



# **Springmoor Grange School**

## **Pupils Missing From Education**

<b>Approved</b>	<b>November 2025</b>
<b>Review Date</b>	<b>November 2026</b>

Springmoor Grange School aims to safeguard and ensure that children are receiving the appropriate education and to prevent children being missing from education, in accordance with the following:

Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges – September 2024.

- School must notify the Local Authority when they are about to remove a pupil's name for the school admission register.
- School must also notify the Local Authority within five days of adding a pupil's name to the admission register at the start of a non-standard transition point.
- School must make reasonable enquiries to establish the whereabouts of a child, jointly with the local authority, before deleting the pupil's name from the register.

### **Procedures to Safeguard Missing Children**

#### **Pupils leaving Springmoor Grange School**

Should a child leave Springmoor Grange School without the school being advised by the parent/carer of the new school the child is to attend, our school will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting the pupil's name from the register.

If there are specific safeguarding concerns school will contact the relevant agencies or should a child be in immediate danger, school will contact the Police on 999.

It is important to establish whether or not the child/family is still resident at the known address. A member of the Senior Leadership Team may need to make a home visit for this purpose.

If the family are still resident (or they have moved to another address within reasonable travelling distance of the school) and the child has not attended school for 5 or more days, a referral could be made to the School Attendance Improvement Team to consider whether enforcement action is required.

If the child is located out of the area, he/she will remain on the school roll until admission to another school is confirmed, at which time the child's Common Transfer File (CTF) will be forwarded to that school.

If the child is not found, the school will make a referral to the Local Authority CME Officer.

After four school weeks (20 school days), should efforts to trace the child be unsuccessful, school could remove the pupil's name from the roll and create a 'lost' Common Transfer File (CTF) with XXXXXXXX as the destination. This is a statutory requirement (The Education (Pupil Information) (England) Regulations 2000). The CTF should be uploaded onto the DfE s2s secure site where it will be held in the Lost Pupil Database.

When removing a child from roll, school will ensure information on the pupil's destination is entered on the School MIS system. Where the destination of the child is unknown at the time of leaving but the school receive subsequent information as to the child's whereabouts, the school will update the system with this new information.

Should a pupil leave Springmoor Grange School in order to be home educated, on receiving written confirmation of the parent's intentions, school will send a copy of this to Admissions and School Places. The pupil can then be removed from the school roll.

### **Pupils being admitted to Springmoor Grange School**

When a pupil is added to the admission register, the school will contact the pupil's previous school and request a Common Transfer File (CTF).

School will inform Admissions or the Casework Team if the child's previous school should not be notified of the destination school (e.g. when a family is escaping domestic violence).