

Children Missing Education Policy

| | |
|------------------------------------|--------------------|
| Member of Staff Responsible | Deputy Head |
| Date of Policy | April 2025 |
| Date for next review | April 2027 |
| Approved By Governors | n/a |
| Distribution: | All |

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 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.

We will notify the local authority (an ‘attendance return’) with the full name and address of any pupil of compulsory school age who has failed to attend regularly (excluding codes D, K, V or B) or has missed ten consecutive school days or more with their absence being recorded in the attendance register in ways statistically recorded as unauthorised absence.

We will notify the local authority (a ‘sickness return’) where a pupil of compulsory school age has been recorded in the attendance register as absent using code I (illness) and the school have reasonable grounds to believe that the pupil will be, or will have been unable to attend school because of illness for at least 15 school days during the school year, whether consecutive or not.

Related Policies:

Safeguarding Policy
Missing Child Policy
Attendance Policy