

## Children missing education: requirements

The information in this article comes from guidance on [children missing education](#) and [Keeping Children Safe in Education](#).

### Children particularly at risk of going missing from education

The guidance for LAs explains that some children are particularly at risk of going missing from education. These include 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

### Managing information on the admission register

St Michael's admission register is accurate and up to date. We encourage parents to inform them of any changes to their information, to help the school and LA when making enquiries about missing children.

In particular, where a parent notifies the school that a pupil will live at another address, the school must record the following in the admission register:

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

### When pupils start at your school

We enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

Where a pupil is added to the register at a non-standard transition point (i.e. at the start of the first year of education normally provided by that school), the school:

- Notify the LA within five days
- Provide the LA with all the information held within the admission register about the pupil

The LA may also request this information for pupils added to the admission register at a standard transition point.

The LA guidance adds:

If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the LA at the earliest opportunity.

### **Making reasonable enquiries**

Schools and LAs are expected to have procedures in place to carry out reasonable enquiries where a child is missing from education, and should agree between them roles and responsibilities in relation to this.

Where the whereabouts of a child is unclear or unknown, it is expected that the LA and school will complete and record one or more of the following:

- Make contact with the parent, relatives and neighbours using known contact details
- Check local databases within the LA, or the DfE's Key to Success or school2school systems
- Follow local information sharing arrangements and where possible make enquiries via other local databases and agencies, including any agencies known to be involved with the family
- Check with UK Visas and Immigration and/or the Border Force
- Check with the LA and school from which the child moved originally, or any LAs or schools to which the child may have moved
- Check with the LA where the child lives, if different from where the school is
- In the case of children of service personnel, check with the Ministry of Defence Children's Education Advisory Service
- Conduct home visit(s) (made by the appropriate team), following local guidance concerning risk assessment, and if appropriate make enquiries with neighbour(s) and relatives

### **When pupils leave for another school**

Where a parent notifies the school that a pupil is registered at another school or will be attending another school in future, schools must record the following information in the admission register:

- The name of the new school
- The date when the pupil first attended or is due to start attending that school

When a pupil leaves the school, maintained schools are required to send a common transfer file (CTF) to the pupil's new school. Academies are also strongly encouraged to do this.

Where a pupil leaves the school but their destination school is unknown, or the pupil is moving abroad or to an independent school, the school can upload the CTF to the 'lost pupil database' in the DfE's school2school system. Where a pupil arrives in a school and

their previous school is unknown, the new school can ask its LA to search the lost pupil database to find the pupil's CTF.

## Removing pupils from the admission register

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 sets out the grounds on which a pupil can be deleted from the school's admissions register. These are set out in full in another of our articles:

[Removing a pupil from the school roll](#) Admin & finance : Admissions and roll : Managing the roll

The DfE guidance for LAs, linked to above, explains that where a pupil's name is to be removed from the admission register at a non-standard transition point (i.e. not including pupils who have completed the school's final year) for **any of the reasons set out in the 2006 regulations**, the school must notify the LA as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

The school must also provide the LA with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives
- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent who 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 there, 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 admission register

## Monitoring attendance

St Michael's monitor pupils' attendance through their daily register.

They should also:

- Monitor attendance closely and address poor or irregular attendance
- Refer poor attendance to the LA
- Investigate any unexplained absences as part of their wider safeguarding duties