KALEIDOSCOPE
Multi Academy Trust

Children Missing Education Policy

Based on the North Somerset Council Model Policy

Approved by:	Kaleidoscope Trust Board	**Date:**	September 2026
Next Review:	September 2027		

Introduction

Our ambition in North Somerset is that all children fulfil their potential.
All children, regardless of their circumstances, are entitled to an education suitable to their age, ability, aptitude and any special educational needs they may have. Children missing, or at risk of missing, education are vulnerable to academic underachievement and risk being out of education, employment or training (NEET) in later life. They are also at increased risk of abuse and exploitation.

In North Somerset we take a multi-disciplinary approach to try to ensure that pupils leaving a school will be discussed and a forward route agreed in advance of the pupil coming off roll. Schools work with families to gain sufficient information to ensure that the pupil's next school and/or address is established before the pupil leaves to reduce the risk of pupil becoming a child missing education through lack of shared information.

North Somerset council will, supported by schools, work to ensure a child's time spent out of suitable education is kept to an absolute minimum and work collaboratively to prevent repeated instances of children becoming CME, for example by effective and supportive reintegration into school or by supporting into education otherwise than at school if this is more appropriate for the child's needs.

The purpose of this policy is to ensure that:

- The Local Authority complies with its statutory duties for Children Missing Education (CME).
- A local framework is in place to support the Local Authority, schools, key agencies and parents to work together to ensure that children do not become CME.
- Processes are in place to swiftly re-engage children who are missing education.
- Roles and responsibilities are clearly defined in children missing education processes and procedures in North Somerset.
- Our practice brings together the legal framework; government guidance and local procedures regarding children missing education;

Key guidance and legislation

This policy is underpinned by the following key documents:

- Children Missing Education, Department for Education, 2025
- Working Together to Improve School Attendance, Department for Education, 2024
- Keeping Children Safe in Education, Department for Education, 2026
- Working together to Safeguard Children, Department for Education 2023
- Supporting pupils at school with medical conditions
- Suspension and permanent exclusions

- Alternative provision
- Elective home education

And the following legislation:

- The Education Act 1996 – sections 7, 8, 14, 19 and 436A
- School Attendance (Pupil Registration) (England) Regulations 2024
- Education Inspections Act 2006 – sections 4 and 38
- Education Act 2002 – sections 157 and 175
- Children's Act 2004

Key Terms

Children Missing Education (CME) 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.

CME includes children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown

CME are not children who:

- are receiving suitable education otherwise than at a school (for example, pupils who are electively home educated or attending alternative provision) which is suitable to the child's age, ability, aptitude and any special educational needs they may have
- are EHE but the local authority has not had an opportunity to assess whether the education being provided is suitable
- are registered at a school, even if they are persistently or severely absent from that school

A **Parent** is defined in Section 576, Education Act 1996 as:

- All-natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person who has care of a child (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of their relationship).

Where guidance refers to a parent, the school and/or local authority will need to decide which adult is most appropriate to work with.

Roles and Responsibilities

No single individual at a school, local authority or related service can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who encounters them has a role to play in identifying concerns, sharing information and taking prompt action to help in the identification and support of CME.
Safeguarding and promoting the welfare of children is everyone's responsibility. To fulfil this responsibility effectively, all individuals involved in identifying and supporting CME should make sure their approach is child centred.
Children Missing Education, Department for Education, 2025

Parents
Have a duty under Section 7 of the Education Act 1996 to ensure that their children of compulsory school age are receiving a suitable full-time education either by regular attendance at school or a suitable, full-time education otherwise than at school.

The responsibilities of parents are laid out HERE in the statutory guidance regarding Children Missing education:

Schools in North Somerset have dedicated attendance teams and parents are encouraged to reach out to them should they be considering withdrawing their child from school.

There is also a dedicated Education Inclusion Team within the local authority. Parents can contact this team for advice and guidance:

- Education Welfare Service: ewsreferrals@n-somerset.gov.uk
- Elective Home Education Service: EHE@n-somerset.gov.uk
- Post 16 Team: YES@n-somerset.gov.uk
- Gypsy, Roman Traveller Service: Rachel.Ballin@n-somerset.gov.uk

Local Authority: Working Together

Have a duty under section 436A of the Education Act 1996 to try to identify children of compulsory school age not registered at a school or receiving suitable education otherwise. Under section 437 of that Act, local authorities must make informal enquiries with parents whose children are not registered at school (for example, electively home educating parents) to establish what education is being provided if they do not already know. This duty only relates to children of compulsory school age.
North Somerset work to ensure they fulfil their duties, powers and expectations that further support their work to prevent, identify and support CME as outlined HERE

In North Somerset it is the responsibility of the Education Welfare Service (supported by the Elective Home Education and Gypsy, Roma and Traveller Advisory teams) to identify and track children missing education, working closely with the Schools, Families, Children's Services, School Admissions team, and North Somerset Business Intelligence team.

North Somerset Council understand that effective information sharing between parents, schools and local authorities is critical for ensuring that all children of compulsory school age are safe and in receipt of a suitable education. To enable collaborative working between professionals around CME North Somerset council will facilitate the following alongside our children's social care services:

- Inclusion newsletters for schools
- Inclusion networks for schools
- Collaborative panels with local children & family service agencies
- Free training, advice and guidance
- Targeted support meetings for school attendance
- Education case conferences
- Inclusion panels for young people at risk of exclusion
- Voyage Learning Campus Pupil Referral Unit, medical tuition/outreach.
- North Somerset Virtual School
- Youth Inclusion Support Project (YISP)
- Early Help Team
- North Somerset Safeguarding Children Partnership

Our work in schools will be supported by our Education Inclusion Team which includes:

- Education Welfare Service: ewsreferrals@n-somerset.gov.uk
- Elective Home Education Service: EHE@n-somerset.gov.uk
- Post 16 Team: YES@n-somerset.gov.uk
- Gypsy, Roman Traveller Service: Rachel.Ballin@n-somerset.gov.uk
- Primary Inclusion Panel: Liz.gilmour@n-somerset.gov.uk
- Secondary Inclusion panel: Collette.sweeting@n-somerset.gov.uk
- School admissions: admissions@n-somerset.gov.uk

On receipt of a CME referral, North Somerset Council will conduct reasonable enquiries. Once CME investigations are completed NSC will advise the school of the outcome. Schools must not delete a child from the school roll until advised in writing by NSC.

Making CME enquiries may not always lead to establishing the location of the child but will provide a steer on what action should be taken next by NSC, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the UK Border Agency.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in The School Attendance (Pupil Registration) (England) Regulations 2024. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.
All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

Proactive Identification: Schools are responsible for working collaboratively with other agencies around a child to reduce the chance of a child missing education. Schools have key responsibilities in the collection and management of data regarding a child's contact information and attendance. Specific statutory guidance in regards to their role can be found HERE
We expect all schools to make a termly return for all children on a part time timetable.

Removing pupils from the admissions register
It is an expectation of schools in North Somerset that they engage with the support, advice and guidance provided by the Local Authority as outlined above to ensure all agencies around a child and family have up to date information.
Children **cannot** be removed from the admissions register unless they meet one of the 15 grounds listed in the School Attendance (Pupil Registration) (England) Regulations 2024 (see Annex A for further explanation of each ground). This document sets out the fifteen reasons why children may legally be removed from roll. Schools may need to seek legal advice in some cases.

Schools should contact the Education Welfare Service for further advice if after reviewing Annex A:

- school staff are still unsure regarding which ground is applicable,
- the school is considering removing a pupil from roll on Ground H (pupil has failed to return to school following a leave of absence) or Ground I (the pupil has been continually absent for a period not less than 20 school days).

If the school-based actions to reengage a child do not result in locating the pupil, the school **must** make a Children Missing Education referral as a matter of urgency and **must not** remove the pupil from roll until NSC has confirmed to the school in writing that they can remove the pupil from roll. The school does not need to wait until a pupil reaches the 10/20-day unauthorised absence threshold before making a referral, providing they have completed their reasonable enquiries.

A pupil's name can only be removed from the admission register on Ground H or I if the school and the local authority have failed to establish the pupil's whereabouts after **jointly** making reasonable enquiries.
Schools can complete a CME referral using the online form - HERE
Schools can notify North Somerset Council of a child who is being removed from roll on Ground F using the online form - HERE

Transferring information to the new school
Schools are expected to transfer information to the child's subsequent school using their school's system. For many schools this will be via the CTF.
Safeguarding files should also be sent to the
next educational establishment as soon as possible after they are taken off roll.

North Somerset Contact Information:
For further advice and guidance on CME processes and procedures please contact:
Email: EWSReferrals@n-somerset.gov.uk

Annex A: Grounds for deleting a pupil from the school admission register

1. Ground A - The pupil has been registered at another school

Relevant regulation 9(1)(a)
222. Where a pupil has been registered at another school, unless:
• a school attendance order naming the school is in force in relation to the pupil (see further information below),
• the pupil is a mobile child and the school is their main school (see further information below),
• the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school (see further information on dual registration below), or
• the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school (see further information on dual registration below).

Transfer between schools

Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.
For example, if a pupil leaves School A on 28 March and their expected first day of attendance at School B is 29 March, they would be added to the admission register of School B and deleted from that of School A on 29 March.

School A will:
• record the pupil's attendance and absence up to and including 28 March,
• delete the pupil's name from the admission register on 29 March, and
• transfer the appropriate pupil information via the S2S system.

School B will:
• enter the pupil's name on the admission register on 29 March,
• record the pupil's attendance and absence from 29 March,
• follow up any unexpected absence on or after the 29 March, and
• request the transfer of the pupil information.

There are a small number of exceptions, these are:

School attendance order
If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).
If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground A even if they have been registered at another school as well.

Mobile child
Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.
Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

Dual registration
In circumstances where it has been agreed between the school and a person with control of the pupil's attendance that the pupil will be registered at more than one school, the pupil's name will remain on the admission register. This is also the case where it has been decided by the school if it has control of the pupil's attendance at the other school. The main examples of dual registration pupils are pupils who are attending another school on a temporary basis, such as a pupil referral unit, a hospital or a special school.

2. Ground B - The pupil has not continued at the school following completion of nursery education

Relevant regulation 9(1)(b)
Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).

3. Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Relevant regulation 9(1)(c)
Where a pupil is registered at one or more other schools, and:
• the school does not have reasonable grounds to believe that the pupil will attend the school again,
• each school where the pupil is registered has given consent to the deletion,
• there is no school attendance order naming the school in force in relation to the pupil (see further information below), and
• the pupil is not a mobile child, or if they are, the school is not their main school (see further information below).

School attendance order
If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).
If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground C even if the other criteria are satisfied.

Mobile child
Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.
Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

4. Ground D - The pupil has a school attendance order which has been changed to name another school

Relevant regulation 9(1)(d)
Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.

5. Ground E - The pupil had a school attendance order which has been revoked

Relevant regulation 9(1)(e)
Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.

6. Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Relevant regulation 9(1)(f)
Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.

School Attendance Order
If a school attendance order has been revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, the pupil's name must be deleted from the admission register under the reason for deletion at regulation 9(1)(e).

7. Ground G - The pupil no longer normally lives a reasonable distance from the school

Relevant regulation 9(1)(g)
Where a pupil no longer normally lives a reasonable distance from the school, the
school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.
In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at

school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.

Reasonable distance
DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

Temporary or occasional absence
Relevant regulation 9(5)(a)
Whether a pupil normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary.

8. Ground H - The pupil has not returned following a leave of absence

Relevant regulation 9(1)(h)
Where a pupil has been granted a leave of absence and:

- the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for,
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out
- the pupil's location and circumstances, but: o they have not succeeded, or
- they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.

DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school
Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.
This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health

reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could
reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.
Examples of appropriate use include:
• The pupil is still away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
• No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
• The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:
• The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil still normally lives a reasonable distance from the school.

The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

9. Ground I - The pupil has been continually absent from school for 20 school days

Relevant regulation 9(1)(i)
Where a pupil has been continuously absent from the school for a period of 20 school days or more and:
at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out
    - the pupil's location and circumstances, but: they have not succeeded, or
    - they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (jointly or separately) to secure the pupil's attendance.

DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school
Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

Examples of appropriate use include:

- The pupil is away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.

- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.

- The parent has given a date, or several dates for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil normally lives a reasonable distance from the school.

The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

10.Ground J - The pupil is detained under a sentence of detention

Relevant regulation 9(1)(j)
Where a pupil is found guilty of a crime and detained under a sentence of detention (as defined in regulation 3) before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released.
This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their

detention, it is expected that schools will discuss this with the pupil's youth offending team worker.

Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.

11. Ground K - The pupil has died

Relevant regulation 9(1)(k)
Where a pupil has died.

A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child.

12. Ground L - The pupil will be over compulsory school age and will not continue into the sixth form

Relevant regulation 9(1)(l)
Where a pupil will be over compulsory school age by the school next meets, and:
• the school does not have reasonable grounds to believe the pupil will attend the school again, or
• the pupil does not meet the academic entry requirements to be transferred to the school's sixth form.

Compulsory school age
A pupil ceases to be of compulsory school age on the last Friday in June of the
school year in which they reach the age of 16.

13. Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

Relevant regulation 9(1)(m)
Where a pupil is a boarder at the school and:
• the school is maintained by a local authority or is an academy,
• charges for the pupil's board and lodgings are payable by the pupil's parent, and
those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

14. Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school

Relevant regulation 9(1)(n)
Where a pupil has ceased to be a pupil at the school and the school is not

maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).

15. Ground O - The pupil has been permanently excluded from the school

Relevant regulation 9(1)(o)
Where a pupil has been permanently excluded from the school.

A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts)