



Halliford
School
SHEPPERTON

Children Missing From Education Policy March 2025

Contents

Mission Statement	2
Introduction	2
Definitions	2
Children Missing Education.....	3
Roles and Responsibilities Parents’ responsibilities	3
Responsibilities of Halliford School.....	4
Attendance Register.....	5
Local Authority Contacts for Reporting a change of School	5
Appendix - Why Children go missing from education	6

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and co-curricular opportunities.

Introduction

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. 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.

Effective information sharing between parents, schools and Local Authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local Authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

Definitions

Children Missing Education (CME) refer to all children who are of compulsory school age and are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision).

In Surrey, a school refers a student to the Local Authority for further investigation if s/he has been continually absent for more than 10 school days without permission and the school has carried out reasonable checks and failed to establish the child's whereabouts and the reason for absence.

Examples of why a child goes missing from education are found in Appendix 1.

Compulsory School Age – A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1st January and 31st March they are of compulsory school age on 31 March; if they turn 5 between 1st April and 31st August they are of compulsory school age on 31st August; if they turn 5 between 1st September and 31st December they are compulsory school age on 31st December. A child continues to be of compulsory school age until the last Friday of June in the school year they reach sixteen.

Children Missing Education

Young people who go missing or run away can be at increased risk of sexual exploitation or other forms of abuse. Procedures are in place to ensure appropriate response to children and young people who run away or go missing, particularly on repeat occasions. If a child is missing from School without explanation from a parent or carer, the School receptionist will ring home to find out where the child is following morning and afternoon registration. If a child has missed School repeatedly, the Designated Safeguarding Lead (DSL) and the Headmaster will be informed. The School will work with the parents and the Education Welfare Officer as necessary.

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The School needs to be aware of those students who are persistently absent or missing from school as this may be an indicator of welfare concerns, including abuse or neglect. All staff must also be aware of their role to prevent children from going missing from education through monitoring of attendance patterns, absences, reasons given and passing on to the DSL where appropriate. Staff need to be aware that children going missing from education can be a warning sign of safeguarding considerations.

The DSL and Director of Student Welfare who is also the School Attendance Champion will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the School day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities.

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Roles and Responsibilities Parents' responsibilities

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education.

Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent decides to home educate their child this decision must be put in writing to the school. In such cases a term's fees in lieu of notice would be payable to the School.

It is the responsibility of the Local Authority to ensure that parents meet these responsibilities.
Schools Responsibilities

The statutory requirements for all schools to record joiners and leavers are defined in The Education (Student Registration) (England) 2006.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the Local Authority, before deleting the child's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f) (iii) and (h) (iii) 1.

When removing a child's name, the notification to the Local Authority must include:

- the full name of the child,
- the full name and address of any parent with whom the child normally resides,
- at least one telephone number of the parent,
- the child's future address and destination school, if applicable, and the ground in regulation 8 under which the child's name is to be removed from the admission register.

See Admissions and Attendance Register Policy for further details.

Responsibilities of Halliford School

Halliford School will enter students on the admissions register on the first day on which the school has agreed, or has been notified, that the student will attend the school.

The Bursar will notify their Local Authority within five days of adding a student's name to the admission register. The notification must include all the details contained in the admission register for the new student.

The Deputy Heads and House Staff and Tutors will monitor each student's attendance through their daily register.

The Director of Student Welfare has the role of School Attendance Champion and oversees all aspects of school attendance on a daily basis.

The Registrar will remove a student's name from the admissions register on the date that the child leaves the school.

The Bursar will notify their Local Authority when the school is about to remove a student's name from the school admission register under any of the fifteen grounds listed in the regulations, no later than the date that the child's name is due to be removed.

Attendance Register

For all students, the attendance register must be completed at the start of each morning session and the afternoon session. It must show whether the student is:

- Present;
- Absent;
- Attending an approved educational activity outside of school;
- Taking authorised absence;
- Taking unauthorised absence;
- Unable to attend through exceptional circumstances – details of which should be provided

All absences are initially unauthorised until a reason has been provided for the absence and the register must be updated. This should happen as soon as possible and certainly within one week of absence.

Additionally, the School has a legal duty to report certain attendance issues to the local authority:

- 10 days of unauthorised absence other than for reasons of sickness or leave of absence;
- Failure to attend regularly;

In these circumstances the school is required to report the circumstances as soon as possible to the local authority in which the student lives

Local Authority Contacts for Reporting a change of School

Surrey County Council

cme@surreycc.gov.uk

[5.19 Children Missing from Education | Surrey Safeguarding Children Partnership \(procedures.org.uk\)](#)

Kingston & Richmond Borough Council (Pan London Procedures)

Call Single Point of Access – 020 8547 5008

[AfC Info website - Kingston and Richmond :: Community Information / Information and advice / Education and Education Services / Children missing education](#)

Appendix - Why Children go missing from education

- There are complex reasons why children become missing from education
- Fail to start appropriate provision and hence never enter the education system;
- Fail to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between Local Authorities;
- Do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools;
- Have a family/carer that does not alert the Local Authority of the fact they are resident in borough or does not know how to access education provision;
- Cease to attend due to withdrawal from provision by parents and schools (e.g. parents no confidence in school, behaviour and truancy issues, fresh start);
- School transfer more difficult to achieve than parents thought (e.g. school places, term-time agreement, school reluctance to admit, timescale key; Stage 4, curriculum capacity);
- Are on the point of permanent exclusion from school and they leave or are persuaded to seek a fresh start in another school;
- Are permanently excluded from schools out of the borough, particularly independent schools;
- Are on alternative curriculum arrangements which are not monitored effectively;
- Have SEN placements that are not completed due to one or more parties not complying with arrangements or able to meet needs;
- Are looked after within family arrangements, unaccompanied from abroad, placed in Surrey by other Local Authority's and not known to the LAC team;
- Are in the youth justice system and returning from secure accommodation;
- Are made homeless due to social or economic issues including domestic violence;
- Members of the Traveller or Gypsy community who move around frequently;
- Families with poor literacy skills or with EAL needs that find accessing information difficult;
- Have health needs or are disabled or where the child is a young carer;
- Are refugees or asylum seekers;
- Are involved in criminal activity;
- Families who live in poverty;
- Dependency on substances (alcohol and drugs);
- Are placed by other Local Authority's without notification e.g. temporary housing, safety move and witness protection schemes;
- Are let down by system failures between partners where information is not shared effectively to support the child;
- "Dip in and out" of elective home education at the request of parent/carers;
- Have parents who take extended leave/holiday and schools take them off roll or families leave the UK or borough for a period;
- Are bullied in and around schools and difficulties cannot be resolved in school;
- Young runaways who leave their normal residence, to live on the streets or in temporary emergency situations;
- Children that are at risk of Child Sexual Exploitation; Children that are trafficked