives a reasonable distance from the school.
- Pupil has failed to return after a granted leave of absence.
- The pupil has been continually absent from the school for 20 school days or more.
- The pupil is detained under a sentence of detention.
- The pupil has died.
- The pupil has been permanently excluded from the school.

## Elective Home Education

Parents are not required by law to notify the Local Authority that they wish to home educate their child; however, where a child attends a school, they must notify the school in writing of their intention. In this case, we will notify the Local Authority immediately. It is also good practice to notify the LA where a parent is considering this option so appropriate advice can be sought before the child has been taken off roll.

When we receive the notification in writing, we will delete the child's name from the admissions register. The only exception to this is where a child is subject to a school attendance order or the child has a statement of Special Educational Needs. In these cases consent from the Local Authority must be sought prior to deregistration.

## Local Authority Statement

<https://www.dudley.gov.uk/residents/learning-and-school/education-support-service/children-missing-education/>

School-aged children living in the Dudley borough have the right to receive an education. We are concerned about any child/young person living in the borough who may be missing education and are keen to know if you are aware of or suspect that a child is missing from education.

These children can be amongst the most vulnerable in the country, and it is essential that all services work together, to identify and re-engage these children back into appropriate education provision as quickly as possible. There are many reasons why children are missing or appear to be missing education. It could be because they have:

- moved to a new area and not been registered at a new school
- failed to complete a transition to a new school (e.g. between primary and secondary)
- ceased to attend school
- been excluded from school
- been unofficially removed from a school roll
- never entered the system at statutory school age

If you are a professional with information relating to a child who may not be receiving education; please refer this matter to Children Missing Education using the referral form below.

[ChildrenMissingEducation@dudley.gov.uk](mailto:ChildrenMissingEducation@dudley.gov.uk)

## Data Protection

This Policy adheres to the principles under data protection law. For further information please review the School's Data Protection Policy published on the School Website. This policy will be reviewed on a 2-year cycle.

## Evaluation and Review

This policy will be reviewed as part of our monitoring cycle (currently every two years), or where necessary in light of changes to the law or statutory guidance.

Signed by:

Chair of Curriculum Committee: ..... Date: .....

Head teacher: ..... Date: .....

Agreed at the Curriculum Committee Meeting on: .....