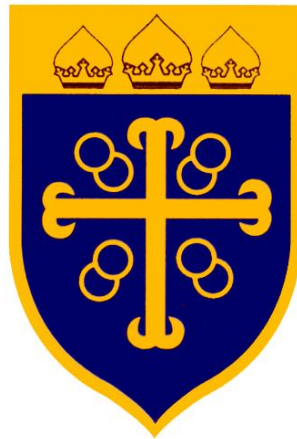


**DURHAM TRINITY SCHOOL**

**&**

**SPORTS COLLEGE**



## **Missing Children in Education Policy**

Author Name: Headteacher

Date: November 2019

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 13<sup>th</sup> November 2019

Date to be reviewed: March 2020 or as legislation/SCR dictates

The Education and Inspections Act 2006 places a statutory duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory school age, who are missing from education within their area. A child or young person who is deemed missing education is of compulsory school age - between the ages of five and sixteen - is not on a school roll nor registered at any formally approved education activity and has been out of any education provision for a substantial period of time, usually more than four weeks. Approved education activity includes provisions such as a maintained school or independent (private) school, city academy, alternative curriculum provision, pupil referral unit and elective home education and registered with the local authority.

How can children and young people go 'missing from education'?

There are a number of recognised points where children or young people can go missing from education.

These include:

- Failure to start appropriate provision at 'reception' age and therefore never entering the educational system
- After any form of exclusion from education
- Failure to complete the transition from primary to secondary school
- Delays in applying for a new school when a family arrive in the city
- Delays in applying for a new school when a child leaves an independent (private) school
- Child removed from school by family who leave the area with no forwarding address. School staff should be aware of and consider absence from education may have a link to child sexual exploitation, radicalisation, female genital mutilation and forced marriage.
- Child removed and not registered as "home educated"

The Department for Education (DfE) updated 'Children Missing from Education' statutory guidance in September 2016 regarding pupils who go missing or who are lost from education. A further copy of the guidance document is attached to this policy (Appendix1).

As outlined in the DfE guidance document, schools are required to:

- Notify the Local Authority prior to the deletion of a pupil from their roll (at a non-standard transition point). The information that should be contained within the notification is summarised in the DfE guidance document.
- Make reasonable enquiries to establish the whereabouts of the child. Where the school has exhausted their reasonable enquiries, the notification to the Local Authority will outline the enquiries already made by the school. This will allow the Local Authority to make additional reasonable enquiries, for example with the NHS and other partners.
- Notify the Local Authority within 5 days of adding a pupils name to the admissions register (at a non-standard transition point) and the information that should be contained within this notification.

In order to ensure continued compliance with the statutory guidance, it is imperative that the information provided to the Local Authority in a notification contains full information, for example with the child / young person's destination school and start date.

Children Services and Education colleagues agreed a process for schools and the Local Authority to discharge their responsibilities as outlined above, and to appropriately track Children Missing from Education.

A flowchart is attached to this policy (Appendix 2) outlining the process to be followed in the event that a child goes missing, or is otherwise lost from education as well as a local guidance document and child missing from education notification form

Should a member of staff have any queries, require any clarification, please make contact with either:

- Ian Shanks, Pupil Placement & Safeguarding Manager  
03000 265535 or e-mail [ian.shanks@durham.gov.uk](mailto:ian.shanks@durham.gov.uk)
- Clare Nicholls, Pupil Placement & Attendance Manager  
03000 265535 or e-mail [clare.nicholls@durham.gov.uk](mailto:clare.nicholls@durham.gov.uk)
- Margot Bland, Child Employment Officer  
03000 265902 or e-mail [margot.bland@durham.gov.uk](mailto:margot.bland@durham.gov.uk)

Ref: APPENDIX 3 – Durham County guidance to schools - Children Missing in Education July 2017.