



Heather Garth
Primary Academy
Stars Aiming High

Children Missing Education

Guidance and Procedures

Policy Review Details

This review date is a guideline only and if circumstances or recommendations change then the policy will be reviewed and amended as appropriate.

This policy will be reviewed by the Board of Governors on an annual basis

Date of Issue: Summer 2026

Chair of Governors Signature

Headteacher Signature

Date of next review: Summer 2027

CHILDREN MISSING FROM EDUCATION - GUIDANCE AND PROCEDURES

Government guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

Barnsley MBC guidance can be found at <https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/children-missing-education/>

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. We are aware that local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Children missing education are children of compulsory school age who are neither on a school roll nor receiving suitable education at home or in alternative provision.

Children and young people missing education are amongst the most vulnerable in our area, so it's vital that practitioners in all services work together to identify and re-engage these children and young people back into appropriate education as quickly as possible.

Children not engaged in education provision can be exposed to greater risks including being at risk of physical harm or neglect, sexual exploitation, anti-social behaviour and/or criminal activity.

Children from the following vulnerable groups are more likely to become missing from education:

- Gypsy, Roma and Traveller (GRT) children
- asylum seeker, refugee, migrant worker children and children for whom English is an additional language (EAL)
- pupils waiting for a school placement through admissions, Fair Access Protocol, or the special educational needs and disabilities (SEND) processes
- children who should be receiving education at home or through alternative provision
- young people who've committed offences and those at risk of becoming involved in crime
- children identified with specific child protection issues, children in care and those in private fostering arrangements
- children who have poor attendance or who are excluded, have long term medical issues, teenage mothers or those living in women's refuges
- children at risk of sexual exploitation, including those who've been trafficked to, or within the UK
- missing children and runaways
- families of the armed forces

When a child is absent from the academy without authority, we will follow our procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

We have an admission register and an attendance register which supports the academy in safeguarding children who may be at risk of missing education.

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We will discuss and agree actions with regards to individual cases with the relevant colleagues in safeguarding/education within the local authority for pupils who are to be removed from the admission register where the pupil:

- has been taken out of the academy by their parents and the academy has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the home elective team
- does not arrive at the academy as part of an admission process and we are not aware of their whereabouts
- has ceased to attend the academy and no longer lives within reasonable distance of the academy or school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school or academy
- has been certified by a medical professional as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the academy after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the academy at the end of that period
- has been permanently excluded.

Poor attendance is closely monitored, and the following procedures are followed to support families and students to resolve any barriers to regular attendance. These procedures can be found in our Attendance Policy.

Where a pupil who fails to attend our academy regularly, or has been absent without the academy's permission for a **continuous** period of 10 school days or more we will follow the local authority's policies and procedures.

Every child who attends the academy should be accounted for, their whereabouts should be known, or we will make a referral to the relevant service. We will not remove a child from our roll unless we can evidence an agreement with the local authority to do so.

In response to the guidance in KCSiE the academy has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions)
- Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage

When a pupil leaves the academy. We will record the name of the pupil's new school/academy and their expected start date.