

SHEFFORD LOWER SCHOOL

Children Missing Education Policy



RATIONALE

We recognise every child's right to a full-time education which is suitable for their age, ability and aptitude and any special needs they may have. We expect children to attend school every day and recognise that children may be absent from school with good reason. This is covered by the school's attendance policy. We take our responsibility and duty to safeguard and promote the welfare of children seriously and recognise that children who are missing from education are vulnerable and at risk of harm.

'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. 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.' *Children Missing Education, Statutory Guidance for Local Authorities September 2016.*

This policy should be read in conjunction with the following school policies and procedures:

- Safeguarding and child Protection Policy
- Attendance Policy

Working together to Safeguard Children:

The school is committed to working effectively with the Local Authority and other agencies, and to sharing information in order to protect children and ensure they are in education.

The school will notify the Local Authority if:

- A pupil has been taken out of school by its parents and is being educated outside the school system .
- The pupil ceased to attend school and no longer lives within reasonable distance of the school at which they are registered.
- The pupil has a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
- The pupil has been placed in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period.
- The pupil has been permanently excluded.

The school undertakes the following actions whenever a compulsory age pupil leaves the school before completing year 4:

1. Inform the LA when a pupil's name is about to be deleted from the admission register for the following reasons (in addition to those which they are currently required to above)

- The pupil stops attending the school.
 - The pupil stops attending one school while registered at two schools.
 - The pupil has not returned within 10 days after the expiry of a period of authorised absence and the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and the school and LA have failed, after jointly making reasonable enquiries, to ascertain where the pupil is (NB - The school and LA are required to work cooperatively in investigating).
 - The pupil has been absent from school for 20 days (continuous) without authorisation and the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and the school and LA have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
 - The pupil has died.
 - The pupil stops attending other types of school
 - The pupil who has been attending nursery doesn't continue to full time education at the school.
2. Record details of the pupil's residence, the name of the person with whom they will reside, the date from which they will reside there, telephone number and the name of the destination school (where the school can reasonably obtain this information).
 3. Inform the Local Authority of the pupil's destination school and home address if the pupil is moving to a new school.
 4. Complete a 'Notification of Removal from School Roll' form online.

The school undertakes the following actions whenever a compulsory age pupil joins the school after the beginning of their reception year:

1. Provide information to the LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).
2. Complete the Local Authority's spreadsheet and return to the Local Authority securely via Anycomms.

This policy will be reviewed every 3 years or when further advice or guidance is issued.

Review Date	November 2019
Next review date	September 2022
Headteacher	Pamela Finch
Safeguarding Governor	Jennie Wood
Chair of Governors	Valerie Thompson