

CHILDREN MISSING IN EDUCATION POLICY

SMS Changing Lives School



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Last reviewed on:	7 July 2025
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Next review due by:	July 2027
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This policy should be read in conjunction with:

- Children Missing in Education (September 2016)
- Children Missing in Education (Guidance and local arrangements, Milton Keynes)
- Schools Attendance Policy
- Child Protection Policy
- Child Sexual/Criminal Exploitation policy
- Keeping Children Safe in Education 2024
- Children with Health Needs who cannot attend school policy

Introduction

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 in Education, Sept 2016).

Children who are missing in 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
- Sexual abuse
- Becoming NEET (not in education, employment or training) in later life.

There are many circumstances in which a child may become missing/absent from education. Such reasons may include

- Pupils who are at risk of harm/neglect
- Children of Gypsy, Roma and Traveller families
- Children of Service Personnel
- Missing children and runaways
- Children who cease to attend school
- Children of new migrant families

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

Responsibilities

New Starters

SMS School will ensure that pupils are entered on the admission register at the beginning of the first day in which we have agreed or been notified that a pupil will attend our school. If a child fails to attend on the agreed/notified date, we will try to establish contact with the parent/carer to establish the child's whereabouts. We will also check with agencies known to be involved with the family and/or check the original LA/ school that the child has moved from. We will make contact where possible. If we are unsuccessful in our enquiries, we will take measures to notify the local authority at the earliest opportunity.

When a pupil is added to the register at a non-standard transition point (i.e. at the start of the first year of education normally provided by that school), we as a school will:

- Notify the LA within five days
- Provide the LA with all the information held within the admission register about the pupil

The LA may also request this information for pupils added to the admission register at a standard transition point.

Recording Data

At SMS School, we ensure that the school's admission register (SIMS) is accurate and kept up to date.

As a school we:

- encourage parents to inform us of any changes that occur by sending out letters and communicating with parents on a regular basis.
- where possible, hold more than one emergency contact number for each pupil.

When changes do occur, we as a school will record on the admission register (SIMS):

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

Children Missing in Education (Sept 2016)

<https://www.gov.uk/government/publications/children-missing-education>

When Pupils Leave for another School

When SMS School is notified by parents/carers/ CPT (Corporate Parenting Team) that a pupil has been registered at another school or will be attending another school in future, we as a 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 start attending that school.

When a pupil leaves, we will send a common transfer file (CTF) to the pupil's new school.

When a pupil leaves the school but their destination school is unknown, or the pupil is moving abroad or to an independent school, we will upload the CTF to the 'lost pupil database' in the DfE's school2school system.

<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

Removing Pupils from the Admission Register

Pupils can legally ((Pupil Registration) (England) Regulations 2006) be deleted from SMS's School register when there is consent from the LA.

When a pupil is removed from the register at 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**, SMS School will notify the LA 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 grounds 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.

Monitoring Attendance

SMS School will monitor pupils' attendance through their daily register.

Please see attendance strategies for more information.