

Extranet Message

For the attention of all Head Teachers and school safeguarding leads

Children Missing from Education

The Department for Education (DfE) updated 'Children Missing from Education' statutory guidance in September 2016 regarding pupils who go missing or who are lost from education. A further copy of the guidance document is attached to this extranet message.

As outlined in the DfE guidance document, schools are required to:

- Notify the Local Authority **prior to** the deletion of a pupil from their roll (at a non-standard transition point). The information that should be contained within the notification is summarised in the DfE guidance document.
- Make **reasonable enquiries** to establish the whereabouts of the child. Where the school has exhausted their reasonable enquiries, the notification to the Local Authority will outline the enquiries already made by the school. This will allow the Local Authority to make additional reasonable enquiries, for example with the NHS and other partners.
- Notify the Local Authority **within 5 days** of adding a pupil's name to the admissions register (at a non-standard transition point) and the information that should be contained within this notification.
- Notify the Local Authority of any children / young people who were due to commence the school at a standard transition point (for example due to start in reception or year 7) if they **did not arrive as expected**.

In order to ensure continued compliance with the statutory guidance, it is imperative that the information provided to the Local Authority in a notification contains full information, for example with the child / young person's destination school and start date.

Children Services and Education colleagues agreed a process for schools and the Local Authority to discharge their responsibilities as outlined above, and to appropriately track Children Missing from Education.

A flowchart is attached to this extranet message outlining the process to be followed in the event that a child goes missing or is otherwise lost from education as well as a local guidance document and child missing from education notification form. The documents can also be found in the 'vulnerable groups' tab of the 'attendance toolkit' (located in the 'quick links' section of the extranet home page).

Should you have any queries, require any clarification, or wish to make any other comment please make contact with either:

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