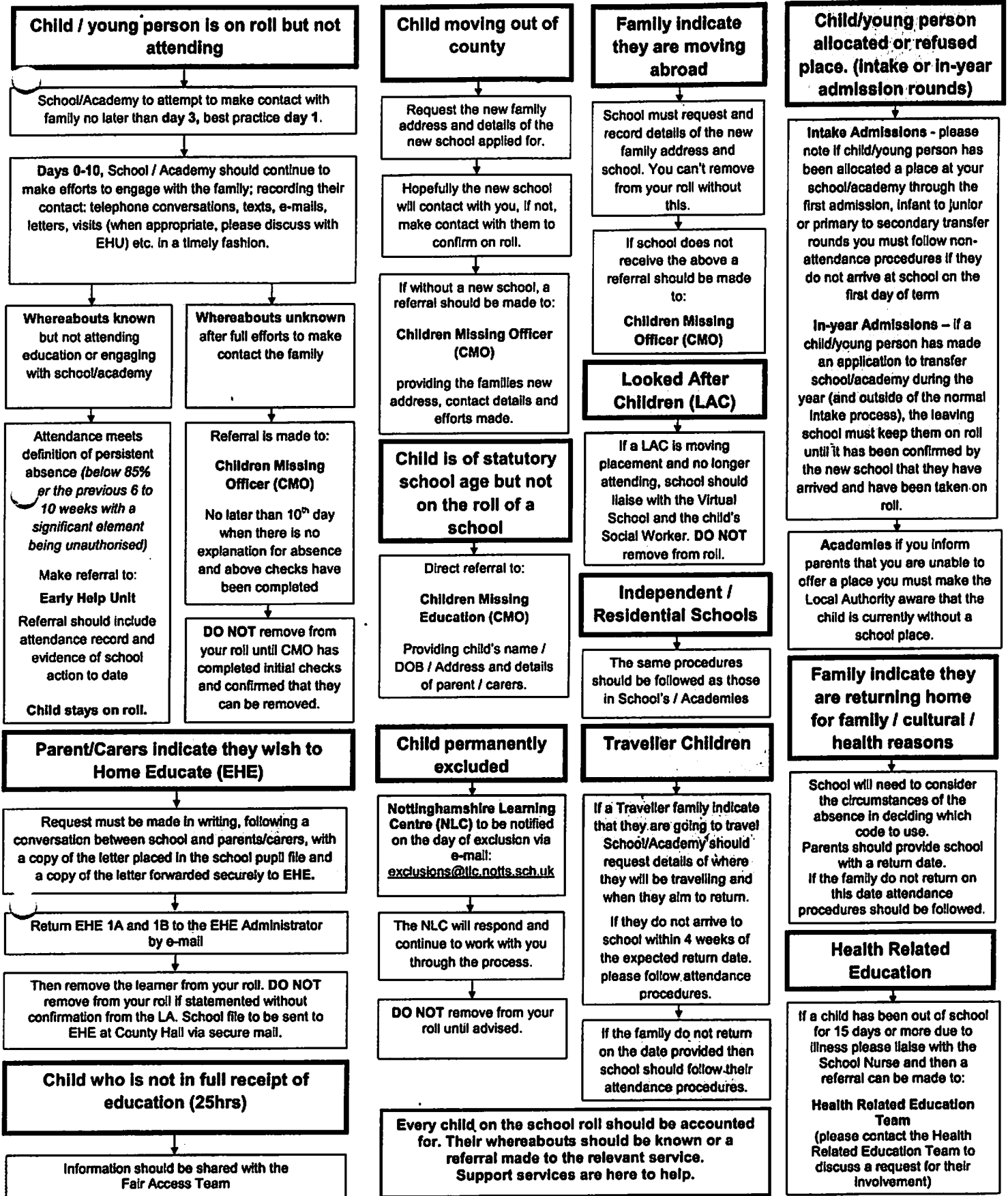


GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION



PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND CAN EVIDENCE ONE OF THE FOLLOWING:

- a new destination school and forwarded the pupil file
- referred to the appropriate service i.e. (Children Missing Officer / Elective Home Education)

Child / young person **can only** be taken off roll after 20 consecutive days of continuous absence and when both the Local Authority and the School / Academy have exhausted all reasonable attempts to locate the child/family in line with the Education (Pupil Registration) Regulations. Referrals must have been made to the CMO or EHU as outlined above. All other deletions breach statutory guidance.

Children Missing Officer will confirm when child / family are found, confirming new school / academy allowing the transfer of pupil file to be arranged.

Days 0-10 and 10-20 are guidelines. If all checks are carried out and evidenced referral to Children Missing Officer could be made earlier.