

## Children Missing from Education Policy

**Reviewed: January 2026**

**Reviewed by: V Rae**

### **INTRODUCTION**

At Moulsford Preparatory School (the School), we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Moulsford recognises its statutory responsibility to safeguard pupils and to work with the Local Authority to identify, prevent and respond to Children Missing Education (CME).

### **LEGISLATION**

- Working Together to Safeguard Children, 2023
- Keeping Children Safe in Education, 2025
- Working Together to Improve School Attendance, 2024
- School Attendance (Pupil Registration) (England) Regulations, 2024
- Children Missing from Education Statutory Guidance for Local Authorities and Schools, 2025
- Education Act, 1996

### **DEFINITION**

A child is considered missing education if they:

- are not registered at any school;
- have ceased attending and their whereabouts are unknown;
- have been removed from roll without confirmation of alternative education;

### **RISK**

Children Missing Education (CME) is a safeguarding concern. The school recognises that CME may indicate risk of:

- neglect or abuse;
- exploitation;
- forced marriage or FGM;
- radicalisation;

All concerns will be handled in line with the School's Child Safeguarding Policy.

## **RESPONSIBILITIES**

The Senior Attendance Champion and Designated Safeguarding Lead will have overall responsibility for attendance and CME procedures;

- where there is a safeguarding concern and/or that a pupil's safety, well-being or welfare is at risk, action will be taken without delay, following the child protection policy;
- immediate consideration must be given to whether a referral needs to be made to local authority children's social care and, if appropriate, whether to call the police, particularly if there is a concern that the child is suffering or is likely to suffer significant harm.

The School will be alert to:

- pupil's attendance will be monitored daily through the attendance register and proactive steps will be taken to address poor or irregular attendance;
- attendance will be referred to the relevant local authority (Oxfordshire), including a different one if that is where the pupil resides, and work collaboratively to return the pupil to education, where persistence occurs and/or school intervention is not significantly improved;
- failure to return after extended leave;
- a pupil is absent without authorisation and their whereabouts cannot be confirmed;
- parents withdrawing a pupil without naming a new school;
- sudden moves or lack of contact from families;

## **ADMISSIONS REGISTER**

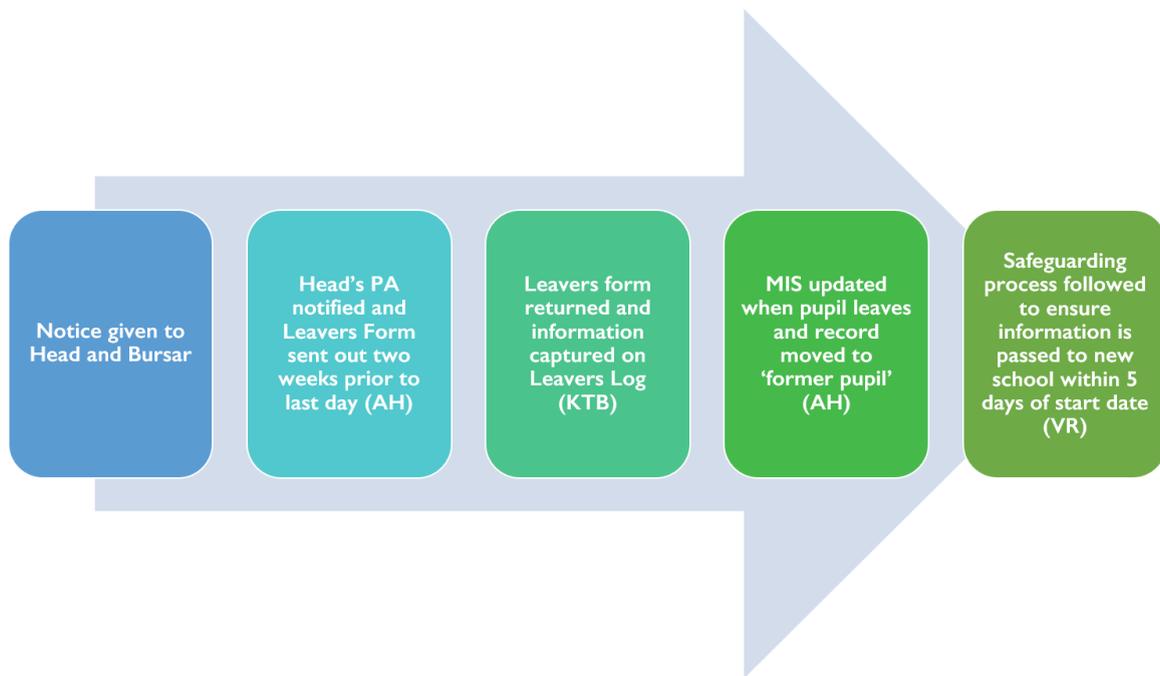
Moulsford Preparatory School (the School) keeps and maintains an admissions register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

In accordance with the Children Missing Education statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024, Moulsford will notify the Local Authority when a pupil of compulsory school age is added to or removed from the admissions register at a non-standard transition, including where a pupil:

- leaves the school before completing the school's final year; or
- joins the school after the start of the school's first year.

Moulsford will also provide information to the Local Authority in respect of standard transition points, where this is requested.

When a child leaves Moulsford, we have a duty of care to ensure they are enrolled in a new setting and that any relevant Safeguarding information is shared. The process for this is laid out below.



### Reporting Duties

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times. This should be reported to the local authority within five school days.
- Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

All actions taken under this policy will be recorded appropriately and will be undertaken with due regard to safeguarding responsibilities and the welfare of the child. This policy should be read in conjunction with;

- Attendance Policy
- Admissions Policy
- Promoting Good Behaviour Policy
- Child Safeguarding Policy

