

Toft Hill Primary School



Children Missing Education Policy

February 2024

Version Number	Date agreed by Governors	Date of review	Headteacher	Chair of Governors
2	February 2024	February 2025	Leanne Nesbitt	Alison O'Sullivan & Amanda Majer

At Toft Hill Primary School, we monitor attendance through our daily register

This includes:

- Addressing poor or irregular attendance
- Referring poor attendance to our LA (Durham LA)
- Investigating any unexplained absences as part of our wider safeguarding duties

At Toft Hill Primary School, we keep our admissions register accurate and up to date

Parents are reminded to inform us of any changes to their information. This helps us (and our LA) when enquiring about missing children.

As soon as a parent tells us about a change of address, we record the following in our admission register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it's expected the pupil will live at this address

We hold more than one emergency contact number for each pupil, as it's more likely that we will be able to get in touch with an adult if we have concerns about a pupil.

Parents are able to update their information on the Arbor Portal. Once submitted, it is subject to approval by the Headteacher or School Business Manager. Once approved, records are automatically updated.

The registers are amended as soon as changes to your roll are made

If a pupil starts or leaves our school at a non-standard transition point (for example, joining mid-year or leaving before your school's final year) we **must**:

- Notify our LA within 5 days
- Provide your LA with all the information held within the admission register about the pupil

New Pupils are added to the register as soon as they start

If we are told that a new pupil will be joining our school, but the pupil doesn't attend on the agreed date, we will try to establish the child's whereabouts and consider alerting the LA.

- If a pupil starts at your school and the previous school is unknown, we will let our LA know so that they can search for the previous school in the [DfE's School2school system](#).

When a pupil leaves our school

We must record in our register:

- The date they left for another school
- The name of the new school
- The date when the pupil is due to start attending their new school

We are a maintained school and therefore required to send a common transfer file (CTF) to the pupil's new school

If a pupil's next school is unknown, or if they're moving abroad or moving to a non-maintained school, the CTF file will be uploaded to the 'lost pupil database' on the [DfE's School2School system](#).

If we remove a child from your roll at a non-standard transition point, we must tell our LA immediately and provide them with the following information:

- The pupil's full name
- The full name and address of any parent with whom the pupil lives
- At least one phone number for the parent the pupil lives with
- The full name and address of the parent 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 (if applicable)
- The ground in [regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#) under which the pupil's name is to be removed from the register

Pupils who may be most at risk of going missing from education

They are more likely to be children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

If a pupil has a social worker, this should inform our LA's decision about them missing education where there are known safeguarding risks. This is set out in paragraph 174 of Keeping Children Safe in Education.

We must make 'reasonable enquiries' for pupils who aren't attending

This applies to pupils who:

- Haven't returned to school for 10 days after an authorised absence, **or**
- Have been absent without authorisation for 20 consecutive days

Making 'reasonable enquiries' is a joint responsibility with your LA and includes **1 or more** of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
 - Other local databases and agencies
 - Agencies known to be involved with the family
- Checking with UK Visas and Immigration and/or the Border Force
- Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated your pupil
- Checking with the LA where your pupil lives, if it's different from the one where your school is

- In the case of children of service personnel, checking with the Ministry of Defence [Children's Education Advisory Service](#)
- Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

If we still aren't able to locate a pupil (and neither can our LA), we can remove them from our register (as set out above).