



Redesdale Primary School

Children Missing from Education Policy & Procedures

Policy reviewed:	September 2023
Policy review date:	September 2024



REDESDALE PRIMARY SCHOOL

CHILDREN MISSING FROM EDUCATION POLICY & PROCEDURES

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, a child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support. Children missing education risk underachieving, being victims of harm, exploitation or radicalisation and not being in education, employment or training (NEET) in later life.

The Local Authority has a legal duty to identify when there are children missing education and help them back into education. This policy highlights what Redesdale Primary School will do to help the Local Authority with its duty.

DEFINITION

Children missing education are children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise at school.

CONTEXT

This policy should be read alongside **Redesdale Primary School Attendance Policy** and in particular with the school's **Safeguarding and Child Protection Policy**, of which it is an integral part.

The policy has regard to the following documentation:

- [Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2023.](#)
- Pupil Registration (England) Regulations 2006.
- [Children Missing Education: Statutory guidance for Local Authorities, September 2016.](#)
- [Children Missing From Education Policy and Procedure North Tyneside Council August 2019](#)

INTRODUCTION

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding issues. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community. Staff should be aware of their school's unauthorised absence and children missing from education procedures.

Research indicates the following groups of children are more likely to be affected:

- Looked After Children
- Refugee and asylum-seeking children
- Travellers
- Children who have suffered bereavement, trauma, domestic violence or other adverse family circumstances
- Children with Special Educational Needs & Disabilities

POLICY AND PROCEDURES

Redesdale Primary School will carry out daily registration and absences will be dealt with in accordance with our Attendance Policy.

This policy covers those instances where:

- there is a repeated pattern of absence;
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a pupil's absence;
- a child leaves or fails to attend school;

Where there are concerns, the School's Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead should be consulted and, if appropriate, a Child Protection Concern/Incident Form should be completed.

The School's Designated Safeguarding Lead will then follow the procedure detailed in the school's **Safeguarding & Child Protection Policy** and a Confidential File will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

Adding or Removing a Child to/from the Admission Register

When adding or removing a child's name to/from the school admission register, the notification to the Local Authority must include:

- a) The full name of the child and date of birth.
- b) The full name and address of any parent/carer with whom the child normally resides.
- c) At least one telephone number of the parent/carer.
- d) The child's future address and destination school, if applicable.
- e) The grounds in Regulation 8 under which the child's name is to be removed from the register. (see [DfE Statutory Guidance for Local Authorities Children Missing from Education September 2016, Annex A](#))

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the Local Authority, before deleting the pupil's name from the register.

If the child is subject of a Child Protection Plan or should the school have particular child protection concerns, the school should immediately notify Front Door on 0345 2000 109.

All schools must also notify the Local Authority **within 5 days** of adding or removing a pupil's name to/from the admission register at a non-standard transition point. When a child is removed from a school roll the school must inform the Attendance and Placement Service by including the pupil on the weekly return.

[\(Children Missing From Education Policy & Procedure, North Tyneside Council August 2019\)](#)

When a child leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Under no circumstance should the school remove a child from the school roll without securing confirmation that the child has started their new school. If a Confidential File has been created, the Designated Safeguarding Lead will then forward the appropriate records to the receiving school, in line with Redesdale Primary School **Safeguarding & Child Protection Policy**.

'All schools must also notify their Local Authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds** set out in the Education Regulations 2006.'

[\(Children Missing From Education Policy & Procedure, North Tyneside Council August 2019\)](#)

When a child leaves our school without clear indication of a receiving school, the school will contact **North Tyneside Council Attendance and Placement Team**, to advise them of the situation so they can start their tracking procedures.

In case of serious concern, the Designated Safeguarding Lead will immediately notify the **Front Door** on 0345 2000 109 for further advice.

MONITORING AND REVIEW

This policy is monitored by the Headteacher and will be reviewed annually or in the light of changes to legislation. It is important to refer to our **Safeguarding & Child Protection Policy** and **Keeping Children Safe in Education (September 2023)** for further guidance.