



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

The White House Preparatory School and Woodentops Day Nursery

Child Missing in Education

1. Scope and Statutory Framework

This policy applies to all registered children at The White House Preparatory School and Woodentops Day Nursery, covering Early Years Foundation Stage (EYFS) through to Year 6 (ages 0–11). While statutory Children Missing Education duties specifically apply to children of compulsory school age (5–11), the school maintains equal diligence for all registered pupils to ensure effective safeguarding and welfare tracking.

This policy complies with:

- DfE Statutory Guidance: *Keeping Children Safe in Education (KCSIE)*
- DfE Statutory Guidance: *Children Missing Education*
- *The School Attendance (Pupil Registration) (England) Regulations 2024*
- *Working Together to Safeguard Children*

2. Key Safeguarding Indicators

Staff must recognize that missing education or prolonged/repeated unauthorized absence can be a vital warning sign of safeguarding risks. These include neglect, abuse, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE/County Lines), severe mental health needs (e.g., Emotion-Based School Avoidance), female genital mutilation (FGM), forced marriage, or radicalization.

Immediate safeguarding concerns must be reported directly to the Designated Safeguarding Lead (DSL) and Lambeth MASH alongside standard CME notifications. The school maintains at least **two emergency contact numbers** for every registered pupil where available.

3. Children Joining the School

- **Admission Register:** Children are entered onto the Admissions Register on the first day they are expected to attend.
- **New Pupil Return:** In accordance with Regulation 13 of the 2024 Regulations, for any pupil joining at a non-standard transition point, the school submits a statutory **New Pupil Return** to the London Borough of Lambeth (and the child's resident Local Authority, if different) within 5 school days of entry.
- **Failure to Arrive:** If a child fails to attend on their expected start date, the school initiates immediate reasonable enquiries (calling all emergency contacts, email, home contact). If the



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child's whereabouts cannot be established, the school notifies Lambeth Local Authority and the child's resident borough without delay.

4. Attendance Monitoring and CME Escalation

Attendance is monitored daily in accordance with the school's Attendance Policy.

- **10 Consecutive Days:** If a child fails to attend for 10 consecutive school days following an agreed leave of absence, or where absence causes safeguarding concern, the school makes joint reasonable enquiries with Lambeth Local Authority.
- **20 Consecutive Days:** If a pupil is continuously absent without authorization for 20 school days (recorded under attendance codes G, N, or O), the school and Lambeth LA must jointly make reasonable enquiries to locate the pupil before any decision regarding register deletion is considered.
- **Urgent Safeguarding:** Absence will be escalated to Lambeth MASH or the Police immediately if there is suspicion of harm, abduction, or risk of illegal removal.

5. Children Leaving the School

Standard Transition Point (End of Year 6 / Nursery Exit)

- The standard transition point occurs at the conclusion of Year 6.
- The school provides all requested transition details to Lambeth Local Authority.
- The school verifies that the child has arrived/started at their new school. If unconfirmed, the school reports the matter to the child's resident Local Authority.

Non-Standard Transition Point

- When a child leaves at any point other than standard completion, the school notifies Lambeth Local Authority by submitting a statutory **Deletion Return** at or before the time the pupil's name is removed from the Admissions Register.

Elective Home Education (EHE)

- Under Regulation 9(1)(f), if a parent notifies the school in writing that the child will be educated otherwise than at school, the school notifies Lambeth Local Authority immediately and submits a Deletion Return prior to or upon removing the child from roll.

Moving Residence or Moving School

When a child moves home or changes school, the following details are updated on the Admissions Register prior to removal:

- Full name and contact details of every parent with whom the pupil lives.
- New residential address and effective date of move.
- Name of the destination school and expected start date.



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- The school confirms attendance at the new setting. If the pupil fails to start, the school reports this to Lambeth LA and the child's resident LA.

Removing a Child's Name from the Admissions Register

A child's name may only be removed from the Admissions Register strictly in accordance with one of the statutory grounds under **Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024** (Grounds A through N). Removal for any other reason constitutes unlawful off-rolling.

Upon deletion, a **Deletion Return** must be provided to Lambeth Local Authority containing:

- Full name of the pupil.
- Full name and address of parent(s) with whom the pupil lives, plus at least two emergency telephone numbers where available.
- Full name, address, and start date for any parent the pupil is going to live with (if applicable).
- Name and expected start date at the destination school (if applicable).
- The specific statutory ground under Regulation 9 of the 2024 Regulations under which the name is deleted.

Policy will be reviewed every 2 yrs			
Policy reviewed:	Sept 26	By:	Principal & Headteacher
To be reviewed:	Sept 28	By:	Principal & Headteacher



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