

Child Missing from Education Policy

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. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A Child Missing in Education is defined as a child or young person of compulsory academy age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Children who are poor or irregular attenders at school are in many cases more likely to be vulnerable and a child going missing from education is a potential indicator of abuse or neglect.

Children go missing from education for a number of reasons including:

- they don't start school at the appropriate time and so they do not enter the educational system
- they are removed by their parents
- behaviour and/or attendance difficulties
- they cease to attend, due to exclusion, illness or bullying
- they fail to find a suitable school place after moving to a new area
- the family move home regularly
- problems at home

The law requires all children between the ages of 5 and 16 to be in full time education.

Unaccounted Absence

In completing its registration requirements the School will therefore adhere to the following practices.

If a child is absent from school and that absence has not been accounted for by the parent/carer of the child the school will phone the parent/carer and all additional contact numbers if unable to get in touch with parents/carer. For all calls made a log will be completed which includes the date, time, messages left and conversations had (see form at appendix 1 of this policy).

This procedure will also be followed if a child skips a lesson after registration.

Persistent & Long Term Absence

If a child has four disrupted weeks in any one term a meeting will be arranged between the Head Teacher and the child's parent/carer to discuss the child's attendance at school and to

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agree actions to improve attendance. A disrupted week is a week where a child is absent for at least one full session.

If a child is absent from school for a continuous period of more than two weeks and the Head Teacher is not satisfied with the explanation provided by the parent/carer or wishes to seek further clarification a meeting will be arranged between the Head Teacher and the child's parent/carer to discuss the child's attendance at school and to agree actions to ensure the child's return to school.

If the Head Teacher has concerns about the child's welfare at any time during this process they will refer the matter to South Gloucestershire LEA.

Further, the School has a legal duty to inform the appropriate LA if:

- [A child is absent for 10 days following on from a period of approved leave](#)
- [A child is absent for 20 consecutive days without approved leave](#)
- [A child fails to attend school regularly](#)
- [A child is deleted from the register when the next school is not known](#)

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Leavers


[Under the government guidelines Children Missing Education \(September 2018\)](#) the school will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend the school and no longer live within a reasonable distance of the school;
- have been certified by a medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The notification will be given as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

[This duty does not apply when a pupil's name is removed from the admission register at standard transition points and/or when the pupil has completed the final year of education normally provided by us. When removing a pupil's name, the notification to the local authority will include contact details as well as the reason for removal. We will also notify local authorities within five days of adding a pupil's name to the admission register at a nonstandard transition point.](#)

Appendix 1
Unaccounted Absence Call Log Sheet

 Unaccounted Absence	
Name of Staff Member:	
Date and Time of Call:	
Name of Pupil:	
Number(s) Called:	
Person Contacted (Attempted to be Contacted):	
Record of Conversation or Message Left:	