



WESTCROFT
SCHOOL

Realise your potential



WOLVERHAMPTON
VOCATIONAL TRAINING CENTRE

CHILDREN MISSING IN EDUCATION POLICY

POLICY DATE: SEPTEMBER 2023

REVIEW DATE: SEPTEMBER 2024

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Signed: _____ Head Teacher

Signed: _____ Chair of Governors

Date: _____

Children Missing Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Effective information sharing between parents, settings, schools/colleges and the local authority is critical to ensure that all children are safe and receiving suitable education.

Staff at our schools are aware that a child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation.

Our staff adhere to and follow schools' procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasion. Our staff are aware of the signs to look out for and the risks of potential safeguarding concerns such as travelling to conflict zones, FGM, CSE and forced marriage.

Our schools have appropriate safeguarding policies, procedures and responses for children who go missing from education.

Our schools have an admission register and an attendance register. All pupils are placed on these registers at the beginning of the first day on which the schools have agreed, or been notified, that the pupil will attend one of our schools. If the child fails to attend on the agreed or notified date, our schools will notify the local authority at the earliest possible opportunity to prevent the child from going missing.

Our attendance and admission registers are kept up to date. We actively encourage our parents and carers to inform us of any changes whenever they occur.

Our schools monitor attendance regularly and we address any issues that may cause concern and where attendance fails to meet the expected level.

Our schools will notify the local authority of any child who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or, more at such intervals as are agreed by the schools and the local authority.

Where a parent notifies one of our school that a pupil will live at another address, our schools will record in the admission register:

- * the full name of the parent with whom the pupil will live;
- * the new address; and
- * the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies one of our school that the pupil is registered at another school or will be attending a different school in future, our school will record in the admission register:

- * the name of the new school; and
- * the date on which the pupil first attended or is due to start attending that school. Our schools will notify the local authority within five days when a pupil's name is added to the

admission register. We will provide the local authority with all the information held within the admission register about the pupil.

Our schools will also notify the 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 (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register.

Our schools will only delete a pupil's name from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if our school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries.

When one of our school notifies the local authority that a pupil's name is to be deleted from the admission register, the school will provide the local authority with:

- * the full name of the pupil;
- * the full name and address of any parent with whom the pupil lives;
- * at least one telephone number of the parent with whom the pupil lives;
- * the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- * the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- * the ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Our schools will work with the local authority to agree on methods of making returns. When making returns, our schools 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 schools 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.

It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.

Our schools use a secure internet system – school2school – we use this to transfer pupil information to another school when the child moves. As a Special school we are required, when a pupil ceases to be registered at one of our schools and becomes a registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Our schools comply with this requirement.

The school2school website also contains a searchable area, commonly referred to as the 'Lost Pupil Database', where schools can upload CTFs of pupils who have left but their destination or next school is unknown or the child has moved abroad or transferred to a non-maintained school.

If a pupil arrives at one of our schools and the previous school is unknown, we will contact the local authority for assistance.