



**Health
Futures**
UTC

Children Missing in Education Policy

Reviewed and approved: September 2020

Next review date: September 2021

HEALTH FUTURES UTC CHILDREN MISSING IN EDUCATION POLICY

1. 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 education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

The UTC has in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions.

2. Why children miss education:

There are a number of reasons why children miss education but this has the potential to have a detrimental effect on the progress of the child. It is the responsibility of parents/school and local authority to work together if a child is at risk. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation and forced marriage. The UTC will inform the local authority of any pupil who fails to attend the school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

3. Roles and Responsibilities:

- The UTC will enter students on the admissions register at the beginning of the first day on which it has been agreed by UTC or the day that the UTC has been notified, that the pupil will attend.
- If a student fails to attend the UTC, then the UTC will make enquires to establish why this has not happened and contact the LA authority, if necessary.
- Registers will be taken daily and students' attendance will be monitored throughout the year.
- The UTC will liaise with the LA as outlined in our attendance policy when a student has missed 10 UTC days and appropriate measures will take place.

- The UTC will notify the LA if any student 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).
- Students who remain on the UTC roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.
- The UTC will arrange full-time education for excluded students from the sixth school day of a fixed period exclusion.

4. Changes to the Education provider:

Where a parent/carer notifies the UTC that the student will be attending a different school, the UTC will support in the transition and provide advice and guidance on how this is done. If the parent/carer elects for their child to be home schooled, again the UTC will support and provide guidance in how this can be done.

5. Removing a pupil from the admissions register:

The UTC will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of the school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend and no longer live within reasonable distance of the school at which they are registered;
- Have been certified by a qualified medical officer as unlikely to be in a fit state of health to attend the UTC before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the academy after ceasing to be of compulsory school age;
- 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 academy at the end of that period; or,
- Have been permanently excluded.

Monitoring Evaluation and Review of Policy

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.

Signed by

Chair of Governors

Date:

Ruth Clune

Principal

Date: 27 August 2020

The Governors will review the policy **annually** or as appropriate.