EVERSLEY PRIMARY

SCHOOL POLICY

Children Missing Education

Implemented: _____22nd September 2026_____

Date for review: ___ Autumn 2029_____

Children Missing Education

Eversley follows the school's responsibilities as set out in the Department for Education's Statutory Guidance (September 2025) Children Missing Education.

The school has in place appropriate safeguarding policies and procedures alongside this response for children who go missing from Education. All staff receive annual training and are alert to signs and triggers to look out for when considering the risks, such as FGM or travel to conflict zones.

The law is complied with and pupils are placed on an admission and attendance register.

The Local Authority is informed when a pupil is deleted from the admission register where they:

- Have been removed from school by their parents and are being educated outside the school system, e.g. home education
- Have ceased to attend school and no longer live within reasonable distance of the school
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded

The Local Authority is notified as soon as possible when the grounds for deletion are met but before deleting the pupil from the register.

The Local Authority is informed of any pupil who fails to attend school regularly or has been absent without the school's permission as set out in the school's Attendance Policy.

A pupil is considered to be a Child Missing from Education when they are no longer attending the school and the reason is unknown. The responsibility to locate children who go missing from education is within the Essex County Council Attendance Compliance Team.

Admissions to Eversley Primary School are coordinated and managed centrally by Essex County Council Admissions Team.

The following is the school's response to children who may be missing from education:

- First day contact with parents by phone, email or text.
- Ongoing daily contact during the absence unless evidence of the reason for absence is provided.
- In instances of no response, further contact is made by letter and home visits.
- If contact cannot be made the Local Authority is informed.
- Written details obtained and confirmation from parents that their child is leaving the school.

- Keeping a child on role whilst an application is being processed for admission to another school.
- Children remain on role until confirmation is received that they have been admitted to another school.
- Continual communication with the family in incidences of children not being admitted following an offer of a school place.
- Continual communication with the family in incidence of children not in school whilst seeking an offer of a school place.
- Communication with Social Care in respect of any Looked After Children.
- Informing the Local Authority as specified.

Children missing from Education is a potential indicator of abuse or neglect. School staff implement this policy in order to prevent or identify any risk.