

**Foxford Community School**  
**Children Missing Education Policy**  
**September 2019**

**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 (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education. 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.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The local authority (LA) has a legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing in education (CME) and help them back into education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes. This policy identifies what Foxford Community School will do to help the LA with its duty.

This policy complies with the following legislation and statutory guidance.

Working Together to Safeguard Children 2019.

Keeping Children Safe in Education 2019.

Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006).

Education Act 1996 (section 7, 8, 14 and 19).

Education and Inspections Act 2006 (section 4 and 38).

Education (Pupil Registration) (England) Regulations 2006.

Education (Pupil Registration) (Amendment) (England) Regulations 2016.

School attendance Guidance for maintained schools, academies, independent schools and local authorities 2019

**Why Children Miss Education**

The most common reasons for children missing education include the following:

Failing to be registered at a school at the age of five.

Failing to make a successful transition.

Exclusion

Mid-year transfer of education provision.

Families moving into a new area.

### **Children at Particular Risk of Missing Education.**

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates students who are most at risk of missing education:

- Students at risk of harm or neglect – where this is suspected our child protection procedures will be followed. If a child is in immediate danger or at risk of harm a referral will be made immediately to children's social care (and the police if appropriate).
- Children who leave Foxford Community School without naming their next destination school. Foxford Community School will contact the LA immediately through their CME protocols.
- Missing children/ runaways. Foxford Community School will liaise with parents/carers, children's social care and the police as appropriate and take advice from the LA where necessary.
- Children of Service Personnel – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Foxford School will contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.
- Children and young people supervised by the Youth Justice System. In this case LA youth offending teams are responsible for supervising children (aged 8 – 18). Where a young person is registered at Foxford Community School prior to custody, the school may keep the place open for their return as long as the custody period does not exceed a period of four months. The Head teacher will be responsible for making the final decision.
- Children who cease to attend Foxford Community School with no known reason. Foxford School will contact the LA immediately through their CME protocols.
- Children of families newly arrived to the country. There is an increased risk of a child missing education if they are part of a newly arrived family. Foxford School will liaise with the LA and with EMAS (Ethnic Minority Achievement Service) to support children to access school.

### **Roles and Responsibilities**

Foxford Community School will enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

In the event that a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

The school will monitor students' attendance through our daily register.

The school will follow the LA guidelines on the intervals at which we should inform the LA of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.

Where a 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 student will be removed from the school's admission register if the school and the LA have failed, after 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.

The school will notify the LA if any student is to be deleted from the admission register in the circumstances outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Students who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor. The school has a safeguarding duty in respect of our students and we will investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance (2018).

The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

### **The Local Authority**

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered students at a school and are not receiving education provision otherwise.

The LA will provide education for permanently excluded students from the sixth school day of a fixed period exclusion.

When it brought to the LA's attention that a child may not be receiving a suitable education, the LA will contact parents/carers to gain assurance that their child is receiving an education. The LA will ensure that children identified as not receiving a suitable education are returned to full-time education either at the school or elsewhere.

The LA can issue fixed penalty notices to parents/carers who fail to ensure that their child attends school regularly.

The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and are receiving a suitable education.

Students with EHC plans are able to be home educated. If the EHC plan sets out the provision that the student should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review the EHC plan annually.

The LA is responsible for liaising and sharing information with other agencies to support children who miss education.

The LA is responsible for referring to children's social care where there is a concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

### **Parents/Carers**

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the school regarding any absences or changes to their child's education arrangements.

### **Working with Others**

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure that this does not happen.

To assist them in tracing children missing education, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

Foxford School transfers student information electronically and via paper records when a child moves education settings.

## **Safeguarding**

The school will make reasonable enquiries to ascertain the whereabouts of CME and whether they may be in danger. For the purpose of this policy “reasonable enquiries” are defined as limited, investigative powers that the school may action.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the Attendance Officer (a Designated Safeguarding Lead) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The Attendance Officer will record that they have completed these procedures on CPOMS (Child Protection Monitoring System). If necessary, the Attendance Officer or another Designated Safeguarding Lead) will make a referral to children’s social care or to the police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent, relatives and neighbours using known contact detail;
- Check local databases within the local authority;
- Check data transfer systems;
- Follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children’s social care, and HMRC;
- Check with UK Visas and Immigration (UKVI) and/or the Border Force;
- Check with agencies known to be involved with family;
- Check with the LA and school from which child moved originally, if known;
- Check with any LA and school to which a child may have moved;
- Check with the LA where the child lives, if different from where the school is;
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children’s Education Advisory Service (CEAS);
- Conduct home visit(s) following local guidance concerning risk assessment.

This list is not exhaustive or prescriptive, and the school and LA will treat each case on its individual merits and use our judgement, ensuring that we have taken into account all of the facts of the case. It is recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested in this section may be necessary. Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children’s social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

## **Admissions Register**

The school will ensure that the admissions register is kept up to date at all times, and will encourage parents/carers to notify the school of any changes as they occur.

Students will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified of the date that the student will attend the school.

Where a parent notifies the school that a pupil will live at another address, the school will record in the admission register;

- The full name of the parent 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 of a pupil 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 name of the new school;
- The date when the pupil first attended or is due to start attending that school.

Parents/carers are able to elect to educate their children at home. If the parent/ carer notifies the school of this intent the school will delete the student from the admission register and will contact Elizabeth Kent, Coventry LA Education Compliance Officer.

## **Removing a Student from the Admissions Register**

Foxford Community School will notify the LA when a student's name is to be removed from the admission register where they:

- Have been taken out of the school by their parents/carers and are being home-schooled;
- Have ceased to attend school and no longer live within reasonable distance of the school;
- Have been certified by a medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order and the school does not reasonably they will be returning at the end of that period;
- Have been permanently excluded;
- Have died;
- Have been registered at another school where it is not indicated that this should be the case;
- Are registered at more than one school, but have failed to attend Foxford School and the other school is aware of the deletion;
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence has ended and there is reason to believe that the student is able to attend school;

- Have been continuously absent from school for a period of 20 school days or more and the absence is unauthorised;
- There is reason to believe that the student is able to attend school;
- The LA and the school are unable to determine the student's whereabouts after making joint, reasonable enquiries.

Date of policy review: August 2020.