

# Children Missing or Absent from Education

<b>This policy is called:</b>	<b>Children Missing or Absent from Education</b>
<b>It applies to:</b>	All staff at Bolder Academy
<b>Person responsible for its revision:</b>	Headteacher
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## **Introduction**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing in education (CME) are now to be known as Children Absent from Education and are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life.

## **Definition**

A child missing or absent from education is a compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a Local Authority and who is not receiving suitable education at home.

There are several reasons why a child may go missing or be absent from education, including:

- They do not start school at the appropriate time and so they do not enter the educational system.
- They are removed by their parents for a range of reasons.
- They cease to attend due to suspension, illness or bullying.
- They fail to find a suitable school place after moving to a new area.
- The family move home regularly or there are problems at home.

The Academy will update this policy if/when new guidance is published by the Government and Local Authority.

This policy should be read alongside the Academy's Attendance Policy, which is an integral part of the Academy's Safeguarding Policy, and the DfE publication Keeping Children Safe in Education.

## **Children Absent from Education Responsibilities**

The Local Authority has a legal duty to identify (as far as it is possible to do so) the children living in Hounslow who are not receiving a suitable education.

- Our duty at Bolder Academy is to monitor students' attendance, to address it when it is poor and to refer irregular and unexplained absence to the Local Authority.
- In line with our Safeguarding Policy, the Academy holds more than one emergency contact number for all of its students.

## **Children Absent from Education Process**

The Academy will carry out daily registration.

The Academy will follow up with communication on the same day if a child is absent without an explanation from their parent/carer.

If a child is absent from the Academy for three days and parents/carers cannot be contacted by any means, then a referral will be made to London Borough of Hounslow's Education Welfare Service via the Children's Social Care Front Door.

In addition, this Children Absent from Education policy covers those instances where:

- There is a repeated pattern of absence.
- The reason for absence is unclear or unexplained.
- A member of staff has concerns about the nature of a student's absence.

After 10 days of continuous non-attendance the Academy will refer to the Local Authority's Education Welfare Service so that an officer can make further enquiries.

After 20 days of continuous non-attendance and following investigations by the Academy and the Education Welfare Service, the student could be classified as a Child Missing Education (CME).

If this is the case, the Academy will complete a referral to Hounslow's CME Team. If all three of the following conditions are fulfilled the academy will also remove the child from roll:

1. At no time was the absence during the 20 day period authorised by the school
2. There are no reasonable ground to believe that the pupil is unable to attend due to sickness or any unavoidable cause
3. Both the school and local authority have jointly made reasonable enquiries and failed to ascertain the child's whereabouts

When a student leaves the Academy, Bolder will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Only at this point will the Academy off-roll the student.

Where a parent notifies the school in writing that they are home educating the Academy will refer this to the local authority and will not remove from roll until this has been approved by the local authority.

Furthermore, Bolder Academy aligns its practices to the DfE guidance provided in Keeping Children Safe in Education. This includes:

### **Student not in the Academy because of suspensions**

The Suspension and Exclusion Policy details how the Academy will communicate any form of suspension.

Governors and the Local Authority will be notified of a permanent exclusion or a suspension that exceeds 5 days, or 10 lunchtimes in a term, or if a student misses an exam.

The Academy will call for an emergency review for any SEND or LAC student who may be subject to repeated suspensions. If a student has a social worker the Academy will also inform the social worker of any suspensions.

Bolder Academy works with local schools and Hounslow's Alternative Providers to secure that 6<sup>th</sup> day provision is in place.

### **Adding a student to the Admission Register**

When Bolder Academy adds a student to the admission register, the Academy will also add the expected start date. If the student subsequently does not arrive as expected the Academy will notify the Local Authority.

Bolder will notify the Local Authority within 5 days when a student's name is added to the admission register and will provide all the information held within the admission register about the student.

### **Information sharing with the Local Authority when a student leaves**

When a student's name is deleted from the admission register (under one of the reasons set out in KCSIE), the Academy must notify the local authority before a student is removed from the Academy's roll. The Academy will supply the following information:

- the full name of the student.
- the full name and address of any parent/carer with whom the student lives.
- at least one telephone number of the parent with whom the student lives.
- if applicable, the full name and address of the parent/carer with whom the student is going to live, and the date the student is expected to start living there.
- the name of student's destination school and the student's expected start date there, if applicable; and
- the grounds under which the student's name is to be deleted from the admission register.

### **When a Student leaves Bolder Academy, the Admission Register will also record:**

- the name of the student's new school; and
- the expected start date at the new school

- Transfer student files to the students new school within 5 working days in line with KCSIE 2022

**Where information is missing:**

Bolder Academy will highlight to the Local Authority where they have been unable to obtain the necessary information from the parent/carer, for example in cases where the child's destination school or address is unknown.

**When a vulnerable student is missing education:**

The Academy will also consider whether it is appropriate to highlight any contextual information about a vulnerable child who is missing education, such as any safeguarding concerns.

