

# Children Missing in Education



## Chaloner Primary School

Date Policy Approved	March 2019
Review frequency	Every year
Next review date	On or before March 2020
Approving body	Full Governing Body

## **Introduction**

All children, regardless of their circumstances, are entitled to an efficient, fulltime education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing in education are children of compulsory school age who are not registered pupils at the school and are not receiving education otherwise than at a school. Children missing in education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) in later life.

Further definitions of children who may be vulnerable, can be found in the DFE Document 'Children Missing in Education'

## **School Procedures**

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receive a suitable education. At Chaloner Primary School, we take our role in keeping children safe from harm seriously and so have in place the following procedures to protect children from being missing in education.

The procedures in place at Chaloner:

- We notify Redcar and Cleveland School admissions when we are about to remove a child's name from the school admissions register if they are moving to another school or out of the area (this doesn't include standard transitions).
- When removing a child's name, the notification includes:
  - The full name of the pupil
  - The full name and address of any parent with whom the pupil normally resides
  - At least one telephone number of a parent
  - The child's future address and destination school, if applicable
  - The reason why the child's name is being removed from the register.
- If we don't have this information we will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting them from our register.
- We enter the child on the admission register on the first day which the school has agreed the child will attend school. If the child fails to attend then we will undertake reasonable enquiries to establish their whereabouts and notify the local authority.
- We will notify the local authority within five days of a child new to our admissions register. We will include all information contained in our admissions register about this child. (This doesn't apply to children joining at standard transition points.)
- We notify the local authority if a child has opted to home school their child.
- Children's attendance is monitored through daily registers.

- We inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.
- A CTF (Common Transfer File) is sent to the child's new school, when the child ceases to be registered with us.
- We arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.
- Any unexplained absences for children is investigated.

We also work closely with parents' to act on their responsibilities to:

- Ensure their child's attendance is high so they can receive a suitable full-time education.
- Follow our school procedures for reporting absence within the given timescale.
- Make an application for all leave of absence within school term time.

### **School Registers**

- The School admission register is checked regularly to ensure it is accurate and kept up to date.
- We regularly ask parents to update us with personal information (contact details) so we have the correct information to carry out investigations about child absence. The personal information is kept securely in line with your Data Protection Policy. We hold at least two contact phone numbers for parents and carer and where this can't be provided the parents writes a written explanation of why.
- A change of address is recorded with the required information of:
  - The full name of the parent with whom the pupil will live
  - The new address and
  - The date from when the child is expected to live at this address.
- A change of school is recorded with the required information of:
  - The name of the new school and
  - The date when the child first attended or is due to attend that school