




## Children Missing in Education Policy

Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	September 2016	
Date of Next Review	September 2018	
Additional Notes	No notes	
<p><b>Princess Frederica CE VA Primary School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.</b></p>		

This policy should be read in conjunction with the school's Child Protection Policy and other relevant safeguarding related policies.

At princess Frederica Primary School we follow the guidance provided by the Brent Council for any pupils 'missing' education.

### **When a pupil fails to start at Princess Frederica Primary School when expected**

When a pupil is expected to join the school either at a normal time of starting and he/she does not arrive, the school should firstly try to make contact with the parents by phone or letter. If after one week no contact has been made the school will contact the Admissions Team to find out if the child had been registered elsewhere. After the second week the school will complete a referral to the EWO who will follow their procedures for missing pupils.

### **Prolonged and persistent absence**

If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion the school will follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the absence will be unauthorised and should be referred to the Education Welfare / Brent Family Front Door Local Authority Guidance who will follow their procedures for missing pupils. The pupil should not be removed from roll until the EWO has completed all reasonable steps to ascertain the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school.

### **Keeping Pupil Registers**

The unexplained absence of any child who has a Child Protection Plan must be treated as the highest priority and the Child Care Team contacted and advised.



## **Regulations about when the school may delete a pupil's name from its Admission Register**

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Regulation 9 of the of the Education (Pupil Registration) Regulations 1995 as amended. Regulations list the following as the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance Register):

- i) The pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order, or the Order is revoked;
- ii) The pupil has been registered at another school;
- iii) The school has received written notification from the parent that the pupil is receiving education otherwise than at school;
- iv) The pupil has ceased to attend the school and no longer resides within a reasonable distance from the school; each case should be referred to the Education Welfare Service/Officer for investigation before removal from the school roll.
- v) The pupil has been granted leave of absence exceeding 10 days for the purpose of a holiday and fails to attend school within 10 days immediately following, and the school is not satisfied that the absence is caused by sickness or any unavoidable cause;
- vi) The pupil is certified by the Senior Clinical Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
- vii) The pupil has been continuously absent from the school for a period of not less than 4 weeks and after referral and investigation by the Education Welfare Service/Officer and have both failed, after following procedures for Children Missing
- viii) Education enquiry, to locate the pupil;
- ix) The pupil is absent from school for not less than 4 weeks and is detained in secure accommodation following a final court order or order of recall;
- x) The pupil has died;
- xi) The pupil will cease to be of compulsory school age before the school next meets and does not intend to continue at school;
- xii) The pupil has been permanently excluded and, following the governors' disciplinary hearing –
  - a) The parent has stated in writing that he/she does not intend to appeal to an independent panel, or



- b) The time for lodging an appeal has expired and no appeal has been lodged, or
- c) An appeal has been heard and dismissed.
- xiii) The pupil has been admitted to the school to receive nursery education and has not, on completing such education, transferred to a reception class at the school.

Removal from roll for any reason other than those specified above is illegal.

### **Actions a school must take when a pupil's name is deleted from the Admissions Register**

(i) When a pupil is deleted from the Admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school must be indicated and the pupil's records must be sent to the new school within 15 school days.

(ii) When a pupil's name has been deleted from the register, the school must use an electronic common transfer form to send the information via the Teacher net secure School-to-School Data Transfer Website.

[www.teachernet/s2s](http://www.teachernet/s2s)

(iii) The school must also notify the LA within 10 school days

Information regarding normal transition transfers need not be made as these details can be obtained from the Admissions section.

### **The use of School to School data transfer website (S2S)**

Schools are aware of the statutory responsibility placed on governors and teachers for the management of safeguarding and promoting the welfare of all children. This is underpinned by a statutory responsibility to use an electronic common transfer form to send and collect information via the Teachernet secure School-to-School Data Transfer Website (S2S).

[www.teachernet.gov.uk/management/ims/datatransfers](http://www.teachernet.gov.uk/management/ims/datatransfers)

**WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY THAT CHILD TO THE NEW SCHOOL.**

Actions required.

(i) If the school knows which school a child is moving to the school must ensure that an electronic Common Transfer File (CTF) is sent to the receiving school via S2S as quickly as possible.

(ii) Should a child leave a PF School without notice being given, the school should try to make contact with the parents. If after 5 days of non-school attendance the school has been unable to contact the parents, the school must refer to their Education Welfare Officer who

**Princess Frederica CE**  
College Road, London, NW10 5TP  
Phone: 0208 969 7756



**VA Primary School**  
Head Teacher – Mr A Richards  
Email: [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk)

will work with the school and make reasonable efforts to try and identify the child's current whereabouts/destination.

Should the child be subject to a Child Protection Plan, or the school has particular child protection concerns about the child, the school should immediately contact the local Children's Social Care team.