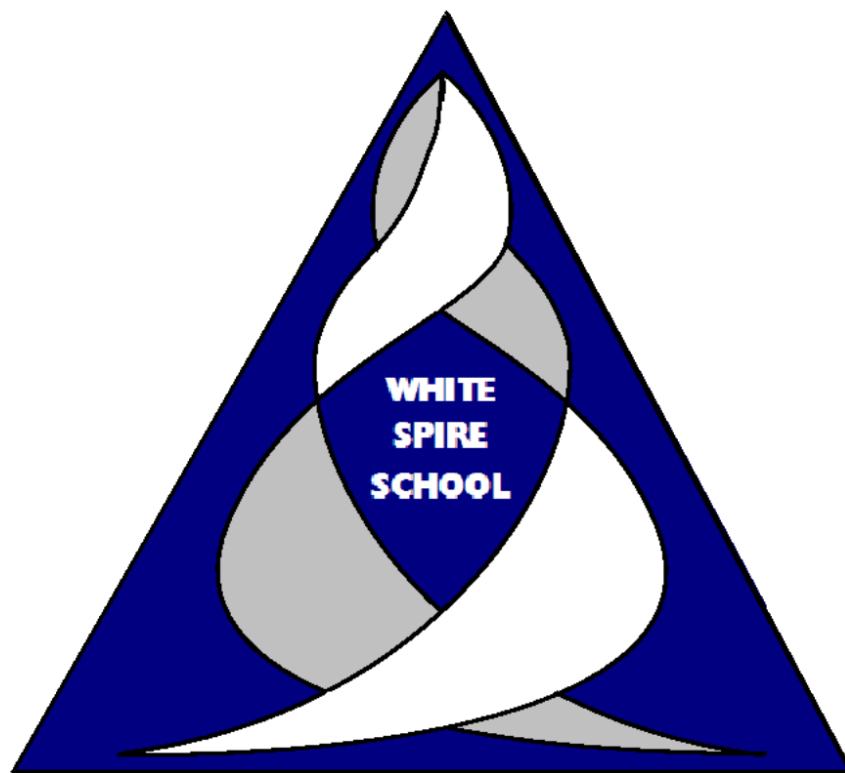




# Children Missing in Education Policy

## White Spire School



Written by: M Bartle

Last reviewed on: September 2025

Next review due  
by: September 2026

**KEY CONTACTS in school/setting**

<b>Name</b>	<b>Role</b>	<b>Contact details</b>
Headteacher	Michelle Bartle	01908 373266
Chair of governing body	Shanie Jamieson	01908 373266
Designated safeguarding lead (DSL)	Anton De Beer	01908 373266
Out of hours contact for DSL	Safeguarding Team	safeguarding@whitespire.milton-keynes.sch.uk
Deputy DSL	Michelle Bartle	01908 373266
Other members of the safeguarding team (DSLs')	Sophie Lunnon Sally Elton Karen Richards Laura Halsey Katie Marlborough	01908 373266
Prevent lead	Anton De Beer	01908 373266
Child sexual exploitation lead	Anton De Beer	01908 373266
Child Looked After/ Previously Looked After	Anton De Beer	01908 373266
Mental health lead	Anton De Beer	01908 373266
Designated governor for safeguarding	Tanya Stevens	01908 373266
Designated governor for mental health and well being	Tanya Stevens	01908 373266
Safer recruitment governor	Shanie Jamieson	01908 373266
Attendance Lead	Anton De Beer	01908 373266

This policy should be read in conjunction with:

- Children Missing in Education (2024)
- Children Missing in Education (Guidance and local arrangements, Milton Keynes)
- Schools Attendance Policy
- Child Protection Policy
- Child Sexual/Criminal Exploitation policy
- Keeping Children Safe in Education 2025
- Children with Health Needs who cannot attend school policy

## **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 in Education, 2024).

Children who are missing in education are those who are of compulsory school age who are not registered with a school or receiving suitable education outside of the school environment. Children who go missing in education are at risk of

- Underachieving
- Being victims of harm
- Exploitation or radicalisation
- Sexual abuse
- Becoming NEET (not in education, employment or training) in later life.

There are many circumstances in which a child may become missing/absent from education. Such reasons may include

- Pupils who are at risk of harm/neglect
- Children of Gypsy, Roma and Traveller families
- Children of Service Personnel
- Missing children and runaways
- Children who cease to attend school
- Children of new migrant families

Where there is a concern for the child's welfare, the schools Child Protection Policy will be followed.

## **Responsibilities**

### **New Starters**

White Spire School will ensure that pupils are entered on the admission register at the beginning of the first day in which we have agreed, or been notified that a pupil will attend our school. If a child fails to attend on the agreed/notified date, we will try to establish contact with the parent/carer to establish the child's whereabouts. We will also check with agencies known to be involved with the family and/or check the original LA/ school that the child has moved from. We will make contact where possible. If we are unsuccessful in our enquiries, we will take measures to notify the local authority at the earliest opportunity.

When a pupil is added to the register at a non-standard transition point (i.e. at the start of the first year of education normally provided by that school), we as a school will:

- Notify the LA within five days
- Provide the LA with all the information held within the admission register about the pupil

The LA may also request this information for pupils added to the admission register at a standard transition point.

### **Recording Data**

At White Spire School, we ensure that the school's admission register (SIMS) is accurate and kept up to date.

As a school we:

- Encourage parents to inform us of any changes that occur by sending out letters and communicating with parents on a regular basis.
- Where possible hold more than one emergency contact number for each pupil.

When changes do occur, we as a school will record on the admission register (SIMS):

- The full name of the parent with whom the pupil lives.
- The new address; and
- The date from when it is expected the pupil will live at this address.

Children Missing in Education (2024)

<https://www.gov.uk/government/publications/children-missing-education>

## When Pupils Leave for another School

When White Spire School is notified by parent's/carers/ CPT (Corporate Parenting Team) that a pupil has been registered at another school or will be attending another school in future, we as a school 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 start attending that school

When a pupil leaves, we will send a common transfer file (CTF) to the pupil's new school.

When a pupil leaves the school, but their destination school is unknown, or the pupil is moving abroad or to an independent school, we will upload the CTF to the 'lost pupil database' in the DfE's school2school system.

<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

## Removing Pupils from the Admission Register

Pupils can legally ((Pupil Registration) (England) Regulations 2006) be deleted from White Spire's School register when there is consent from Milton Keynes or the direction of the secretary of state.

When a pupil is removed from the register at a non-standard transition point (i.e. not including pupils who have completed the school's final year) for **any of the reasons set out in the 2006 regulations**, White Spire School will notify the LA as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

The school will also provide the LA with the following information:

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives
- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- The name of the pupil's destination school and the pupil's expected start date there, if applicable

- The ground in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register

### **Monitoring Attendance**

White Spire School will monitor pupils' attendance through their daily register. We:

- Monitor attendance closely and address poor or irregular attendance through daily phone calls home, weekly pastoral meetings and the school's attendance officer;
- Refer poor attendance to the LA
- Investigate any unexplained absences as part of their wider safeguarding duties
- When a child fails to attend regularly, or have missed ten school days or more without permission, the school is to inform the LA.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.
- White Spire have a safeguarding duty to investigate any unexplained absences and report to MASH if there is any safeguarding concerns. A Child Missing in Education form may also be completed.

## Appendix 1

Milton Keynes Council - Child Missing Education Referral Form		
Contact the Multi-Agency Safeguarding Hub if you have child protection concerns		
CHILD	Name of School	
	Pupils name	
	Date of birth	
	Sex	
	Ethnicity	
	Language(s) spoken	
	SEN needs (please specify)	
	Date last attended school	
	Reason for non-attendance (if known)	
FAMILY	Parent(s)/carer(s) name	
	Last known home address	
	Probable destination (if known)	
	Email address	
	Contact numbers	
	Sibling details	

Any professional involvement to support family		
<b>Provide details of the actions taken by the school to check the pupil's whereabouts</b>		
Contact with parent(s)/carer(s)		
Check with pupil's friends and relatives		
Check with local schools attended by siblings		
Check with other local authorities or schools		
Home visit(s) or welfare checks		
Check with neighbours		
Completed the CSE toolkit and made any necessary referrals: <a href="http://www.mkscb.org/professionals-volunteers/child-sexual-exploitation-information-for-professionals/">http://www.mkscb.org/professionals-volunteers/child-sexual-exploitation-information-for-professionals/</a>		
<b>Please provide any further information on probable whereabouts of the pupil and return the form to:</b> <a href="mailto:cme@milton-keynes.gov.uk">cme@milton-keynes.gov.uk</a>		
<i>This box will expand – please provide as much information as possible.</i>		
<b>Attach any written notification from parent if the pupil has been withdrawn</b>		
Name of person completing form		
Date		



For further advice - Children Missing Education, People Directorate  
[cme@milton-keynes.gov.uk](mailto:cme@milton-keynes.gov.uk)  
Telephone: 01908 253338