



Identifying, Engaging and Locating Children Missing from Education

1 Children Missing Education Definition

(It is important to note that any Safeguarding concerns regarding the immediate safety or well-being of a child need to be referred immediately to Social Care and the police if appropriate)

1.1 Children Missing Education are defined as children of compulsory school age who are not on a school roll and who are not receiving a suitable education elsewhere: for example, at home, privately, or in alternative provision. (Education and Inspections Act 2006)

1.2 Children not engaged in education provision can be exposed to greater risks including being at risk of physical harm or neglect, sexual exploitation, anti-social behaviour and/or criminal activity. These children need to be re-engaged back into education quickly in order to achieve their full potential and reduce the risk of harm.

1.3 Children missing education are amongst the most vulnerable in our communities. They may be from disadvantaged families, travelling communities, immigrant families, be unaccompanied asylum seeking or trafficked children, or be at risk of neglect or abuse and it is vital that all practitioners work together to identify and re-engage these children back in to appropriate education provision as quickly as possible.

1.4 Any child who is identified as not being on roll at a school and not receiving any appropriate education MUST be placed on the Children Missing Education Register. This includes children who have applied for a school place but not yet admitted to a school and children who have been removed from a school register before being placed on another school roll.

2 Robust, effective and sustainable system for monitoring and preventing children being missing from education.

2.1 This document describes the procedures that are school will follow to identify, locate and engage children who are missing from education.

2.2 It is the responsibility of all professionals who work with children to ensure the following procedures are implemented.

3 Why Children go missing from Education

Children go missing from the education system for various reasons. For instance, they may:

- 3.1 Fail to start school at Reception, never entering the authority's system
- 3.2 Fail to complete transition between Key Stage 1 and 2 or Key Stage 2 and 3
- 3.3 Be excluded from school and further provision is not immediately put in place
- 3.4 Be withdrawn by parent/carer
- 3.5 Have parents/carers who choose Elective Home Education, but following

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advice and support the education provided is unsuitable to the child's age, aptitude and ability and any special needs they may have

- 3.6 Leave Private/Independent Schools
- 3.7 Seek refuge due to Domestic Abuse
- 3.8 Become homeless
- 3.9 Have long-term medical or emotional health problems
- 3.10 Move to a different Local Authority and no school place is identified
- 3.11 Arrive in the country via asylum, refugee status or as EU nationals
- 3.12 Leave the country

4 PROCEDURES

Pupils who are believed to have left the country

When school are advised by parents/carers their intention to leave the country and take up residence in another country:

- 4.1 School complete the 'Emigration/Returning to Home Country' form (Appendix 2)
- 4.2 On the first day of expected absence school will complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) and send to welfare.service@doncaster.gov.uk
- 4.3 The Local Authority will complete the required checks and will confirm with school the date the pupil can be removed from school roll (usually from the first day of expected absence)

5 Pupils who have failed to arrive at an Allocated School

During normal Transition phase

5.1 A pupil becomes the responsibility of the new school once a place has been allocated (*The Education (Pupil Registration) (England) Regulations 2006 – Regulation 5 paragraph 3*) and must be added to the Admission Register on the first day school have been notified the pupil will be attending by the Local Authority.

5.2 Failure to attend the allocated school:

- ☐ From the 1st day of absence and up to the 10th school day of absence the school must make initial enquiries to locate the pupil
- ☐ If school have not been able to locate the pupil by the 11th school day of absence they must complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) completing the checklist and send to welfare.service@doncaster.gov.uk
- ☐ If school and the Local Authority have failed, after jointly making reasonable enquiries, to

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ascertain the whereabouts of the pupil and the pupil has been absent for a minimum of 20 school days, the school can remove the pupil's name from its admission register from the first day of absence.

6 Pupils who have failed to arrive at an Allocated School

Mid-term

6.1 A pupil becomes the responsibility of the new school once a start date has been agreed with the parent/carer (The Education (Pupil Registration) (England) Regulations 2006 – Regulation 5 paragraph 3) and must be added to the Admission Register on the first day the pupil is expected to attend.

Failure to attend school on the expected start date:

- ☐ From the 1st day of absence and up to the 10th school day of absence the school must make initial enquiries to locate the pupil
- ☐ If school have not been able to locate the pupil by the 11th school day of absence they must complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) completing the checklist and send to welfare.service@doncaster.gov.uk
- ☐ If school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain the whereabouts of the pupil and the pupil has been absent for a minimum of 20 school days, the school can remove the pupil's name from its admission register from the first day of absence.

☐

7 Extended Leave Requests

When extended leave has been requested but not agreed by the school:

- 7.1 Extended Leave Request form to be completed (see Appendix 3)
- 7.2 School should formally write to the parents/carers advising the expected date of return (11 school days from first day of leave requested) and that failure to return to school on this day risks the pupil being deleted from the school roll
- 7.3 Should the pupil fail to return on the expected date of return school must follow their attendance and safeguarding procedures to try and establish the current whereabouts of the pupil
- 7.4 School will complete the referral form 'Moved out of Doncaster/Whereabouts Unknown' and send to welfare.service@doncaster.gov.uk with copies of both the Extended Leave request and the letter sent to parent regarding the expected date of return. If the pupil has not returned following 20 school days of unauthorised absence the Local Authority will advise school to remove from roll from the first day of absence and place on the Children Missing Education Register

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Appendix 2

Emigration/Returning to Home Country Form
Form to be completed when school advised pupil intends to be resident outside of the United Kingdom

Pupil Name: _____ DOB _____

Nationality: _____

Address: _____

Postcode: _____

Registered School: _____

UPN: _____

Parent/Carer Name _____ DOB: _____

Nationality _____

Parent/Carer Name _____ DOB: _____

Nationality: _____

Address: _____

Postcode: _____

Telephone contact: _____

Date leaving the country: _____

Adults accompanying the child:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Address moving to: _____

Postcode: _____

Forwarding School details of School applied to/intend to apply to (if known)

School Name: _____

Address: _____

Contact No: _____

Signed (Parent) _____

Date _____

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Appendix 3

Extended Leave Request

Pupil Name: _____ DOB: _____

Address: _____

Postcode: _____

Registered School: _____

UPN: _____

Parents/Carers of who the pupil usually resides with:

Name: _____ DOB: _____

Telephone Contact Number: _____

Parent of whom the pupil does not usually reside with:

Name: _____ DOB: _____

Address: _____

Date of travel: _____ Expected date of return: _____

Copy of travel documents obtained: Y/N

Adults accompanying the child

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Address travelling to: _____

Please state if child will be attending school during the extended leave Y/N: Name and address of school child will be attending: _____

Signed (Parent) _____

Date _____



Parents/Carers need to be aware pupils can be deleted from the school register if they fail to return without reasonable cause after 10 school days from the expected date of return
(Guidance on The Education (Pupil Registration) (England) Regulations 2006)

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Appendix 4

Deletion from School Roll Notification Form

School Name: _____

Pupil's Name: _____ DOB: _____ M/F: _____

Address: _____

Name of Parent(s)/Carer(s) _____

Telephone contact numbers: _____

Email address: _____

Date pupil removed from roll: _____

Please indicate under which ground the pupil has been deleted from the admission register: (see over for prescribed grounds for deletion): _____

Forwarding Address: _____

Forwarding Local Authority: _____

Forwarding School: _____

Any other relevant information: _____

- I confirm that the above pupil is in another educational establishment and checks have been carried out and investigated thoroughly
- I confirm that this pupil has moved to another Local Authority or moved abroad and checks have been carried out and investigated thoroughly

Headteacher/Principal's Name: _____

Headteacher/Principal's Signature: _____

Date: _____

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Completed form to be returned to Attendance and Pupil Welfare Service, Civic Office,
Waterdale, Doncaster, DN1 3BU Email to welfare.service@doncaster.gov.uk

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Deletions from Admission Register (Regulation 8, The Education (Pupil Registration) (England) (Amendment) Regulations 2016)

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register:

- (a) Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude **otherwise than at school**
- (b) Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school
- (c) Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion
- (d) In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school
- (e) Except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered
- (f) In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that –
 - i) The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - ii) The proprietor 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
 - iii) The proprietor and the local education authority have failed, after jointly making reasonable enquiry, to ascertain where the pupil is
- (g) That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age
- (h) That he has been continuously absent from the school for a period of not less than twenty school days and –
 - i) At no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - ii) The proprietor does not have reasonable grounds to believe that the pupil is unable

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- to attend the school by reason of sickness or any unavoidable cause; and
- iii) The proprietor of the school and the local education authority have failed, after jointly making reasonable enquiry, to ascertain where the pupil is;
 - (i) That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period
 - (j) That the pupil has died
 - (k) That he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school
 - (l) In the case of a pupil at a school other than a maintained school, an Academy, a city technology or a city college for the technology of the arts, that he has **ceased to a pupil of the school**
 - (m) That he has been permanently excluded from the school; or
 - (n) Where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school

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Appendix 5

Admission to School Roll Notification Form

School Name: _____

Date of admission: _____

Pupil's Full Name: _____

DOB: _____ M/F: _____

Address: _____

Name of Parent(s)/Carer(s) with whom the pupil normally resides:

Telephone contact numbers: _____

Name and address of school last attended, if any: _____

Name and address of parent/carer with whom the pupil does not normally reside (if known):

I confirm the above pupil has been admitted to the school's admission register

Headteacher/Principal's Name: _____

Headteacher/Principal's Signature: _____

Date: _____

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