

04.25.02 Children Absent from Education/ Missing in Education Policy/ On- and Off- Rolling

Updated by	Elizabeth George, Designated Safeguarding Lead
Date for Review	September 2025
ISI Policy Code	
Scope of policy	EYFS, Pre Prep and Prep School

See *Attendance Policy*

1. Background

- 1.1 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 that they may have.
- 1.2 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. Child absent from education are those who miss education for prolonged periods and/or on repeat occasions. Children absent from education present safeguarding risks and may become Children missing from education in the future. A robust school approach to the management of absences is essential.
- 1.3 Both Children missing education and those absent from education are at significant risk of underachieving, being victims of harm, neglect, child sexual or criminal exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
- 1.4 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. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.
- 1.5 A child who is missing from an education setting is a potential indicator of abuse and neglect.

2. Definition of Children Missing Education

- 2.1 Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g., school, alternative provision, elective homes education, and has been out of education provision for a substantial period of time (usually agreed as two months).
- 2.2 A child is classed as a CME if they are:
 - of compulsory school age and;
 - not on a school roll, and;
 - not receiving a suitable education otherwise than being at school, for example, at home, privately or in alternative provision.

3.0 Parents' Responsibilities re Elective Home education

- 3.1 Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and

may withdraw them from School at any time to do so, unless they are subject to a School Attendance Order.

- 3.2 Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, key professionals (school local authority/health authority if relevant) should work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker.

4.0 **Children Absent from Educations (CAE) and Children Missing from Education (CME)**

In alignment with the latest guidance from *Keeping Children Safe in Education 2024*, the terminology and criteria for identifying children at risk due to absences have been updated as follows:

- 4.1 The school will follow its Attendance Policy to identify children who are absent from education. This includes recognising signs that may indicate a child is at risk of harm due to **unexplainable and/or persistent absences from education**.

This update replaces the term "deliberately missing education" with "unexplainable and/or persistent absences," emphasizing the need to address both unexplained and ongoing absences as potential indicators of risk.

Schools are encouraged to maintain vigilance and work collaboratively with parents and local authorities to address these absences promptly, thereby ensuring student safety and well-being.

- 4.1 The School will follow the procedures outlined in the Attendance Policy to identify children absent and missing from education.
- 4.2 Where a pupil has not returned to School after an authorised absence or is absent from School without authorisation, the School Office will:
- Try to contact the parents via phone or e-mail.
 - Use all ISAMS contacts that have been provided.
- 4.3 If the whereabouts of a pupil is unknown, after the above avenues have been exhausted, their absence will be reported to the DSL or DDSL and the Headmaster.
- 4.4 The DSL will contact the Kent team [link](#)

5.0 **Absence monitoring**

- 5.1 Apart from referring CAE and CME case for LA interventions, all schools are required to periodically report to Kent LA any children who do not attend regularly or have 10 days or more continued unauthorised absences.

6.0 **On- and Off- Rolling**

- 6.1 The School's right under the regulations to remove a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in the absence of illness or other unavoidable cause) will not be actioned until the School and local authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

- 6.2 Off-Rolling procedures are as follows:

- When a pupil leaves St Ronan's at a non-standard time, namely all years bar Nursery and the end of Year 8, the School will off-roll pupils through Kelsi.

- A copy of the off-rolling notification will be kept on ISAMS.
- Where applicable an Elective Home Education Form or a Child Missing Education Form will be completed.
- The School will ensure that any safeguarding notes are transferred to the new School promptly, and no later than 5 days of the child joining the new school. Notes will be transferred securely, and receipt will be sought. The DSL will personally contact the DSL of the accepting school where it is proper and relevant to do so with regard to the content of the safeguarding file. The SENCO will do likewise. Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. In addition to the child protection file, the DSL will also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive.
- The DSL will contact the accepting school to ensure that the pupil has arrived and is receiving education there. If the accepting school confirms that the pupil is not on their attendance register the DSL will inform the local authority and complete a CME form as appropriate.

6.3 On-Rolling procedures

- The School will on-roll all new pupils no later than 5 days subsequent to the beginning of each term.
- The School will contact the previous school of all new pupils from Reception upwards to ask whether safeguarding notes exist and set up means for these to be transferred. The DSL will keep a record of these responses.
- Any safeguarding notes received will be added to the Safeguarding Register under the pupil's name and the DSL will contact the previous school personally and as considered appropriate. Any specific Educational, Health, Pastoral, or other needs will be referred to the relevant staff member.