



**CtKCC**  
 Christ the King  
 Catholic Collegiate  
 Together as one community  
 with Christ at the centre



# Children Missing Education Policy

Date: September 2024  
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 Review: October 2025



This policy should be read in conjunction with:

- [Children Missing Education](#)
- [Children Missing Education \(Staffordshire\)](#)
- CtKCC Attendance Policy
- Individual School's Safeguarding Policies
- [Keeping Children Safe in Education](#)

This policy complies with the following legislation and statutory guidance:

- DfE ['Working together to safeguard children'](#)
- DfE ['Working together to improve school attendance'](#)
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Children Act 1989](#)
- [The Children Act 2004](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(as amended in 2016\)](#)
- [The Education \(Pupil Information\) \(England\) Regulations 2005 \(as amended in 2016\)](#)
- [The School Information \(England\) Regulations 2008 \(as amended in 2012\)](#)
- [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2014.](#)

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## 1. Statement of intent

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have ([Children Missing Education](#)).

Children who are missing education are those who are of compulsory school age who are not registered with a school or receiving suitable education outside of the school environment.

Children who go missing in education are at risk of:

- Underachieving
- Being victims of harm
- Exploitation or radicalisation
- Becoming NEET (not in education, employment or training) in later life.

A child being absent from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Christ the King Catholic Collegiate (CtKCC) and its schools will do to help the LA with its duty.

## 2. Definition

For the purpose of this policy, a CME 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).

## 3. Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at an academy at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision

- Families moving into a new area

#### 4. Children at particular risk

There are many circumstances in which a child may become missing or absent from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

*Where there is concern for a child's welfare, the school Safeguarding Policy will be followed.*

We will follow our procedures for unauthorised absence and for dealing with children who are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being absent, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect - where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm,

a referral should be made immediately to children's social care (and the police if appropriate) as per the academy's safeguarding procedures. The LA officers responsible for CME will check a referral has been made, and will contact children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

- Children of gypsy, Roma and traveller (GRT) families: when a GRT pupil leaves the academy without naming their next destination school, the academy will contact the LA. If necessary, the academy will consult the Local Authority, for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel: the academy will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways: should the school suspect a child has gone missing or has run away, an appropriate staff member will consult the LA for advice on missing children.
- Children and young people supervised by the Youth Justice System: in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the academy prior to custody, the academy will keep the place open for their return.
- Children of migrant families: there is an increased risk of a child missing education if they are part of a new migrant family who may not have settled yet into a fixed address, or may have arrived into an LA area without the authority becoming aware.

## **5. Roles and responsibilities**

### **5.1 The school**

The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the academy, or the day that the academy has been notified, that the pupil will attend the academy.

In the event that a pupil fails to attend the school on the agreed or notified date, the academy will undertake reasonable enquiries to establish the reason for this absence and will consider notifying the LA at the earliest opportunity.

The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The school will monitor pupils' attendance through a daily register.

The school will agree with the LA what intervals are best to inform them of pupils who are regularly

absent from the academy, or who have missed 10 academy days or more without permission. The academy will consult and/or the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(as amended in 2016\)](#).

Pupils who remain on the school roll are not necessarily missing education, but will be monitored, and attendance will be addressed when it is poor.

The school should liaise with the LA to arrange full-time education for suspended pupils from the sixth day of a suspension.

The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

## **5.2 The Local Authority**

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.

The LA will provide full-time education for permanently excluded pupils from the sixth day of the exclusion.

When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents/carers to assure the LA that their child is receiving such an education.

The LA will issue School Attendance Orders to parents/carers who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.

The LA will prosecute parents/carers that do not comply with a School Attendance Order.

The LA will prosecute or fine parents/carers of school-registered children who fail to ensure their child attends school regularly.

The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.

The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.

The LA will apply to court for an Education Supervision Order for a CME.

The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.

Pupils with special educational needs statements, or Educational Health Care (EHC) plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer

chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.

The LA is responsible for liaising and sharing information with other agencies to support children who miss education.

The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

### **5.3 Parents/carers**

Parents/carers are responsible for ensuring that their children, who are of compulsory academy age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the academy in writing where they will be home tutoring their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the academy regarding any absences or changes to the pupil's education arrangements.

## **6. Working with others**

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen.

To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

CtKCC uses a secure internet system, to allow schools to transfer pupil information when a child moves from one education setting to another.

With regards to a child who emigrates abroad, we expect communication with the receiving school regardless of where that is. In circumstances where such communication is not received within 28 days of a child leaving us, the LA will be informed.

## **7. Safeguarding**

"Reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the Designated Safeguarding Lead (DSL) conducting discussions with neighbours, relatives or landlords to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details;
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

***This list is not exhaustive: the school and LA will use their judgement about what reasonable enquiries are appropriate, once all the facts of the case have been considered.***

## **8. Admissions register**

Each school will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email, newsletters or change of details form.

Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school.

Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions register:

- The full name of the parent/carer with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

Where a parent/carer notifies the school that the pupil is registered at another school, or will be



attending a different school in future, the school will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school.

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent/carer notifies CTKCC, the pupil will be deleted from the individual school's admission register and the LA informed.

## **9. Removing a pupil from the admissions register**

Pupils can only legally be deleted from the school's admission register when there is consent from the LA or the under the direction of the Secretary of State ([The Education \(Pupil Registration\) \(England\) Regulations 2006 \(as amended in 2016\)](#)).

Where a pupil has not returned to a school for 10 days after an authorised absence, or is absent from school without authorisation for twenty consecutive academy days, the school will remove the pupil from the admission register if the academy and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

The school will notify the LA if any pupil is to be deleted from the admission register a non-standard transition point (i.e. not including pupils who have completed the school's final year) for any of the reasons set out in the 2006 regulations outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016), as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

The school will also provide the LA with the following information:

- 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 who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of the pupil's destination school and the pupil's expected start date there, if applicable
- The ground in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register

The individual school will inform the LA of any pupil who will be deleted from the admission register where they:

- have been taken out of school by their parents/carers and are being educated outside the school system, e.g. home-schooled
- have ceased to attend school and no longer live within a reasonable distance of the school
- have been 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/she nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- have been permanently excluded
- have died
- are in custody for a period of more than 4 months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- have been registered at another school where it is not indicated this should be the case i.e. without prior notification to CtkCC.
- are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and the LA and the school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- have been continuously absent from school for a period of not less than 20 school days, and the absence was not authorised.

The individual school will also inform the LA of any pupil who will be deleted from the admission register where:

- there is reason to believe the pupil is not unable to attend school.
- the child will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the pupil will not attend the school, or, the pupil does not meet the academic entry requirements for sixth form.