

# University of Wolverhampton Multi Academy Trust

## Children Missing from Education Policy

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Author	Amended	Revision Number	Date of Ratification at UWMAT Board	Review Date
UWMAT Policy Team	1st September 2018	00	18 <sup>th</sup> September 2018	End of August 2019

<b>Policy adopted by the Academy on:</b>		<b>Date:</b>	
<b>Received by the Chair of the LGB/IAB:</b>		<b>Date:</b>	

### *Policy Review*

This policy will be reviewed in full by the Local Governing Board as per date specified below. The policy was last reviewed and agreed by the Local Governing Board on September 2018. It is due for review on 31<sup>st</sup> August 2019 (up to 12 months from the above date).

<b>Headteacher Signature</b>		<b>Date</b>	
<b>Chair of LGB/IAB Signature</b>		<b>Date</b>	

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# Children Missing from Education Policy

## 1. Introduction

- 1.1 In order for all students to have the best opportunities in their younger years and for future life choices, it is essential that all children are in full time appropriate education, this is their entitlement regardless of their personal circumstances. For some children they are missing education (CME) meaning they have a greater risk of underachieving academically and personally, which could lead potentially to becoming victims of abuse, and not being in education, employment or training (NEET) in later life.
- 1.2 Keeping Children Safe in Education 2018 details how early intervention is vital to identify the existence of any underlying safeguarding risk and to help prevent the risks of children going missing in future. Children who go missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including: abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Our staff adhere to and follow UWMAT procedures for unauthorised absences and are aware of the signs to look out for and the risks of potential safeguarding concerns e.g. FGM, CSE and forced marriage.
- 1.3 It is a requirement that when a student or potential student is not attending education, that safeguarding measures are taken to ensure they are safe and returned to fulltime learning in their allocated school or future allocated school in a timely manner. The school has a responsibility to inform the Local Authority so they can meet the legal duty to identify when students are or at risk of becoming CME and help them back into education. This policy highlights what Featherstone Academy will do to ensure students are safe and in education complying with legislation, statutory guidance and school policies as detailed below:

### Legislation and statutory guidance

- DfE 'Working together to safeguard children' 2018
- DfE 'Keeping children safe in education' 2018
- DfE 'Children missing education' 2016
- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Children Act 1989
- The Children Act 2004
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016)
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- The Academy Information (England) Regulations 2008 (as amended in 2012)
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014

### UWMAT Policies

- Child Protection and Safeguarding
- Attendance
- Behaviour and learning
- Admissions
- SEND

## 2. Scope of the Policy

- 2.1 A child missing from education is considered to be:

- a child or young person of compulsory school age who is not attending school
- a student who has been excluded and not placed in appropriate 6th day provision
- a student who has not been placed in alternative provision by a local authority
- a student who is not receiving a suitable education in an appropriate setting
- a student who is receiving an education, but one that is not suitable; this could include children who are not receiving full-time education (reduced timetable) suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

### 3. Reasons for Children Missing Education

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

- Not being registered at a school from the compulsory of 5 years or thereafter
- Fixed term or permanent exclusion
- Mid-year transfer of education provision
- Families moving into a new area
- Unauthorised holidays/absences

### 4. Employee Responsibilities

- 4.1 The school will have an admission and attendance register. All students will be entered onto the admissions register from the first day they are expected to start their education as agreed in the admissions meeting with the parent/carer. Should a student not attend on the date that has been agreed, the school will make contact with the family. In circumstances where the family are not accessible then the local authority will be informed on the same day.
- 4.2 The school has an up to date admissions register accurately recording all on and off roles, with detailed student information and evidence collated and stored.
- 4.3 The school will encourage parents/carers to notify the school of any changes in their child's details. When a student moves to a new address, the school will record in the admission register:
- The full name of the parent with whom the child will live
  - The new address; and
  - The date from when it is expected that the student will live at this address
- 4.4 Where a parent notifies that their child is moving to another school in the future, the school will record in the admission register:
- The name of the new school.
  - The date of which the student first attended or is due to start attending that school.
- 4.5 All school staff will be expected to report to the attendance officer any parent or child who mentions that their child maybe leaving the school or any other leave of absence.
- 4.6 The school will monitor students' attendance through a daily register, and make contact on first day of absence. This should continue daily in circumstances where the absence has not been authorised. The school will address any issues that may cause concern and where attendance fails to meet the expected level.

- 4.7 The school will inform their Education Welfare Officer of all absences of 5 academic days so interventions can be put into place in addition to what the school has already undertaken. The school will inform the local authority of any student who has missed 10 school days on the 10th day, this will be by telephone and followed up with a written referral.
- 4.8 The school will notify the local authority within five days when a student's name is added to the admission register. The school will ensure the local authority receives all the student information held within the admission register.
- 4.9 The school will also inform the local authority when a student's name is to be deleted from the admission register under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended. The school will complete an off register form, with the following information:
- the full name of the student;
  - the full name and address of any parent with whom the student lives;
  - at least one telephone number of the parent with whom the student lives;
  - the full name and address of the parent with whom the student is going to live, and the date the student is expected to start living there, if applicable;
  - the name of student's destination school and the expected start date there, if applicable; and
  - the ground in regulation 8 under which the student's name is to be deleted from the admission register.
- 4.10 The school will only remove a student's name from the admission register under regulation 8(1), subparagraph (f)(iii) or (h)(iii) if our school and the local authority have failed to establish the student's whereabouts after jointly making reasonable enquiries. The school will ensure that the local authority is aware of all the information the school has been able to locate regarding the students whereabouts, and any contextual information for example safeguarding concerns. The off registration form would be signed off by the local authority with an agreed date the student would be removed from the register.
- 4.11 Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. If a parent/carer notifies the school the student will be deleted from our admission register and the local authority along with the home school tutor service informed.
- 4.12 The school will work with the local authority to agree on methods of making returns. When making returns, our school will highlight to the local authority where we have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Our school will also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.
- 4.13 The school will request the CTF student file on the first date of their admission, and any other student files that may have been held by their previous school. The school will also transfer through secure networks student files and CTF when a student commences their education at another school. The school will ask for a confirmation of receipt from the receiving school for safeguarding purposes.
- 4.14 In the circumstances when a student arrives at the school and the previous school is unknown, we will contact the local authority on the same day.
- 4.15 The school will arrange full-time education for excluded students from the sixth school day of a fixed term exclusion and inform the local authority of any permanent exclusion from the school so they have time to ensure the student has education on the 6<sup>th</sup> day.

- 4.16 The school will ensure that the local authority is informed of year 7 students who are expected to attend and fail to do so on the first day of their expected attendance.

## 5. Working with Other Agencies

- 5.1 In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries in times where there is significant concern regarding a student's safety, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.
- 5.2 The DSL will record that they have completed enquiries, the method used and the outcome and, if necessary, make a referral to the children's social care or police.
- 5.3 In circumstances where the whereabouts and safety of a child remains unknown, the school will work with the local authority, the following actions may be carried out.
- Contact made with the parent/carer, relatives and neighbours using known contact details. Where possible the school will have at least two different contact details for each student.
  - The local multi agency team would be contacted to ascertain their knowledge of the family/child, following local information sharing arrangements.
  - Check with the benefits agency for change of address of benefit claims.
  - Check with UK Visas and Immigration and/or the Border Force.
  - Consult with agencies known to be involved with the family.
  - Check with the LA and school from which the student moved originally.
  - Check with the LA where the student lives, if this is different to where the school is located, requesting also previous known address and carers.
  - Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel.
  - Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate.