



RMS FOR GIRLS

CHILDREN ABSENT FROM EDUCATION POLICY

This Policy includes all pupils whether under or over the age of 18 years

School update	
Responsible for review of policy	Deputy Head Pastoral
Last school update	April 2026
Governor Sub-Committee approval	
Sub Committee to review and approve	Pastoral
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1. Introduction

- I. 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.
- II. Children absent from 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 absent from 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 (see Appendix A, Children at Risk).
- III. 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.

2. School Action

- I. RMS enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, we undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.
- II. If a child is on a Child Protection Plan, the Local Authority will be informed within 2 days if the child is missing.
- III. RMS must monitor pupils' attendance through their daily register. The Designated Safeguarding Lead (DSL) will inform local authorities of the details of pupils who **fail to attend regularly, or have missed ten school days or more without permission**. If a pupil is marked I (illness) for 15 days or more during an academic year whether cumulatively or consecutively we notify the local authority. We monitor attendance closely and address poor or irregular attendance. The DSL has regular meetings with the Attendance Officer. The DSL discusses attendance with each Head of Year and spot checks registers.
- IV. When a pupil leaves RMS, check that a pupil has arrived at their new school. We also informed the Local Authority.

3. Admissions Register

RMS notifies the local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations (Appendix B). This duty does not apply when a pupil's name is removed from the admission register at standard transition points, when the pupil has completed the final year of education normally provided by that school, unless the local authority requests that such returns are to be made.

In addition, the school's right to remove a pupil will be subject to the terms and conditions of the school/parent contract.

- 3.1 When removing a pupil's name, the notification to the school's local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.
- 3.2 RMS must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register, to ensure the child is properly safeguarded. See 2.ii above.

- 3.3 RMS also notify the school's 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.
- 3.4 Where relevant, the school will also copy in the local authority where the child is normally resident to the notifications listed above.
- 3.5 ISAMS will reflect a pupil's previous and subsequent school.

Children at particular risk of being absent from education

There are many circumstances where a child may become missing from education so it is vital that local authorities make judgements on a case by case basis. Although not exhaustive, the list below presents some of the circumstances that local authorities should consider when establishing their CME policies and procedures:

- a. **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. 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). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children’s social care. The Department’s statutory guidance *Keeping children safe in education* provides further advice for schools and colleges on safeguarding children.
- b. **Children of Gypsy, Roma and Traveller (GRT) families** – Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. It is therefore important that schools inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child’s education. Although many are settled, some GRT families move regularly and their children can be at increased risk of being absent from education. Local authority Traveller Education Support Services (TESS), where these exist, or the named CME officer within the local authority, can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils’ education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available.
- c. **Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children’s Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.
- d. **Missing children and runaways** – Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as absent from education. Further sources of information about missing children are listed at the back of this document.
- e. **Children and young people supervised by the Youth Justice System** – Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Hertfordshire Youth Justice Service (HYJS) are responsible for supervising those young people (aged 8 to 18). YOTs should work with the local authority CME officer to ensure that children are receiving, or return to, appropriate full-time education. Where a young person was registered at a school prior to custody, the school may be able to keep the place open for their return.
- f. **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the local authority should investigate the case and satisfy itself that the child is receiving suitable education.
- g. **Children of new migrant families** – children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child absent from education.

Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(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 authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to their age, ability and aptitude otherwise than at school.
2	8(1)(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 they have been registered as a pupil at another school.
3	8(1)(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 they have ceased to attend the school and the proprietor of any other school at which they are registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that they have 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.
5	8(1)(e) - except in the case of a boarder, that they have ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which they are registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), 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) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that they are 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 they nor their parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that they have been continuously absent from the school for a period of not less than twenty school days and (i) at no time was their 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) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that they are 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.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(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 they have ceased to be a pupil of the school.
13	8(1)(m) - that has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that they have not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.