CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

Children Missing in Education Policy

Responsibility:	Head Teacher
Updated:	September 2026
Approved by Board:	September 2026
Next Review Date:	September 2029

Contents

Statement of intent 2
Definition 3
Why children miss education 3
Children at particular risks of missing education 3
Roles and responsibilities 3
The Local Authority 4
Parents/carers 5
Working with others 5
Safeguarding 5
Common Transfer File (CTF) 6
Admissions register 6
Adding pupils to the admissions register at non-transition points 7
Removing a pupil from the admissions register 7
Policy Review 8

Statement of intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.
The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what City of London Primary Academy Islington will do to help the LA with its duty.
This policy complies with the following legislation and statutory guidance:

- DfE 'Working together to safeguard children' 2018
- DfE 'Keeping children safe in education' September 2026
- DfE 'Children missing education' 2016
- TheEducationAct1996
- The Education Act 2002
- The Education and Inspections Act 2006 The Children Act 1989
- The Children Act 2004

The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016) The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016) The Academy Information (England) Regulations 2008 (as amended in 2012)
The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014

Definition

For the purpose of this policy, a CME is defined as a child or young person of compulsory academy age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at an academy at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

Children at particular risks of missing education

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

Pupils at risk of harm or neglect - where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the academy's safeguarding procedures. The LA officers responsible for CME will check a referral has been made, and will contact children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

Children who cease to attend an academy - where the reason for a child who has stopped attending the academy is not known, the LA will investigate the situation.

Children of migrant families - there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

Roles and responsibilities

The Academy

The academy will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the academy, or the day that the academy has been notified, that the pupil will attend the academy.

In the event that a pupil fails to attend the academy on the agreed or notified date, the academy will undertake reasonable enquiries to establish the reason for this absence, and will notifying the LA at the earliest opportunity. COLPAI will complete the LA 'No Show' form as required, providing all of the required information.

The academy will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.
The academy will monitor pupils' attendance through our daily register.
The academy will agree with the LA what intervals are best to inform them of pupils who are regularly absent from academy, or who have missed 10 academy days or more without permission. The CME policy should be read in conjunction with the Academies Attendance Policy which outlines protocols to tackle poor or irregular attendance and promote good attendance.

Where a pupil has not returned to the academy for 10 days after an authorised absence, or is absent from the Academy without authorisation for twenty consecutive academy days, the academy will remove the pupil from the admission register if the academy and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
The Academy will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

Pupils who remain on the academy roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.

The academy will arrange full-time education for excluded pupils from the sixth academy day of a fixed period exclusion.

The academy will provide information to the LA regarding standard transitions, if requested to do so by the LA.

As per the Attendance Policy, any unexplained absences will be rigorously monitored in line with the school's safeguarding duties.

The Local Authority

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.

The LA will provide full-time education for permanently excluded pupils from the sixth academy day of a fixed period exclusion.

When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents/carers to assure the LA that their child is receiving such an education.

The LA will issue Academy Attendance Orders to parents/carers who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.

The LA will prosecute parents/carers that do not comply with an Academy Attendance Order.

The LA will prosecute or fine parents/carers of academy-registered children who fail to ensure their child attends school regularly.

The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the academy or elsewhere.

The LA will ensure that the academy demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.

The LA will apply to court for an Education Supervision Order for a CME.

The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.

Pupils with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the

provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.

The LA is responsible for liaising and sharing information with other agencies to support children who miss education.

The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there· ·is reason to suspect a crime has been committed.

Parents/carers

Parents/carers are responsible for ensuring that their children, who are of compulsory academy age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the academy in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the academy regarding any absences or changes to the pupil's education arrangements.

Working with others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen.

The LA will raise awareness of its procedures with local academies, partners and agencies working with children and families.

To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

City of London Primary Academy uses a secure internet system, (S2S), to allow the academy to transfer pupil information when a child moves education setting.

Safeguarding

For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the academy may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the academy will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

Where the whereabouts and safety of a child is unknown, the academy, in conjunction with the LA, will carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details
- Check local databases
- Check data transfer systems such as academy2academy or Key to Success

- Follow local information sharing arrangements, and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the academy is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate.

NB. This list is not exhaustive - the academy and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account

Common Transfer File (CTF)

COLPAI uses the CTF – school2school to transfer pupil information when a pupil moves school. The school will use the searchable area on the CTF for pupils who have left but their destination remains unknown. If a pupil arrives at COLPAI and the previous school is unknown, we will contact the local authority who will be able to search the database.

Admissions register

The academy will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the academy of any changes as they occur, such as via email or newsletters.

Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the academy, or the day that the academy has been notified, as the date that the pupil will attend the academy.

Once a pupil has been recorded on the admissions register, the academy will notify the LA **within five days**, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent/carer notifies the academy that a pupil will live at another address, the academy will record the following information on the admissions register:

- The full name of the parent/carer with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

Where a parent/carer notifies the academy that the pupil is registered at another school, or will be attending a different school in future, the academy 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 attend, that school

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to an Academy Attendance Order. If a parent/carer notifies City of London Primary Academy, the pupil will be deleted from our admission register and the LA informed.

Adding pupils to the admissions register at non-transition points

COLPAI will notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new 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 that such returns are to be made.

When adding a pupil's name, the notification to the local authority will include all the details contained in the admission register for the new pupil.

Removing a pupil from the admissions register

City of London Primary Academy Islington will inform the LA of any pupil who will be deleted from the admission register under any of the fifteen grounds listed in the regulations:

a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full- time education suitable to his age, ability and aptitude otherwise than at school;

b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;

c) where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;

d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;

e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;

f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of holiday in accordance with regulation 7(3), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

g) that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

h) that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) both the

proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;

j) that the pupil has died;

k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;

l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;

m) (m)that he has been permanently excluded from the school; or

n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

When removing a pupil's name, the school will notify the local authority of:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register

COLPAI will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register, if the deletion is for one of the following reasons:

- A pupil has been granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation and has failed to attend schools within the ten school days immediately following the expiry period for the leave (and this is not for reasons of sickness or unavoidable absence).
- The pupil has been continuously absent from the school for a period of not less than twenty school days and the absence has not been authorised at any point during that time and is not due to sickness or unavoidable absence.

Policy Review

This policy will be reviewed in September 2029 or before should the statutory guidance be renewed.