



**Spon Gate Primary School**

**Children  
Missing  
Education**

## Schools' responsibilities

Schools must 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. 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 local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the [Exclusion from maintained schools, academies and pupil referral units in England](#) statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils. Further information about schools' safeguarding responsibilities can be found in the [Keeping children safe in education](#) statutory guidance.

## Recording information in the school's admission register

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address; and
- c. the date from when it is expected the pupil will live at this address.

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

- a. the name of the new school; and
- b. the date when the pupil first attended or is due to start attending that school.

## Sharing information with the local authority

Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point. Where a school notifies a local authority that a pupil's name is to be removed from the admission register, the school must provide the local authority with:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. 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;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

All schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

### Key actions:

If a child is absent without reason for a week or more, you must liaise with the Lead Learning Mentor to ascertain the reason for absence

If a child or a parent tells you they are leaving the school, they must be directed to the Headteacher or Lead Learning Mentor. If for any reason they are unable to meet with the above, the following information must be collected:

- 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 pupil's destination school and the pupil's expected start date there, if applicable

Ensure that the electronic register is accurate and that the correct codes are used for absence:

|                                 |   |  |
|---------------------------------|---|--|
| B: Educated off site (The Keys) | <b>C: Authorised – only to be used by LMs</b>                   | E: Excluded                                    |
| G: Unauthorised family holiday  | <b>I: Illness (informed by parent. Refer to LMs if regular)</b> | <b>M: Medical appointment (evidence shown)</b> |

|                                    |  |                         |
|------------------------------------|--|-------------------------|
| N: No reason yet provided          | R: Religious observance (1 day only)   | U: Arrived after 9.30am |
| V: Educational visit (residential) | <b>If a child is on a reduced timetable and are not present for registration, this should be recorded as a 'C'</b> |                         |