



Edgeborough School Child Missing Education Policy

Children missing education procedures should be followed where a child or young person has not taken up an allocated school place as expected and/or has 10 days or more continuous absence from school without an explanation and/or has left school suddenly and the destination is unknown.

Schools should start to complete the Children Missing Education Checklist if a pupil has had a maximum of 5 days of non-school attendance and where the school has been unable to contact the parent/carers.

Information about this can be found here:

<https://www.surreycc.gov.uk/schools-and-learning/schools/at-school/attendance-and-absence/attendance-truancy-and-exclusion-support-for-schools>

Any concern of a Child Missing Education should be reported to the Local Authority through the Inclusion Service (formerly the Education Welfare Service). All schools have an allocated link Inclusion Officer to whom reports should be made. Follow the link below to access the Child Missing Education form:

<https://customer.surreycc.gov.uk/children-missing-education>

Informing the Local Authority of Deletions from the School Register.

The Regulations require schools to notify the Local Authority in the following circumstances as soon as the grounds for deletion are met and in any event before deleting the pupil's name:

- The pupil is moving away from the area and is known to have registered at another school.
- The school medical officer has certified that the pupil has a medical condition and is unlikely to return before ceasing to be of compulsory school age.
- The pupil is leaving a non-maintained school and is not known to have registered at another school.
- The school has received written notification from the parent that the pupil is receiving education otherwise than at school and the pupil has been permanently excluded.

Transfer of data Common Transfer File (CTF)

Whenever a pupil is deleted from a school roll, the school has a statutory duty to upload a CTF to the Department for Education (DfE) School-to-School (S2S) website. The Education (Pupil Information) (England) Regulations 2005 describe the information that must be transferred and the method of transfer. The school releasing the pupil must send a CTF to the new school within 15 school days of deregistration. Where possible, the CTF should be sent to the new school before the pupil leaves. This applies to any transfer at any time between educational establishments for pupils aged 3 to 16 years (Nursery to end of Year 11).

When generating a CTF, the following codes should be used

- Local authority number (where new school is based) followed by the new school number (for DfE registered schools)
- XXX XXXX where the destination school is not known or the pupil is missing
- MMM MMMM where the destination school is outside the maintained sector (independent) or the child is being educated otherwise than at school or the child has moved outside England or Wales.

Schools should inform the Inclusion Service where a child has a statement of Special Educational Needs and Disability immediately they become aware that a deletion may be made. It may be that:

- A pupil is withdrawn by the parent/carer from the school without warning.
- They receive a verbal notification of a parents intent to home educate.

Summary

This document should be read in conjunction with The Education (Pupil Registration) (England) Regulations 2006 (amended 2010, 2011, 2013 & 2016), any subsequent advice from the DfE and codes of practice relating to Children Protection & Safeguarding, Special Educational Needs, School Exclusion and the local policy for Children Missing Education.

Inclusion Officers are available for support or advice and we would strongly recommend that schools consult with the allocated IO when considering removing a child from roll to ensure that the deletion is lawful.

If none of the above prescribed grounds outlined under regulation 8, The Education (Pupil Registration) (England) Regulations 2006 (amended 2010, 2011, 2013 & 2016) apply then the pupil must not be deleted from the school roll. Removing a child from roll incorrectly has serious safeguarding implications hence the need for schools to seek advice to ensure that they do not breach their legal and safeguarding duties. When deleting a pupil from roll schools must be clear about which regulation is being applied. School decisions may be subject to judicial review.