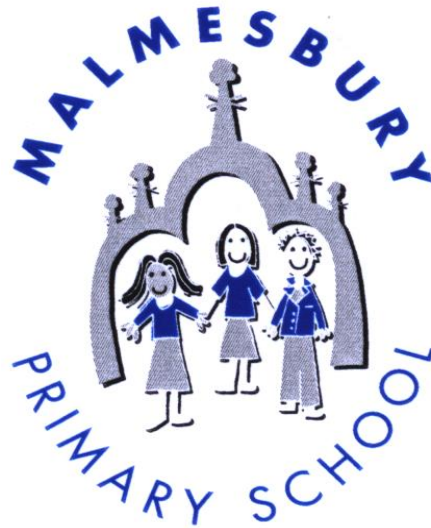


Malmesbury Primary School



Managing Children Missing in Education

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Committee responsible	Standards
Date ratified by Governors	April 2025
Date for review	April 2027
Signed (Chair of Governors)	
Signed (Headteacher)	

Malmesbury Primary School Procedure for Children Missing Education

Context

Local Authorities under section 436A of the Education Act 1996 had to make arrangements to identify, as far as it is possible to do so, children missing education (CME). There were concerns about children going missing between schools and those leaving the country. In 2016 DfE consulted on changes to the 2006 Pupil Registration Regulations. The new Children Missing Education statutory guidance for Local Authorities (September 2016) and keeping Children Safe in Education (September 2020) guidance places a statutory duty on schools to collect information during the admissions procedure and again when the child is leaving the school. It is the schools responsibility to make reasonable enquiries to ascertain this information and that investigations as to the whereabouts of children is a shared responsibility between schools and the LA.

Malmesbury Primary School work under the guidance of the London Borough of Merton in determining the procedures for Children Missing Education. More information can be obtained following this link; <https://www.merton.gov.uk/education-and-learning/schools/school-attendance-welfare-and-support/children-missing-from-education>

Key issues for Malmesbury Primary School:

- **We ensure that our admission register is accurate**
- **We tell the local authority within 5 days of all admissions**
- **If taking a child off roll record we consult with the LA in specific circumstances (joint decision)**
- **We tell the local authority before or on the day of taking any pupil off roll and record the code under which the child has come off roll.**
- **We collect data from the parents about where that child is going, what school, address, contact details**
- **We use the school to school (s2s) database to log all missing children**
- **We share this information safely with LA**

(Note the legal guidance uses the phrase deleting the child from the register etc. The record should not be deleted on the schools MIS system the child should be taken off the admissions register.)

The Admission and Attendance Registers

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Contents of Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

Malmesbury Primary School will enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, we will establish the reason for the absence and mark the attendance register accordingly.

New Duties about putting children on roll

Malmesbury Primary School, within the London Borough of Merton, will also notify Merton Local Authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new pupil. The statutory guidance allows the Local Authority to ask for admission information at standard admissions points as well and Merton also requires all schools to notify the LA about all admissions at standard admission points. Malmesbury Primary School will run a weekly report on a Friday pm so that this meets the 5 day notification requirement.

At Malmesbury Primary School this is done using the School Admission Module (SAM) and ticking the column to indicate that the student has started. This is in the same area where offers and acceptances are ticked. For further advice please contact School Admission.

Who in the LA will use this information and what for

School Admissions will log all non SEN/ EHCP data. It will be checked to ensure children are not going missing. If the child is resident in another borough this information will be shared by School Admissions with that borough.
All SEN/ EHCP notifications of on roll should be sent to SEN@MERTON.GOV.UK

New Duties about taking pupils off roll

The guidance also places a statutory duty on schools to make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A from the statutory guidance).

Malmesbury Primary School will tell the local authority when a child comes off roll by or before the date on which they are taken off roll. This is a statutory duty. The school will collect key data and agree the code under which this is agreed.

When we will seek advice from the Local Authority about taking a child off roll:

We will seek advice from the Local Authority by calling 020-8545-4021 in advance of removing a student from roll in the following circumstances:

- Where the parent is proposing to home educate
- Where the child or family are missing and we are unable to contact by letter or telephone
- Where the child is an open case to the Education Welfare Service
- Where they have moved house and we do not know where they will be educated
- Where the child is moving and we don't know where they are going
- Where we are unable to get the information to enable us to comply with the law in reporting off rolling to the LA
- Where the child is on a legal plan with social care (Child Protection/Child in need , Youth Justice Plan)
- In other circumstances where we have concerns that aren't covered in the above
- Where the child has an EHCP/Statement of Education Need by consult with SEN department which maintain the EHCP or statement.
- Where the child is looked after by a local authority, when we consult with the Virtual School.

We do not seek advice in advance if we have the full name and date of birth of the child and we have carried out reasonable checks to establish the full name and address of the parent with whom the pupil normally resides or the other parent/carer where they will be residing, one telephone number and where possible more contact numbers and an e-mail address, the pupil's future address and new school where the child is of compulsory school age.

We also do not seek advice in advance in the following circumstances:

- Where the child is transferring to a named school/academy and we have confirmed a start date/ transferred their common transfer file (ctf) via school to school secure access S2S using the 3 digit LA number and 4 digit school number

- Where the child/family are going/have gone abroad and we have all the necessary information about their onwards destination, and we have transferred their common transfer file via (ctf) via school to school secure access S2S using the Abroad outside the maintained sector (7 M's coding)
- Where the child has died
- Where the child isn't moving from your nursery class to reception class and they are below compulsory school age
- At the end of compulsory education (Last Friday in June in the academic year that the child turns 16) except where child has a Statement of Special Educational Needs / EHCP and post 16 provision hasn't been finalised.
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Reasonable Enquiries prior to taking off roll.

In line with the duty under section 10 of the Children Act 2004, the expectation is that Malmesbury Primary 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, recording 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 is made to children's social care via the Multi Agency Safeguarding Hub (MASH) 02085454226 if a Merton child, or the Social care front door of the borough they live in, and the police if appropriate.

Informing the local authority when taking a child off of our school's roll.

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, and
 (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

There is an expectation that school will collect and share this information.

The guidance requires that Local Authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies under the Working Together to Safeguard Children statutory guidance. Therefore it is essential that the home borough of the child is entered on to the on and off roll spreadsheets as it is the responsibility of Merton LA to notify other LA's where the child resides about on and off rolling.

How do we safely pass this information to the Local Authority?

All information will be passed to the Local Authority by the school's Attendance Officer or member of the administrative team.

The school will also complete Common transfer File in S2S

There is a legal requirement for all maintained schools to use the S2S database to transfer children's files and to record all children who are missing education and the DFE strongly recommend that all education establishments use S2S to safely exchange the required information and ensure that there is a record of any child who may potentially be missing education.

What the Local Authority will do with the information

The LA will use the information to track all missing children

Any child who has been missing for more than 20 days should be added to the Authorities Children Missing Education Panel by the Education Welfare Officer or the school where no referral has been made.

The LA will pass on to other authorities children from their boroughs.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Annex A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.

8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

- (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

- (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

8(1)(j) - that the pupil has died.

8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

- (i) the relevant person has indicated that the pupil will cease to attend the school; or
- (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.

8(1)(m) - that he has been permanently excluded from the school.

8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

8(1)(o) where—

- (i) the pupil is a boarder at a maintained school or an Academy;
- (ii) charges for board and lodging are payable by the parent of the pupil; and
- (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.