



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

**The White House Preparatory School  
and  
Woodentops Day Nursery**

**Child Missing in Education**

This policy applies especially to all children who are aged 5 to 11 years of age however the school takes a strong interest in the movement of all children on role, will monitor and report appropriately.

This policy is based on Children Missing in Education September 2016.

**Children Joining the School**

- a. On joining the school children's names will be added to the Admissions Register. If this occurs at a non-standard transition point Lambeth will be informed within 5 days.
- b. If the child fails to attend/arrive at the school, we will take all reasonable efforts to ascertain their whereabouts and respond accordingly. If we are unable to locate the child, we will inform the LA/Borough in which the child resides.

**Attendance**

Attendance is monitored, and reported, in accordance with our Attendance Policy. However additionally if a child fails to attend for 10 consecutive day without authorisation or contact or for a reason which causes concern, the school will contact Lambeth and the borough/LA in which the child resides.

**Child leaving the School**

- a. At standard transition point  
The normal transition point for the school is at the conclusion of Year 6.
  - The school will provide all details as requested by Lambeth.
  - The school will seek to confirm the child has arrived/started at their new school and respond appropriately if they have not, by reporting to the LA/Borough in which the child resides.



**Principal** Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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b. At a non standard transition point

If a child leaves the school at a non standard transition point the school will notify Lambeth at the same time as the child's name is removed from the Admissions Register.

c. Home Education

If a child leaves the school for Home Education the school will notify Lambeth as soon as is possible after this occurrence and no later than the time when the child's name is removed from the Admissions Register.

d. Moving school, moving normal place of residence

When a child moves school and moves home the following details will be added to 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
- new school
- date at which child first attended or is due to attend.

The school will seek to confirm the child has arrived at their new school. If they have failed to attend the school will inform the LA/Borough in which the child resides.

e. Removing a child's name from the Admissions Register

When a child's name is removed from the Admissions Register the following detail will be provided to Lambeth:

- 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 pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register.



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<b>Policy will be reviewed annually</b>			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
Policy reviewed:	Sept 18	By:	Principal & Headteacher
Previously included in Safeguarding Policy and separated, reviewed and updated for 2019			
Policy reviewed:	Sept 19	By:	Principal & Headteacher
Policy reviewed:	Sept 20	By:	Principal & Headteacher
Policy reviewed:	Sept 21	By:	Principal & Headteacher
Policy reviewed:	Sept 22	By:	Principal & Headteacher
Policy reviewed:	Sept 24	By:	Principal & Headteacher
To be reviewed:	Sept 26	By:	Principal & Headteacher

