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CHILDREN MISSING IN EDUCATION Isle of Wight Guidance (LA)



April 2025

Signed:

Signed:

Headteacher:

Chair of Governors:

Date: 20th May 2025

Date: 20th May 2025

Review Date: May 2027

This Policy should be read in conjunction with:

- Children missing education – DFE statutory guidance for local authorities
- Section 436A of the Education Act 1996 (added by section 4 and 38 of the Education and Inspections Act 2006)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016
- Schools Admission Code
- [Keeping children Safe in Education 2024](#)

STATUTORY GUIDANCE – OVERVIEW

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 are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.

Local Authorities, under section 436A of the Education Act 1996, have a duty to establish the identities of children of compulsory school age within their area who are not registered pupils at a school and are not receiving suitable education otherwise.

Parents have a duty to ensure that their children of compulsory school age are receiving a suitable, fulltime education.

Schools have a duty to maintain an admission register. A school must enter pupil details on the admission register the first day on which the school has agreed, or been notified, that the pupil will attend the school. If the pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

Keeping Children Safe in Education provides clarification on the difference between children missing education and children absent from education. This policy refers to children missing education. Guidance on Working together to improve school attendance is available [here](#). This includes information on how schools should work with local authority children's services where school absence indicates safeguarding concerns.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 school days, the pupil can be removed from the admission register when the school **and** Local Authority have failed after **jointly** making reasonable enquiries to establish the whereabouts of the child.

CHILD MISSING EDUCATION (CME) – IW PROCEDURES

The Education and Inclusion Service Manager is the named person within the IW Local Authority for Children Missing Education, operational work for CME may be delegated to the Education and Inclusion Service Team Leader. The Education Inclusion Service will work with other agencies (statutory and nonstatutory) to identify and provide a full range of services for children who are CME

The IWC define Children Missing Education as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school. This could include:

- Children on a school roll or registered as Electively Home Educated whose whereabouts is unknown
- Children on a school roll whose whereabouts is known but have not attended school
- Children who are registered as Electively Home Educated but are deemed not to be receiving a suitable education

Children on a school roll school

A child becomes defined as at risk of missing in education when the child has missed 40 consecutive sessions (20 school days) but is still on roll at a school, the school has been unable to contact the family and the reason for absence has not been established by the school.

This would apply when:

- Granted leave of absence by the headteacher, the pupil then fails to return to school within 10 days immediately following the expiry of the agreed period
- A pupil has been continuously absent from school for 20 days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason
- Where both the school and the Local Authority have failed, after reasonable enquiries, to ascertain their whereabouts
- A pupil has accepted a place on roll but does not attend for the first day or subsequent 20 days (40 consecutive sessions in total)

If a child is deemed a CME, then the Education and Inclusion Service will accept a referral from school once the following actions have been completed / are in progress by the school:

- On-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents either by telephone / text messaging / email / letter have failed to make contact
- Contact any other schools where the pupil or their siblings are known to have been pupils
- Checks with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency
- Contact any relevant agency, for example the Family Welfare Officer in the relevant Armed Force, in the case of a service child.

If there are known safeguarding concerns or other high-risk circumstances then this process should be fast tracked where contact cannot be made.

A referral to the Education and Inclusion Service for a Child Missing Education should be completed using the CME Referral Form. This data will be processed in accordance with IW Council Information Governance.

[IOW CME Form - IOW Schools](#)

For pupils known to be at risk or where safeguarding is a concern the school should action the above and contact the child's Social Worker at the relevant team directly or Children's Reception Team (also known as the Multi Agency Safeguarding Hub (MASH) by completing an Inter-Agency Referral Form. If there is reason to suspect a crime has been committed, the police should also be involved.

Once (or if) an agency locates the family they should:

- Ensure that the family is aware of their legal responsibilities regarding attendance and making contact with the school
- Inform the Education and Inclusion Service of the whereabouts of the child, who will then monitor the child to ensure that they return to school.

If the child has moved 'off-island' and once the child is located then it is expected that the school will keep the child on roll, coding the absence as 'C' until the child has a new school place and the Common Transfer File (CTF) is requested.

REMOVING A CHILD FROM ADMISSIONS REGISTER

The maintenance of registers is governed by the Education (Pupil Registration) (England) (Amendment) Regulations 2016. Deletion from roll must follow strict guidelines and procedures.

Where a child is known to be moving, the existing school should contact the school the child is moving to so they can confirm the date the pupil will be put onto their register (agreed admission date, **NOT** the date the child arrives at school). The existing school should remove from roll on the previous school day to the date the child is put on the register at the new school.

DESTINATION KNOWN / CTF TRANSFERRED

All schools (including academies and independent schools) must notify their Local Authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in Regulation 8 of the Education (Pupil Registration) (England) Regulation 2006. This notification should be made to the IW Council School Admissions department by way of pupil registration form.

When removing a pupil's name, the notification to the Local Authority must include:

- 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 of the parent;
- d) The pupil's future address and destination school, if applicable;
- e) The ground in Regulation 8 under which the pupil's name is to be removed from the admission register.

DESTINATION UNKNOWN

When a child has ceased attending school and/or is absent from school and attempts to make contact with parents has failed to establish their whereabouts, then a child may be classed as missing education.

A pupil can only be removed from the admission register when the school and the Local Authority have failed, after jointly¹ making reasonable enquiries, to establish the whereabouts of the child and the Local Authority has instructed the school to place the pupil on S2S Missing pupil database.

This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

If the child has moved 'off-island' and once the child is located then it is expected that the school will keep the child on roll, coding the absence as 'C' until the child has a new school place and the Common Transfer File (CTF) is requested.

No pupil should be removed from roll until a school has confirmation of the onward destination and the CTF has been requested or the Local Authority after undertaking reasonable enquiries instructs the school to place the pupil on S2S Missing pupil database.

IF A PUPIL IS MOVING ABROAD

When a family moves abroad, the school should obtain:

- Destination details including the new school and new home address (in full)
- Confirmation from the receiving school that the child is attending or a place has been agreed.

Without this information you will need to treat the child as missing and refer to the Education and Inclusion Service.

Where possible a copy of a visa or work permit or other pertinent paperwork supporting the move should be obtained. This should be kept in school records.

Wherever possible, prior to a move abroad, a meeting or discussion should be completed by the school representatives with the child and parent/carer(s) to discuss the move and establish relevant details.

Questions to ask as part of this discussion could include:

- Do parents have a clear and settled plan?
- Are they happy to provide a forwarding address in the new country?
- Does the child know where they are going and why?
- Does the child's understanding match what the parents have said?
- Is the child fearful of the move?

CHILDREN WHO HAVE BEEN ELECTIVELY HOME EDUCATED

If it has been deemed by the Elective Home Education Lead Officer that a child who is registered as being Electively Home Educated is not receiving a suitable education and a S437(1) letter has been issued the child will be referred as a Child Missing Education.

¹ Under the regulation 4 of the Education (Pupil Registration)(England)(Amendment)Regulations 2016

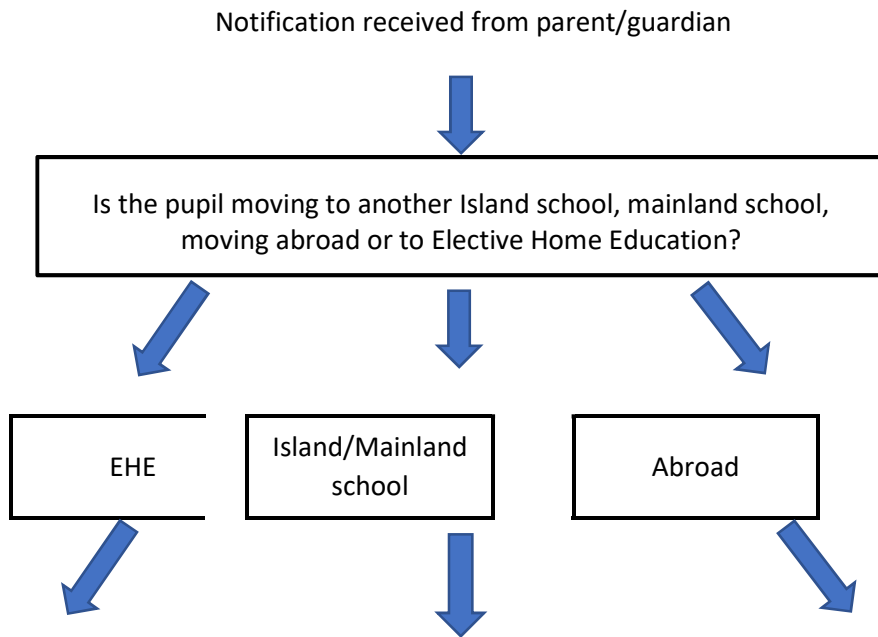
Model Pupil Exit Form

Your child(ren)'s name(s)	
When are you moving?	
Last date your child(ren) will attend the school	
Your new address (in full)	
If moving within the UK	
Are child(ren) in the Admissions process in the new Local Authority? If 'yes', give details of:	
Local Authority Name	
Name of school (or name of schools applied for if place not yet confirmed)	
If moving overseas:	
Name and address of possible or confirmed new school	
Contact details of new school i.e telephone number and email address	
Flight Details including:	
Date of travel	
Airline	
Destination Airport	
Person providing information:	
Name	
Relationship to child	

Does this person have Parental Responsibility	
Mobile number	
Email address	
Date form completed:	

Please return this form to the School Office before your child leaves. Thank you
APPENDIX 3

REMOVING PUPILS FROM ROLL



Pupil can be removed from roll once you have received confirmation **in writing** (letter or email) by the person with parental responsibility stating the pupil will be Electively Home Educated.

The Exit from School Roll Form should be submitted to the EHE Team electronically via the online form and the de-registration letter/email copied into the first section of the updated form. Any other relevant information should be emailed to

electivehomeeducation@iow.gov.uk or uploaded to Sharepoint (EHE folder)

This should be done within two weeks from the date parents confirm their intention to home educate.

Pupil can be removed from roll once the receiving school has been contacted and the pupil records have been transferred.

If destination unknown complete CME referral form

[IOW CME Form - IOW Schools](#)

The school should request in writing from the parent/guardians:

- New address
- Name of school
- Email address
- Telephone number (not mobile)

Once pupil has moved contact new school and make sure they are aware of the pupil.

Pupil can be removed from roll once the above criteria has been satisfied.

If criteria not met complete CME referral form

[IOW CME Form - IOW Schools](#)

Complete the pupil registration form when:

1. Destination of pupil is confirmed and CTF transferred to new school or;
2. EHE Lead Officer has received completed EHE Exit from School Roll form or;
3. After reasonable enquiries the LA have agreed for the school to place the pupil on the S2S missing pupil data base

Completion of this form is confirmation that your school has completed the above steps and are confident you know where the pupil is.