



Woburn Lower School

Children missing education policy

Rationale

'Children Missing Education, Statutory Guidance for Local Authorities' (2016) defines children missing in education as children who are of compulsory school age but are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Aims

Woburn Lower school is committed to working effectively with the Local Authority and other agencies, sharing information in order to protect children and ensure they are in education.

Procedures

Woburn Lower school will notify the Local Authority if:

- A pupil has been taken out of school by parents and is being educated outside of the school system
- A pupil ceases to attend school and no longer lives within reasonable distance of the school at which they are registered
- A pupil of compulsory school age leaves the school before completing year 4
- A pupil has not returned within 10 days after the expiry of a period of authorised absence and the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause
- A pupil who has been attending nursery does not continue to full time education at the school
- A pupil has a medical condition certified by the school medical officer that they are unlikely to be in a fit state of health to attend school
- A pupil has been permanently excluded

In the event of a compulsory age pupil leaving the school before completing year 4, the school will:

- Record details of the pupil's residence, the name of the person with whom they will reside, the date from which they will reside there, telephone number and the name of the destination school

- Inform the Local Authority of the pupil's destination school and home address if the pupil is moving to a new school
- Complete a 'Notification of Removal from School Roll' from online

In the event of a compulsory age pupil joining the school after the beginning of the reception year, the school will:

- Provide information the LA when registering new pupils within five days, including the pupil's address and previous school
- Complete the Local Authority's spreadsheet and return to the Local Authority securely via Anycomms

Safeguarding

If there are doubts about the pupil's whereabouts and/or concerns about the pupil's safety, the DSL will make instant referrals to Children's Social Care and the Police and will participate in any strategy discussions, section 47 enquiries and child protection conferences which may arise.

Related policies:

Safeguarding

Attendance

Data Protection

Governor:

Date: March 2023

Headteacher:

Date:

Review: March 2024