



Child Missing in Education Statement

(to be read in conjunction with the School's Attendance Policy)

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Reviewed by: Katie Hammond; LGB

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Policy approved by LGB on: 3 Dec 2025

**At All Saints' we are 'Children of God'.
We wear our crowns with pride.
Together, we are Included, Involved and Inspired.**

- 24 Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize.
- 25 Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.
- 26 So I run with purpose in every step.

1 Corinthians 9: 24-26

Vision Statement

*At All Saints' everyone is welcomed and **included**. Each individual is acknowledged and valued as an equal member of our school family and we form a community where we worship God together freely. We celebrate our inclusivity and are respectful of our differences.*

*Our emblem is a crown; we wear it with pride because it reminds us that we are working for a purpose. This means that we are **involved** in our learning and are determined to take whatever action is needed for us to be the best that we can be.*

*We seek a clearer understanding of the world and confidently imagine a better future. With our eyes fixed on this prize, we are **inspired** to be life-long learners and we want to inspire others too to make a difference in this world.*

Together · Included · Involved · Inspired



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

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1. Schools' responsibilities

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be entered from the beginning of the first session.

If a pupil fails to attend on the agreed date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily attendance register. Schools should agree with their local authority the intervals at which they will make a return to the local authority (an 'attendance return') with the details of any pupil of compulsory school age who has failed to attend regularly (excluding where they were out of school and attending an approved educational activity covered by codes D, K, V or B), or has been absent for a continuous period of ten school days where their absence had been recorded with one or more of the codes statistically classified as unauthorised (G, N, O and/or U). . Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten consecutive school days after a leave of absence or is absent from school for reasons statistically recorded as unauthorised absence for twenty consecutive school days, the pupil's name can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to find out the location and circumstances of the child or have succeeded but agree there are no reasonable grounds to believe that they will attend the school again. In deciding there are no reasonable grounds to believe the pupil will attend the school again both school and local authority must agree, including that there are no reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance. Neither ground for deletion applies if there are reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the **Exclusion from maintained schools, academies and pupil referral units in England statutory guidance** ([School suspensions and permanent exclusions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/school-suspensions-and-permanent-exclusions)).

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils. Further information about schools' safeguarding responsibilities can be found in the **Keeping children safe in education statutory guidance** ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-in-education)).

All Saints' CE School's internal arrangements include:

- daily checks of all registers
- First Day calling
- half-termly EWO contact
- letters to parents when attendance below 95%
- school support and intervention, after consultation with the EWO, for any pupil/ family where a pupils' attendance rate drops further
- following SCC CME procedures

2. Recording information in the school's admission register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will normally live at another address, whether in addition to or instead of their current address, all schools are required to record in the admission register:

- the address;
- the full name of each parent the pupil will normally live with; and
- the date when the pupil will start normally living there.

Where the school becomes aware, in circumstances set out in regulation 8(5), that the pupil is will be attending a different school (in addition to or instead of the current school), schools must record this in the admission register in accordance with regulation 8(4):

- the name of the other school; and
- the date when the pupil began or will begin attending the school.

3. Sharing information with the local authority

All schools must make a return to the local authority when a pupil's name is to be deleted from the admission register (a 'deletion return'). This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority has asked for such information to be provided. The school must provide the local authority with the following information from the admission register:

- the full name of the pupil;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of pupil's other school and when the pupil began or will begin to attend the school; and
- the ground for deletion under which the pupil's name has been deleted from the admission register. (see chapter 7 of 'Working together to improve school attendance' for guidance on grounds for deletion).

All schools must make a return to the local authority **within five days** when a pupil's name is added to the admission register (a 'new pupil return'). Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

All schools must make a return to the local authority (an 'attendance return') with the full name and address of any pupil of compulsory school age who is not a boarder and has failed to attend regularly (excluding codes D, K, V or B) or has missed ten consecutive school days or more with their absence being recorded in the attendance register in ways statistically recorded as unauthorised absence.

All schools must also make a return to the local authority (a 'sickness return') where a pupil of compulsory school age has been recorded in the attendance register as absent using code I (illness) and the school have reasonable grounds to believe that the pupil will be, or will have been unable to attend school because of illness for at least 15 school days during the school year, whether consecutive or not.

4. Providing information on standard transitions

As set out in paragraph 24, schools are under an automatic duty to provide information to the local authority for non-standard transitions. This relates to pupils removed from the admission register before completing the final year of education normally provided by the school, or pupils added to the admission register after the start of the first year of education normally provided by that school.

Schools are also only under a duty to provide information to the local authority for standard transitions if a local authority requests that schools make such returns. This relates to pupils removed from the school's admission register after the pupil has completed the final year of education normally provided by the school, or pupils added to the admission register at the start of the first year of education normally provided by the school. For the majority of pupils, a standard transition occurs when a pupil moves between a primary and secondary school, but this can also include other types of schools including where pupils move between infant and junior schools and in local areas with three-tier education systems with first, middle and high schools.

In a small number of cases, pupils removed from the admission register in one school would be a standard transition but their transfer to another school would be a non-standard transition and vice-versa. For example, a pupil leaving a primary school at the end of Year 2 is a non-standard transition, but their transfer to a junior school at the beginning of Year 3 is a standard transition. In such cases, only the school where the non-standard transition occurs is under an automatic duty to notify the local authority. The local authority would need to make a request for the information from the other school, if they required information on the standard transition.

There is no expectation for local authorities to request information from schools on pupils for standard transitions. Local authorities should consider carefully the benefits of having this information in meeting their duties in relation to children missing education and safeguarding, and assess the likely burden on schools and the local authority before deciding to do so. If local authorities decide to request information on pupils for standard transitions, it should be made clear to schools that they are therefore under a duty to make such notifications. Local authorities should also establish a clear and efficient procedure for this and communicate the procedure to schools in their area.

5. Making reasonable enquiries

The term 'reasonable enquiries' grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these

procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

A pupil's name can only be removed from the admission register under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 if the conditions of paragraph (iii) have been met - the school and the local authority must have jointly made reasonable efforts to find out the pupil's location and circumstances and have either failed to do so, or located the pupil and found out their circumstances but agree there are no reasonable grounds to believe the pupil will attend the school again, taking into consideration any reasonable steps that the school and local authority could take jointly or separately) to secure the pupil's attendance.. Local authorities and schools should agree roles and responsibilities locally in relation to making joint enquiries. Further information on the deletion of the names of pupils who have been located but have not returned to school is included in the 'Working together to improve school attendance' guidance (Chapter 7 - Ground H and Ground I).

As set out in Working Together to Safeguard Children statutory guidance ([Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100303/Working_together_to_safeguard_children_-_2018.pdf)), the Local Safeguarding Children Board should agree with the local authority and its partners a threshold document, which includes the criteria for when a case should be referred to local authority children's social care for assessment and for statutory services. In addition, local authorities, with their partners, should develop and publish local protocols for assessment, which set out clear arrangements for how cases will be managed once a child is referred into local authority children's social care.

At All Saints' School if a child is not in school by 10.00 and we have not been advised of the absence, we will begin investigations/internal arrangements until we are assured that that child is safe, (e.g. first day calling, and if necessary informing the EWO, calling the police etc.).

If there is evidence to suggest the child has moved to a different local authority area, contact should be made with the named person in the new authority using secure communication methods. The local authority should maintain a record of the child's details until they are located or attain school leaving age.

When the whereabouts and circumstances of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:

- make contact with the parent, relatives and neighbours using known contact details;
- check local databases within the local authority;
- check **Key to Success** or **school2school** (s2s) systems;
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- check with **UK Visas and Immigration** (UKVI) and/or the **Border Force**;
- check with agencies known to be involved with family;
- check with local authority and school from which child moved originally, if known;
- check with any local authority and school to which a child may have moved;
- check with the local authority where the child lives, if different from where the school is;

- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) **Children's Education Advisory Service** (CEAS; [Children's Education Advisory Service \(CEAS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/childrens-education-advisory-service)); and
- home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

This list is not exhaustive or prescriptive, and so local authorities and schools should treat each case on its individual merits and use their judgement, ensuring they have taken into account all of the facts of the case. It should be recognised that the type of reasonable enquiries required to try to locate a child and establish their circumstances will differ from case to case and additional enquiries to those suggested in this section may be necessary.

Making these enquiries may not always lead to establishing the location or circumstances of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.