



Children Missing in Education Policy 2025

The Policy:

This policy applies to students at Hope Tree School.

Guiding Principles:

The safety and welfare of all students at Hope Tree School is our highest priority. The school will follow the procedures laid down by Cambridgeshire Local Authority and/or any other placing authority together with the guidance contained in Keeping Children Safe in Education 2023, (KCSIE 2023), Children Missing Education DfE September 2016 and the DfE Guidance on School Attendance (August 2020).

Introduction:

A child going missing from education, particularly on repeat occasions, is a safeguarding issue. It is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour-based' abuse.

Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all students safe at all times. This includes the importance of effective information sharing to ensure our students are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed.

Every member of staff who works with children has read Part 1 (including Annex B) of KCSIE 2023 and been given a copy of the Children Missing in Education policy as part of their induction.

Providing Information to the Local Authority for standard transitions:

The School has a duty to provide information to the relevant LA for standard transitions as requested. There is an overlap with KCSIE 2023 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, which the School would provide on request. For Cambridgeshire LA all arrivals and leavers will be reported at all entry points. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving. (Procedures can be found in Appendix 8)

When notifying the relevant LA, the School should also, where possible, copy in the LA where the child is normally resident.

Students arriving or leaving at a non-standard point of entry to school (Compulsory School Age) - (Non-standard points are those mid-year)

In the interests of safeguarding children and in order to assist the relevant LA with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), the school will notify the relevant LA if a student joins or leaves the school, that they have been added to or deleted from the school admission register.

A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December.

A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

Even though there is no requirement by the LA to report those above the age of 16, as an independent school, it is our safeguarding duty in respect of all students (including ages 16-18) to investigate any unexplained absences according to KCSIE 2023 and the Independent School Standards Regulations 2014.

Leavers:

When a student leaves the School the following information about that student is logged on the admissions section of the school's internal drive.

- future address
- future setting
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)
- date of leaving

The following information is then submitted to Cambridgeshire LA - cme@cambridgeshire.gov.uk

- Full name of child
- Legal gender
- Full name and address of every parent and an indication of which parent the student normally resides with and, where a parent notifies a school that the student will live at another address in addition to or instead then the new address, the full name of the parent with whom the student will normally live in future and the date, if known

- Telephone number of a parent(s) (at least one)
- Future address with date of commencement
- Future setting and date of commencement
- Reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)
- Date of leaving
- (NB As an independent school the students do not have UPN (Unique Pupil Numbers) so if requested these are marked as 00000. The exception to this is students who have joined the School from a state school).

The School recognizes its duty to notify the relevant LA when it is about to delete a student's name from the admission register under any of the fifteen grounds listed in the regulations.

Arrivals:

When a child starts at the School, at a non standard entry point, the School will notify the appropriate LA within 5 days of the entry on the admission register to Cambridgeshire LA - cme@cambridge.gov.uk as appropriate.

A notification of a list of names will be sent at the start of each academic year when there is often a greater intake. Thereafter notifications will be made as the need arises throughout the year.

The School will provide all the details contained in the admissions register for the new student which should be up to date on the first day that the child starts at the School (see Appendix 4).

Students failing to attend on the first day of school:

All new students are placed on the School's admission register at the beginning of the first day on which the School has agreed that the student will attend the School. If a child fails to attend on the agreed date and no other reason has been given, staff must inform the Head of Learning without delay. The Head of Learning will undertake reasonable enquiries to establish the child's whereabouts and will notify the relevant LA at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

Repeated and Significant Absence from School - duty to report

Where there are concerns about a child's attendance, school staff should act on them immediately. Welfare concerns regarding attendance will be logged and passed on to the Designated Safeguarding Lead (DSL) or relevant Deputy Designated Safeguarding Lead (DDSL).

The DSL will inform the relevant LA of any student who fails to attend school regularly, or has been absent without the Head of Learning's permission for a continuous period of 10 school days or more. It is the role of the Head of Learning to monitor prolonged absences with the support of administrative staff as needed.

Where a student has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause) or has not returned to school for 10 days after an authorised absence, and the School and LA have failed, following reasonable enquiry (in accordance with the Children Act 2004), to ascertain where the student is, the School may delete the student's name from the admission register.

The School will inform the LA of such deletion no later than the time at which the student's name is deleted from the register. If during the enquiry there is reason to believe that a child may be at risk of significant harm, a referral will be made to social services (see the School's Safeguarding and Child Protection Policy).

The School also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), to help identify children who are missing education and/or otherwise at risk of harm.

As part of the School's duty to safeguard children any unexplained absences will be investigated.

Changes to the Admissions Register:

In order to maintain the admissions register up to date and accurate, the School requests that parents should check the current details held for them once a year and reminds parents to notify the School of any changes to their details.

If a student's parents change address then the School will record, as required:

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

Student Supervision:

Our student supervision procedures describe:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both morning and afternoon. We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the school if

their child is absent for any reason via phone or email to the relevant school office. The school will always contact the parent if the child fails to arrive at school without an explanation.

- The physical security measures which prevent unsupervised access to or exit from the building.
- The supervision of the playground and the physical barriers that separate it from the rest of the school.
- The enhanced supervisory arrangements for outings.

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective.

All new staff receive a thorough induction into the importance of effective supervision of children and read Part 1 of the DfE's 'Keeping Children Safe in Education' 2023 guidance.

Related Policies:

Staff Code of Conduct
Missing Child Policy
Safeguarding and Child Protection Policy
Supervision Policy and Procedures

Appendices:

1. 15 Grounds for deleting a pupil from the school register/roll
2. Local Authority Contact Information
3. Local Authority Contact Details
4. The Leavers Spreadsheet Headings for required information
5. Request for Local Authority (CAMBs) Education Welfare Intervention
6. (CAMBs LA) Deletion from register - destination confirmed form
7. (CAMBs LA) - Elective Home Education Information from School on Deregistration

Signed:



Head of Learning



Head of Pastoral Care

Date: October 2025

Review Date: October 2026

Appendix 1:

Grounds for deleting a student from the school admission register

Grounds for deleting a student 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 student 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 student 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 student at another school.
- 8(1)(c) - where a student 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 student 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 student granted leave of absence in accordance with regulation 7(1A), that:
 - the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student 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
 - at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
 - the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student 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 student will return to the school at the end of that period.
- 8(1)(j) - that the student has died.
- 8(1)(k) - that the student will cease to be of compulsory school age before the school next meets and—
 - the relevant person has indicated that the student will cease to attend the school; or
 - the student does not meet the academic entry requirements for admission to the school's sixth form.

8(1)(l) - in the case of a student 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 student of the school.

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

8(1)(n) - where the student 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.

15 8(1)(o) - where—

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

Appendix 2:

Local Authority Information

Cambridgeshire Local Authority information:

Education Welfare Officers (EWO) are part of the District Early Help Teams. The contact details for the Cambridge City District Early Help Team is Joanne Maxwell 01223 727942.

If you are aware of the student's destination and have confirmation of the new educational placement and that the student has started at the new provision, the school is required to complete the Deletion from School Register (see Appendix 6) - Destination Confirmed Form (Independent Schools) and send to CME@cambridgeshire.gov.uk.

In all other cases where a school is unaware of the student's destination and/or the student or the student and families whereabouts - this also includes those students who fail to transfer to statutory education from nursery school - then a referral should be made to the Cambridgeshire LA within ten days of the school completing their initial investigation to the student's whereabouts (unless there are concerns regarding the child's vulnerability). The Request for LA EWO Intervention Form (Independent Schools) (see Appendix 5) should be completed and sent to CME@cambridgeshire.gov.uk.

When a parent elects to home educate it is the school, not the parent, who has a legal duty to notify the relevant LA and Cambridgeshire requires the 'EHE School Deregistration Form' (see Appendix 7) to be completed and sent, along with a copy of the signed parent letter, to the Elective Home Education Office at ElectiveHome.Education@cambridgeshire.gov.uk.

Appendix 3:

Local Authority contacts:

Cambridgeshire

Cambridgeshire Local Area Designated Officer (LADO or DO) Tel no: 01223 727967

Cambridgeshire Education Child Protection Advice line Tel no: 01223 703800

Cambridgeshire Direct Contact Centre (Social Care) 0345 045 5203

Cambridgeshire Emergency Duty Team (out of hours) Tel: 01733 234724

Appendix 4

The Leavers Spreadsheet Headings for required information:

For the student:

- Full Name
- Date of Birth
- Gender
- UPN
- Name of Last School Attended
- Name of School Transferring to

For parent 1:

- Title First Name
- Last Name
- Relationship
- House Name/Number
- Street /Town /County / Post Code
- Phone Number

For parent 2:

- Title First Name
- Last Name
- Relationship
- House Name/Number
- Street /Town /County / Post Code
- Phone Number

Referrer: (Who completes the spreadsheet):

- Name of School Name of Referrer Position in School
- Email Address

Appendix 5

CHILDREN MISSING FROM EDUCATION - CAMBs Local Authority
Independent Schools

Request for Local Authority Education Welfare Intervention

Referrals should be made after 10 days once a school has completed their investigations, unless there are concerns regarding the child's vulnerability, then a referral can be made to EWO immediately.

Please Note: If there is Social Care Involvement or Child Protection then the EWO and the linked Social Worker should be informed immediately.

Names of child/children:

Dob (s):

Name of School:

Last known address:

Full name of Parents/Guardian name
contact numbers:

Emergency Contact numbers and full
names:

Does the family have a CAF?

Is there social care involvement or child
protection?

Investigations already undertaken by
school (i.e. phone calls, home visits,
letters):

Additional Information i.e. other family
links

Name:

Role:

Signed:

Date:

Email form to: cme@cambridgeshire.gov.uk

Appendix 6:

Cambridgeshire LA - Deletion from register - destination confirmed form

Name of child/children:

Dob (s):

UPN:

School:

Date taken off roll:

Destination:

Forwarding Address, if known:

**Registered at another
school**

**Upload CTF onto forwarding school via S2S
website (if Independent school mark the
destination as mmm,mmmm)**

Country and contact address:

Moving abroad

Name and address of forwarding school:

**Upload CTF onto the S2S website and mark the
destination as mmm,mmmm)**

Start date:

I have confirmed the destination of the child stated

above: Name:

Role:

Signed:

Date: Email form to: cme@cambridgeshire.gov.uk

Appendix 7:

CAMBRIDGESHIRE LA - ELECTIVE HOME EDUCATION INFORMATION FROM SCHOOL ON DEREGISTRATION DESTINATION ELECTIVE HOME EDUCATION

Under current legislation parents do not legally have to register or engage with the Local Authority when they decide to home educate. The Education Act 1996 does however place legal duties upon the Local Authority. Section 437 states:

“If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education.”

If you have any information that would help us engage with parents and then offer appropriate support please complete the form below and either email or post your response to the address given below.

School:

Child's Name:

DOB & Year Group:

Current Address:

Parents' Names: Mothe:

Father:

Other:

Telephone Numbers: Home:

Mobil:

Please attach a copy of the SIGNED letter from the parent(s)

The child cannot be deregistered until the school has this letter.

Home Education cannot be registered until this office has a copy of the letter.

Please let us know about any concerns that you have regarding this child and the parent's ability to home educate:

<u>Has the School informed Social Care of the concerns Attendance</u>

<u>Is there a CAF?</u>

<u>Referrals to other agencies (please state the agency)</u>

PLEASE RETURN TO:-

Elective Home
Education Education
Office
March Business
Centre Dartford Road
March
PE15
8AN

Tel: 01223 703542

Email: ElectiveHome.Education@cambridgeshire.gov.uk