

## Children Missing Education Policy

<b>Member of Staff Responsible</b>	<b>Deputy Head</b>
<b>Date of Policy</b>	<b>April 2023</b>
<b>Date for next review</b>	<b>April 2025</b>
<b>Approved By Governors</b>	<b>n/a</b>
<b>Distribution:</b>	<b>All</b>

### Children Missing from Education

#### Introduction

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.’

#### Statutory guidance:

The school follows the statutory guidance ‘Children Missing from Education’:

<https://www.gov.uk/government/publications/children-missing-education>

#### School procedures

The school must enter pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and notify the local authority within five days.

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 student first attended, or is due to attend, that school

Parents/carers are able to elect to educate their children at home, and would subsequently withdraw them from school. If a parent notifies the school of this course of action, the pupil will be deleted from our admission register and the LA informed.

The School (Admissions Registrar) will **notify the local authority** when they are about to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations I (Annex A) of ‘CMIE’ (see link above). This duty does not apply when a pupil’s name is removed from the admission register at

standard transition points – when the pupil has completed the final year of education normally provided by the school (Year 8 in Rokeby’s case) – unless the local authority requests that such returns are to be made.

**Related Policies:**

Safeguarding Policy  
Missing Child Policy  
Attendance Policy