



ALL SAINTS SCHOOL

# Children Missing Education Policy

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<b>Links with other policies:</b>	Admissions Policy
<b>Signed:</b>	

# **All Saints School**

## **Children Missing Education Policy**

Pupils joining the school roll on the expected first day of attendance will be listed in both admissions & attendance registers from that day.

1. When a pupil fails to start at school when expected and he/she does not arrive, the school will firstly try to make contact with the parents by phone or letter. The child will be on the school attendance register and will be marked as an unauthorised absence. If after one week no contact has been made the school will contact the Local Authority to find out if the child had been registered elsewhere. After two weeks the school will complete a referral to the Local Authority who will follow the procedures for 'missing pupils'. If a child is joining the school midterm and fails to arrive, then we will firstly try to make contact with the parents either by phone or letter. If after two weeks we have been unable to make contact, we will make a referral to the Local Authority who will follow the procedures for missing pupils.

2. Prolonged absence: If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion, we 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 will be referred to the Local Authority who will follow their procedures for 'missing pupils'. If it is established that the child no longer resides at that address and their whereabouts is unknown, the school will receive a letter from the Local Authority advising them of the situation and then we will remove the pupil from roll.

3. Home Education: In the event of a parent informing the school that s/he is removing the child to educate him/her at home, the school will complete a referral form and send a copy of the letter to Local Authority and then remove the child's name from the school roll. The LA will satisfy itself that the education being provided is 'suitable and efficient'.

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4. Fixed Term Exclusions: In the event of a pupil being excluded for a fixed term the school will provide work for the first 5 days. If the exclusion is for more than 5 days, the school will arrange suitable full-time education provision for the pupil.

If a pupil fails to return to school after fixed term exclusion the school will treat the absence as an unauthorised absence and 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 local Authority will be informed.

5. When a pupil is deleted from the Admission register we will :-

(i) 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 will be indicated and the pupil's records sent to the new school within 15 days.

(ii) When a pupil's name has been deleted from the register, we will use an electronic common transfer form to send the information via the Teachernet secure School to School Data Transfer Website (S2S).

(iii) Under The Education (Pupil Registration) (England) (Amendment) Regulations 2016 which came into force on 1st September 2016 we will also notify the LA, irrespective of the reason, as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register. The return will give— (a) the full name of the pupil; (b) the full name and address of any parent with whom the pupil normally resides; (c) at least one telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency; (d) the ground under regulation 8 upon which their name is to be deleted from the admission register.