



Missing Student and Children Missing Education Policy

This policy was approved and ratified by

Cox Green School

On 8/11/22

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	Dec 14	Dec 14	July 2015
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1.2	Cox Green School	1/12/17	1/12/17	Dec 2020
1.3	Cox Green School	13/3/18	13/3/18	March 2021
1.4	Cox Green School	8/11/22	8/11/22	Nov 2025



1. Introduction

The safety and security of the student in our care at Cox Green School are paramount. Every care is taken to ensure that the students are accounted for at all times when they are in our care. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the student in their care at all times.

2. Registers

Students come into school and make their way to their tutor room.

Registers are taken on the schools electronic registration system on SIMS. If SIMS is not available paper registers are distributed.

Each student who arrives at school is registered first thing at morning registration at 8.30am.

Registers are taken again in the first 10 minutes of the lesson by 9:10, 10:10, 11:40, 12:40 and 14:10.

Students in Years 12, 13 and 14 are not expected to attend tutor time every day, but registers are taken and monitored in each of their lessons.

3. Students Who Are Absent Without Parental Notification

The Attendance Officer monitors the completion of the 1st morning register. Attendance marks are updated and then an 'unexplained absence report' is run. A text message is then sent to the priority 1 contact. If no response is received, then a phone call is made to priority contact 1. If no reply is obtained contact 2, 3 and 4 are telephoned until contact has been made. The school will request 4 emergency contact numbers for each student. The unexplained absence report goes into the fire evacuation folder. Any remaining unexplained absences will then receive a home visit from the SAFE team or 6th form Academic Mentor. Based on the outcome the absence is explained, the student comes into school or children's services/the Police are made aware.

4. Students Missing During Offsite Activities

Trip Leaders use risk assessments to maximise the safety and security of the student in accordance with the school's Offsite Activities and Trips policy.

Risk assessments are carried out for all offsite activities and trips.

A list of all the students' names on the trip is carried by the trip leader.

Students may be split into small groups according to the activities, age of students and staff ratios.

According to numbers and the activity, students may be split into smaller groups with a responsible staff member.

The number of students is checked regularly by frequent roll calls.



In the event that after a roll call or at another time it is noticed that a student has gone missing, the procedures in paragraph 5 'Procedure to be Followed in the Event of a Missing Student' will be followed.

4. Procedure to be Followed in the Event of a Missing Student

- a. Establish as much information as possible including:
 - When was student last seen?
 - Where was student last seen?
 - Who saw the student last?
 - Where might the student have gone?
 - Has the student signed out?
 - What were they wearing?
 - Is there a school activity the student may be on?
 - Has the student been ill or injured and is with a First Aider?
 - What emotional state was the student in when last seen?
 - Has anything upset the student recently?
 - Did the student speak to anyone about leaving school site?
 - Who are the student's friends at school?
 - Does the student have a particular friend?
 - Does the student have a mobile phone and what is the number?
 - Is there any reason to believe the student might have been abducted? (e.g. custody dispute)
 - Has the access control system that controls all gates and doors been checked?
 - Has the school CCTV system covering gates and exits been checked?
- b. Based on this information, the SAFE Manager/6th form Academic Mentor will investigate the location of the last known whereabouts. The other SAFE Managers will search the immediate vicinity or school grounds (going to places at which the student was last seen, tracing the routes that they may have taken).
- c. Other students should be kept calm and continue with activities as appropriate.
- d. If student found, provide counselling if necessary and establish what happened.
- e. Inform other agencies as appropriate.
- f. If not readily found, contact the Designated Safeguarding Officer.
- g. Contact Police, giving full details, i.e. last known whereabouts, time, description, age, name, any distinguishing features. Provide photograph if available. Make a note of the police incident reference number so that updates can be provided. The Police treat all missing person reports seriously. Each risk is assessed and the following are factors to be considered:
 - Student in an emotional or depressed state of mind;
 - Unusual behaviour prior to disappearance;
 - Student needs essential medicine or medical treatment;
 - Suspicion of abduction;
 - Suspicion of self-harm/suicide;
 - Involvement in a violent confrontation prior to disappearance;
 - Previously disappeared and suffered or was exposed to harm whilst missing.
- h. Notify parents on the advice of the Police.
- i. Follow Police guidelines and offer complete co-operation.
- j. Obtain witness statements from all staff and students involved.
- k. When the situation has been resolved, the Headteacher and SLT will review the reasons for this event happening and revise measures if necessary.



5. Record Keeping

The School will keep a full record of any incident of a missing student including but not limited to:

- a. Name, date of birth, address and other basic personal information;
- b. Relevant dates and times (e.g. when it was first noticed that the student was missing);
- c. The action taken to find the student;
- d. Whether the Police or Social Services were involved;
- e. Outcome or resolution of the incident;
- f. Any reasons given by the pupil for being missing;
- g. Any concerns or complaints about the handling of the incident
- h. A record of the staff involved.

The full record of the incident will be kept on the students file.

6. Children Missing Education (CME)

Staff need to be clear on the difference between Cox Green students who are missing and Children who are Missing Education. Reference should be made to the Keeping Children Safe in Education guidance 2022.

7. Statement of Intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing from education (CME) risk underachieving and not being in education, employment or training (NEET) in later life, and it can act as a vital warning sign of a range of safeguarding concerns, including abuse and neglect.

The LA has a legal duty to identify when there are CME and help them back into education. This policy highlights what our school will do to help the LA with its duty.

For the purpose of this policy, a **“child missing from education”** is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and not receiving a suitable education elsewhere. This definition also encompasses children who are receiving an education, but not one that is suitable, including children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, SEND.

8. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996;
- Education Act 2002;
- Education and Inspections Act 2006;
- Children Act 1989;
- Children Act 2004;
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016);



- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2018);
- The School Information (England) Regulations 2008 (as amended in 2018);
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 (as amended in 2014);
- DfE (2022) 'Working together to improve school attendance';
- DfE (2022) 'Keeping children safe in education 2022';
- DfE (2018) 'Working Together to Safeguard Children';
- DfE (2016) 'Children missing education';
- DfE (2021) 'School Admissions Code'.

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy;
- Attendance and Absence Policy;
- Admissions Policy.

9. Who are Children Missing Education?

Children of compulsory school age who are:

- a. Not on a school roll (not including children who are going through the school admissions process);
- b. Not being educated in an alternative provision;
- c. Not being educated at home.

There are many reasons why children sometimes are missing or appear to be missing education. Some never start school when they reach the statutory age, others move without anyone advising the present school of a destination, and some fail to register with a new school when they move into a new local authority.

If a child is missing from education, particularly repeatedly, this can act as a vital warning sign of a range of safeguarding concerns, such as the following:

- Abuse and neglect, including child sexual exploitation (CSE) and child criminal exploitation (CCE), potentially involving county lines;
- So-called 'honour-based' abuse, including risk of FGM or risk of forced marriage;
- Mental health issues;
- Risk of substance abuse;
- Risk of travelling to conflict zones.

Parents and Local Authorities have a responsibility to ensure that those of compulsory school age have continuity of their education.

Cox Green School will establish and record destinations for all pupils whose names are removed from school admissions registers.



A child or young person who may be missing education might not have only their educational development at risk but also their safety and wellbeing.

Staff will be aware that early intervention is essential to identify the existence of any underlying safeguarding relating to CME and to help prevent the risks of a pupil going missing in the future. All staff will be made aware of unauthorised absence procedures and this policy to ensure they know how to respond to possible cases of CME.

10. Children at Particular Risk of Missing Education

As there could be many reasons for a child to be missing from education, the LA will make judgements on a case-by-case basis. The following list indicates groups of pupils who are most at risk of missing education:

- **Pupils at risk of harm or neglect** – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children’s social care services (CSCS), and the police if appropriate. The LA officers responsible for CME will check whether a referral has been made, and will contact CSCS if this is not the case. Should there be a reason to suspect a crime has been committed or the child’s safety is at risk, the LA will contact the police;
- **Pupils from Gypsy, Roma and Traveller (GRT) families** – when a pupil from a GRT family leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the [LA Traveller Education Support Services or named CME officer](#) for advice on the best strategies to ensure minimal disruption to the pupil’s education;
- **Children of service personnel** – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these pupils;
- **Missing children and runaways** – should the school suspect a child has gone missing or run away, an appropriate staff member will consult the DfE for advice on missing children;
- **Children and young people supervised by the Youth Justice System** – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return;
- **Children who cease to attend school** – where the reason for a pupil who has stopped attending a school is not known, the LA will investigate the situation;
- **Children of migrant families** – the school will remain vigilant to the increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

12. Reasons for Children Missing Education

The most common reasons are:

- They don’t start school when they reach school age;
- They don’t transfer to secondary school when they should;



- The family moves house regularly or becomes homeless;
- The family have experienced domestic violence and especially if this means time spent in refuges;
- Family breakdown or domestic difficulties;
- Parents “withdraw” children from school due to a dispute or disagreement;
- No school places are available when family moves to a new area;
- Parents decide to home educate unofficially i.e. without the local authority knowing;
- Exclusion.

13. Roles and Responsibilities

The appropriate school staff are responsible for:

- Entering pupils on the admissions register;
- In the event that a pupil fails to attend the school on the agreed or notified date, undertaking reasonable enquiries to establish the reason for this absence, and considering notifying the LA at the earliest opportunity;
- Keeping an accurate and up-to-date admissions register by encouraging parents to inform them of any changes;
- Monitoring pupils’ attendance through a daily register;
- Agreeing with the LA what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 days of education or more without permission;
- Removing pupils from the admission register where they have not returned to school for 10 days after an authorised absence, or are absent from the school without authorisation for 20 consecutive school days, and the school and LA have failed to establish the pupil’s whereabouts after making reasonable enquiries;
- Notifying the LA if any pupil is to be deleted from the admission register in the circumstance outlined in [Regulation 8](#) of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016);
- Arranging full-time education for excluded pupils from the sixth school day of a fixed-period exclusion;
- Providing information to the LA regarding standard transitions, if requested to do so by the LA;
- Staff will be provided training to support with their role.

The Board of Trustees is responsible for:

- Where reasonably possible, holding more than one emergency contact number for each pupil.

All staff are responsible for:

- Being alert to the potential need to implement early help for a pupil who is frequently missing or goes missing from care or home;
- Being aware of the school’s procedures for managing unauthorised absence and children missing from education;



- Where staff have concerns about pupils relating to CME, using their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL or deputy DSL.

The LA is responsible for:

- Establishing the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise, in line with the LA's duty under the Education Act 1996;
- Providing full-time education for permanently excluded pupils from the sixth school day of a suspension;
- Serving notices on parents to assure the LA that their child is receiving a suitable education, when concerns regarding this are brought to the LA's attention;
- Issuing School Attendance Orders to parents who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school;
- Prosecuting parents that do not comply with a School Attendance Order;
- Prosecuting or fining parents of school-registered children who fail to ensure their children attend school regularly;
- Ensuring that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere;
- Ensuring that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education;
- Applying to court for an Education Supervision Order for a CME;
- Ensuring that children who return to full-time education are appropriately supported, taking in to account the reasons why they missed education in the first place;
- Arranging suitable provision for pupils with SEN statements or EHC plans where their parent chooses for them to be home educated, and reviewing this annually;
- Liaising and sharing information with other agencies to support children who miss education;
- Sharing the fact that a pupil has a social worker with the school;
- Referring to the LA CSCS where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

Parents are responsible for:

- Ensuring that their children, if of compulsory school age, are receiving suitable full-time education;
- Notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register;
- Where requested, meeting with the school, LA, and other key professionals to consider whether home education would be in the best interests of their child, particularly where they have SEND, are vulnerable, or have a social worker – ideally, this would be done before a final decision has been made;
- Notifying the school regarding any absences or changes to the pupil's education arrangements.



14. Working with Others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families. The school will ensure that staff are familiar with these procedures and when they need to be followed.

To assist the LA in tracing CME, it has contacts with the [Department for Work and Pensions](#), the [UK Border Agency](#) and [HMRC](#).

The school uses a secure internet system to allow schools to transfer pupil information when a child moves to another education setting.

If a pupil with a social worker is absent from school for an unexplained reason, or they are missing from education, the school will inform the pupil's social worker.

15. Safeguarding

The school recognises that children missing from education can act as a vital warning sign to a range of safeguarding issues. Where there are concerns that a pupil missing from education is linked to a safeguarding issue, action will be taken in line with the Child Protection and Safeguarding Policy.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

For the purpose of this policy, “**reasonable enquiries**” are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

The DSL will record that they have completed these procedures and, if necessary, make a referral to CSCS or the police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent, relatives and neighbours using known contact details;
- Check local databases;
- Check data transfer systems;
- Follow local information sharing arrangements, and make enquiries via other local databases and agencies where possible;
- Check with UK Visas and Immigration and/or the Border Force;
- Check with agencies known to be involved with the family;
- Check with the LA and school from which the pupil moved originally;
- Check with the LA where the pupil lives, if this is different to where the school is located;



- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of service personnel;
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and make enquiries with neighbours or relatives, if appropriate.

Please note: This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken in to account.

16. Admissions Register

The school will ensure that the admissions register is kept up-to-date at all times, and will encourage parents, via communications such as emails and newsletters, to notify the school of any changes as they occur.

Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school. Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent notifies the school that their child will live at another address, the school will record the following information on the admissions register:

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

Where a parent notifies the school that the pupil is registered at another school, or will be attending a different school in future, the 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 attend, the new school.

Parents are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent notifies the school that their child will be educated at home, the pupil will be deleted from the school's admission register and the school will inform the LA.

17. Removing a Pupil from the Admissions Register

The school will inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parent 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 the school;



- 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, and neither they, nor their parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period;
- Have been permanently excluded;
- Have died;
- Have been registered at another school where it is not indicated this should be the case;
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion;
- 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 school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of at least 20 school days, and:
 - The absence was not authorised;
 - There is reason to believe the pupil is not unable to attend school;
 - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Will cease to be of compulsory school age before the school next resumes (e.g. following the Summer break), and the relevant person has indicated the pupil will not attend the school, or the pupil does not meet the academic entry requirements for sixth form.

The school 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 pupil's name is actually removed.

If a pupil's name is to be removed from the admissions register, the school will 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 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 [section 9](#) of this policy.

Where the name of a pupil with a social worker is to be removed from the admissions register, the school will inform the pupil's social worker.



Before removing a child from the school admissions register checks will be carried out to ensure the school has evidence that suitable checks have been carried out and that all relevant parties have been informed of the decision to remove the child from the schools admission register. The checklists confirming these checks have been carried out are in the appendix and will be uploaded to the student file and CPOMs on completion.

18. Communication of Policy

The Policy is published on the school website and the school intranet.

19. Review of Policy

This policy shall be reviewed every three years by the Leadership Team of Cox Green School.



Appendix: Procedure for removing student from 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 his 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 he has 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 he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has 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 he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is 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 he is 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 he nor his 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 he has been continuously absent from the school for a period of not less than twenty school days and —

	(i) at no time was his 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 he is 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 he has ceased to be a pupil of the school.
13	8(1)(m) - that he 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 he has 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.

Please highlight relevant grounds for removing student



Check list for Child Missing in Education (CME)

Student Name:

Criteria (Please highlight)	Tasks	Completed?	Sign and Date
Has the student failed to attend school on the agreed start date and/or missed 10 or more days of school without permission?	Daily – Reception team Contact parent/carer by text for each day of absence. Telephone call if no response to text messages. Record on communication log on SIMS		
Has the student failed to attend school for 10 consecutive days after an authorised absence or been absent for 20 consecutive days?	Day 5 – Assistant Headteacher - Attendance Complete CPOMs log to record concerns		
	Day 5 – SAFE Team Complete safeguarding checks and home visit.		
	Day 10 – Attendance Officer If unable to establish contact notify local authority by the 10 th day of absence		
DO NOT TAKE OFF ROLL OR ACTION FURTHER STEPS UNTIL LA ADVISE TO TAKE OFF ROLL	Attendance Officer Inform parents in writing that the student will be removed from the admissions register unless we hear from them within 20 days of the letter date. Send letter recorded delivery / hand deliver.		
	Assistant Headteacher - Attendance Check if Local Authority have been able to establish contact. If unable to establish contact inform local authority of decision to remove student from admissions register.		
	Admissions Officer Inform parent / carer in writing of decision to remove student from admissions register		
	Admissions Officer Take student off the admissions register		

I am satisfied that the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. I am satisfied that all the above checks have been carried out and authorise for the student to be removed from the school admissions register.

Signed:

Date:

Assistant Headteacher - Attendance



Checklist for Elective Home Education (EHE)

Student Name:

Criteria (Please highlight)	Tasks	Completed?	Sign and Date
Parent requests EHE?	GCO/SPR to verify request for off roll Confirm request that they wish to take their child off the admissions register with either a phone call or signed letter.		
	Assistant Headteacher – Attendance Complete CPOMs log to record parental request to EHE and complete safeguarding checks and/or home visit.		
	SPR to update contact information so parents no longer receive messages and communications from school.		
	Admissions Officer Inform Local Authority of parents decision to EHE.		
Good practice guidance to wait 20 days before taking off roll.	Admissions Officer Take student off the admissions register.		
	Admissions Officer Backdate off roll to original request date after 20 days.		
	Admissions Officer Inform parent / carer in writing that student has been taken off admissions register		

I am satisfied that all the above checks have been carried out and authorise for the student to be removed from the school admissions register.

Signed:

Date:

Assistant Headteacher - Attendance



Checklist for Removing Student from Admissions register due to relocation or change of school

Student Name:

Criteria (Please highlight)	Tasks	Completed?	Sign and Date
Parent advises the student will be leaving the school	GCO/SPR to verify request for off roll Confirm request that they wish to take their child off the admissions register with either a phone call or signed letter. Check we have next destination.		
	Assistant Headteacher – Attendance Complete CPOMs log to record parental request to remove child from the school and complete safeguarding checks and/or home visit.		
	Assistant Headteacher – Attendance Written evidence received from parents confirming their decision to remove their child.		
	Admissions Officer Inform Local Authority of parents’ decision to remove the child from the school.		
	Admissions Officer Confirm student has started at new school		
	Admissions Officer Take student off the admissions register		
	Admissions Officer Inform parent / carer in writing that student has been taken off admissions register		

I am satisfied that all the above checks have been carried out and authorise for the student to be removed from the school admissions register.

Signed:

Date:

Assistant Headteacher - Attendance