



S68 PUPILS MISSING EDUCATION

(This policy should be read in conjunction with the Safeguarding Policy S11)

INTRODUCTION

As indicated in the Safeguarding Policy, the school will follow the DfE statutory guidance for local authorities contained in the publication, [Children missing education - GOV.UK](#) (last updated September 2016).

The Guidance outlines detailed requirements for registering pupils, for monitoring absences and for sharing information with relevant parties in the event of a pupil missing school. It highlights the needs of pupils potentially at risk of Harm or Neglect, children of Gypsy, Roma and Traveller families, children of Service Personnel, missing children and runaways, children supervised by the Youth Justice System, children who cease to attend a school and children of new migrant families.

PROCEDURE

Instead of reproducing in full the guidance referred to above, the following essential points should be noted:

Pupils Leaving the School:

If a pupil ceases to attend the school, before the child's name is re-classified on the admissions register, the headmaster will satisfy himself that he has been officially registered at another school. If the headmaster were unable to identify such a new school he will contact the local education authority in which the boy's parents live and the Bi-Borough to report the fact before adjustments to the register are made. Furthermore, if a pupil leaves at a non-standard time, the headmaster will in any event inform the Bi-Borough.

Pupils Starting at the School:

If a pupil starts at the school at a non-standard stage, the headmaster will inform the Bi-Borough within 5 days of his entry in the Admissions Register.