

Fiveways School Children Missing In Education Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	July 2026	Swavek Nowakiewicz	July 2027

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	Signed at meeting	06.07.26
Head Teacher	Swavek Nowakiewicz	Signed at meeting	06.07.26

Details of Policy Updates

Date	Details
10.11.23	New policy created in November 2023
20.09.24	Appendix Children Missing in Education August 2024 added
18.07.2025	Updated to refer to Bromcom not SIMS and KCSIE 2024.
16.01.25	DSL name changes
06.07.26	No changes

Role	Name	Contact details
Headteacher	Swavek Nowakiewicz	snowakiewicz@fiveways.school
Chair of governing body	Malcolm Gulliver	mgulliver@fiveways.school
Designated safeguarding lead (DSL)	Swavek Nowakiewicz	snowakiewicz@fiveways.school
Out of hours contact for DSL	dsl@fiveways.school or call Somerset Direct 0300 123 2224 if you are concern about immediate risk to a child call 999	
Deputy DSLs	Kirsty Kerr Sam Ensor James Holgate Naomi Austin Chloe Baker	kkerr@fiveways.school sensor@fiveways.school jholgate@fiveways.school naustin@fiveways.school cbaker@fiveways.school
PFSA	Kayleigh Dorricott	kdorricott@fiveways.school
Prevent Lead	Swavek Nowakiewicz	snowakiewicz@fiveways.school
Looked after/previously lead	Kirstie Kerr	kkerr@fiveways.school
Senior Mental Health lead	James Holgate	jholgate@fiveways.school
Designated governor for safeguarding	Tracey Richards	trichards@fiveways.school
Designated governor for mental health and well being	Tracey Richards	trichards@fiveways.school
Safer recruitment governor	Tracey Richards	trichards@fiveways.school
Attendance Officer	Chloe Baker	cbaker@fiveways.school

This policy should be read in conjunction with:

- Children Missing in Education, Somerset County Council's policy for identifying, monitoring and tracking children not receiving a suitable education January 2017
- Children Missing Education, statutory guidance for local authorities, August 2024
- School attendance and children missing education(on line guidance and procedures and referral form) <https://www.somerset.gov.uk/children-families-and-education/school-life/school-attendance-and-children-missing-education/>
- Child Protection Policy
- Keeping Children Safe in Education
- Supporting Children with Medical Needs Policy

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 in Education, January 2017).

Children who are missing in education are those who are of compulsory school age who are not registered with a school or receiving suitable education outside of the school environment. Children who go missing in education are at risk of

- Underachieving
- Being victims of harm
- Exploitation or radicalisation
- Becoming NEET (not in education, employment, or training) in later life.

There are many circumstances in which a child may become missing from education. Such reasons may include:

- Pupils who are at risk of harm/neglect
- Children of Gypsy, Roma, and Traveler families
- Children of Service Personnel
- Missing children and runaways
- Children who cease to attend school
- Children of new migrant families

Where there is a concern for the child's welfare, the schools Child Protection Policy will be followed.

Responsibilities

New Starters

Fiveways School will ensure that pupils are entered on the admission register at the beginning of the first day in which we have agreed or been notified that a pupil will attend our school. If a child fails to attend on the agreed/notified date, we will contact the parent/carer to establish the child's whereabouts. We will also check with agencies known to be involved with the family and/or check the Local Authority (LA)/ school that the child has moved from. If we are unsuccessful in our enquiries, we will take measures to notify the LA at the earliest opportunity.

Recording Data

At Fiveways School, we ensure that the school's admission register (Bromcom) is accurate and kept up to date.

As a school we:

- Encourage parents to inform us of any changes that occur by sending out letters and communicating with parents on a regular basis
- Where possible hold more than one emergency contact number for each pupil. When changes do occur, we as a school will record on the admission register (Bromcom)
- The full name of the parent with whom the pupil lives
- The new address; and the date from when it is expected the pupil will live at this address.

Children Missing in Education (August 2024)

<https://www.supportservicesforeducation.co.uk/Page/43353>

When Pupils Leave for another School

When Fiveways School is notified by parents/carers/ LA that a pupil has been registered at another school or will be attending another school in future, we as a school will record the following information on the admissions 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, we will send a common transfer file (CTF) to the pupil's new school.

When a pupil leaves the school but their destination school is unknown, or the pupil is moving abroad or to an independent school, we will upload the CTF to the 'lost pupil database' in the DfE's school2school system. <https://services.signin.education.gov.uk/>

Removing Pupils from the Admission Register

Pupils can legally ((Pupil Registration) (England) Regulations 2006) be deleted from Fiveways School register when there is consent from Somerset LA or the direction of the secretary of state.

When a pupil is removed from the 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**, Fiveways School will 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 will 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

Fiveways School will monitor pupils' attendance through their daily register. We:

- Monitor attendance closely and address poor or irregular attendance through daily phone calls home, weekly Senior Leadership Team meetings and the schools weekly attendance officer meetings
- Refer poor attendance to the LA
- Investigate any unexplained absences as part of their wider safeguarding duties
- When a child fails to attend regularly, or has missed ten school days or more without permission, the school informs the LA.
- Fiveways School have a safeguarding duty to investigate any unexplained absences and report to Multi Agency Safeguarding Hub (MASH) if there is any safeguarding concerns. An on-line Child Missing in Education form may also be completed.

Children Missing from Education

Process Map for Schools

