



Redbridge Alternative Provision

Children Missing Education Policy

Written by

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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 Redbridge Alternative Provision will do to help the LA with its duty.

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).

Children at particular risks of missing education

There is general agreement that some children who have experienced certain life events are more at risk of going missing from education. These include:

- young people who have committed offences;
- children living in women's refuges;
- children of homeless families perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast;
- young runaways;
- children with long term medical or emotional problems;
- unaccompanied asylum seekers and refugees or children of asylum seeking families;
- looked after children;
- children with a Gypsy/Traveller background;
- young carers;
- children from transient families;
- teenage mothers;
- children who are permanently excluded from school.

Admissions register

Redbridge Alternative Provision will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify us of any changes as they occur.

Students will be recorded on the admissions register at the beginning of the first day on which it has been agreed by RAP that the student will attend.

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

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

Where a parent/carer notifies us that the student is registered at another school, or will be attending a different school in future, RAP will record the following information on the admissions register:

- The name of the new school
- The date when the student first attended, or is due to attend, that school

Removing a pupil from the admissions register

Redbridge Alternative Provision will inform the LA of any student who will be deleted from the admission register where they:

- Have been taken out of RAP by their parents/carers and are being educated outside the school system, e.g. home-schooled
- Have ceased to attend school and no longer live within a reasonable distance of RAP
- Have been 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.
- Are in custody for a period of more than four months due to a final court order.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
 - There is reason to believe the pupil is not unable to attend school.
 - The LA and RAP are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of not less than 20 academy days, and:
 - The absence was not authorised.
 - There is reason to believe the student is not unable to attend school.

We will notify the LA that a pupil is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the student's name is actually removed.

If a pupil's name is to be removed from the admissions register, Redbridge Alternative Provision will provide the LA with the following information:

- The full name of the student.
- The full name and address of any parent/carer with whom the student lives.
- At least one telephone number of the parent/carer with whom the student lives.
- The full name and address of the parent/carer who the student is going to live with and the date the student is expected to start living there, if applicable.
- The name of the student's new school and their expected start date, if applicable.
- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration)(England) Regulations 2006 (as amended), as outlined in this policy.