



**Kirkby la Thorpe  
Church of England Primary Academy  
And Pre-School**

**Building a Hopeful Future through Kindness, Learning and Trust**

<b>Policy Title</b>	Children Missing in Education Policy and Practice (Taken from Lincolnshire County Council's model guidance)
<b>Governance Function Area</b>	Health and Safety
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## Children Missing in Education Policy and Practice

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## Vision

### **Building a Hopeful Future through Kindness, Learning and Trust**

At Kirkby la Thorpe, we strive to ensure that each person is empowered to flourish and contribute positively to society. We seek to equip our pupils with the knowledge, skills and qualities necessary to navigate the complexities of our world, rooting this in Christian love.

We are inspired by the life of St Thomas in all that we do so that we can:

**Be Positive and Active Citizens:** We strive for our pupils to communicate clearly, embracing tolerance and respect for the diverse beliefs and aspirations of others.

**Be Curious and Independent Members of Society:** We encourage curiosity and a thirst for knowledge, instilling a longing for justice and an empathy for those in need.

**Have Confidence and Perseverance:** Through trusting each other, we empower everyone to embrace challenges with confidence and perseverance, striving to achieve their full potential in all aspects of life so that they can be the best that they can be.

**Have the Courage to Respectfully Challenge:** We foster an environment where respectful dialogue and critical thinking are encouraged, empowering pupils to voice their opinions with courage and integrity so they can build a better future.

**Know their heritage:** We cultivate an appreciation for both local and national heritage, helping pupils understand their roots and identity within the broader context of history so that they have a sense of where they are from.

## Values

We are on this journey together and our Christian values of **Kindness, Learning and Trust** support us as we travel.

St Thomas was one of Jesus' disciples. He encouraged others to follow Jesus on his journey (John 11.16), showing **confidence** and **trust**. He also has the **courage** to challenge his friends when they tell him that Jesus has resurrected from the dead; he does not take their words on face value, but asks questions with **curiosity** (John 20.24-29). Thomas was an important member of the early church, taking Jesus' good news for a **hopeful future** to people around the world. According to traditional accounts he travelled to India, **building** Christian communities across the region. This is a journey that would have required great **perseverance**. This matters to us because we consider the ancient global **heritage** of the Christian faith to be an important part of our own identity as a church school. St Thomas inspires us to **learn** from past and current events to build a more hopeful future.

## Vison and values Alignment

Kirkby La Thorpe's Vision and Values emphasise the importance of fostering a supportive and inclusive educational environment, where every child is valued and given the opportunity to thrive. This commitment aligns closely with the Children Missing in Education (CME) Policy, which ensures that all children receive their legal entitlement to a full-time education. The school's dedication to safeguarding and nurturing each student's potential mirrors the policy's focus on re-engaging children who are at risk of missing education, thereby preventing underachievement and ensuring that no child is left behind. By upholding these values, Kirkby La Thorpe actively contributes to identifying and supporting children who might otherwise slip through the cracks, ensuring they remain engaged in their educational journey.

### 1.0

#### Statement of Intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing from education (CME) risk underachieving, and not being in education, employment or training (NEET) in later life, and it can act as a vital warning sign of a range of safeguarding concerns, including abuse and neglect.

The LA has a legal duty to identify when there are CME and help them back into education. This policy highlights what our school will do to help the LA with its duty.

For the purpose of this policy, a **“child missing from education”** is defined as a child of compulsory school age who is not registered at a school and is not receiving suitable education otherwise than at a school. Children may also be regarded as CME if the education they are receiving is not suitable, for example where it is not full-time or not matched to their needs.

This policy does not address pupils who are considered to be absent from education, which is where a registered pupil is not attending regularly, including where they are persistently or severely absent from school. Procedures for addressing instances where pupils are not attending regularly are instead set out in the school's Attendance and Absence Policy.

### 2.0 Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Children Act 1989
- Children Act 2004
- School Attendance (Pupil Registration) (England) Regulations 2024

- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2018)
- The School Information (England) Regulations 2008 (as amended in 2018)
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 (as amended in 2014)
- The Education (Independent School Standards) Regulations 2014
- The Non-Maintained Special Schools (England) Regulations 2015
- DfE ‘Working together to improve school attendance’
- DfE ‘Keeping children safe in education 2025’
- DfE ‘Working Together to Safeguard Children 2023’
- DfE ‘Children missing education’
- DfE ‘School Admissions Code’

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Attendance and Absence Policy
- Admissions Policy
- DfE (2021) ‘School Admissions Code’

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- Child Protection and Safeguarding Policy
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- Admissions Policy

### **3.0 Purpose of the CME Policy**

The purpose of the CME Policy is to establish a set of principles which all schools, services and partner organisations can sign up to in order to ensure children and young people living in Lincolnshire are safely on roll of a school, placed on alternative educational programmes or electively home educated at the request of parents.

The CME Policy has been designed to help the council meet its statutory duties in relation to the provision and the safeguarding and welfare of children. It does not replace any of the current child protection or safeguarding procedures that should be taken if a child is at risk of harm.

### **4.0 Aim of the policy**

This policy is intended to inform local authority officers, schools, governing bodies and other agencies of the procedure and practice to be followed in order to track, monitor and maintain contact with children missing from education and those who are at risk of missing out on education.

The policy will:

- Inform schools, services and partner agencies about their role in assisting the local authority in identifying children missing education
- Raise awareness of the notification process
- Explain how children will be tracked and monitored until they are re-engaged in education

### **5.0 Definitions**

For the purpose of this document a Child Missing Education is defined as:

- Any child of compulsory school age (5-16) who is not attending school, not placed in alternative provision by the Local Authority, and who is not receiving a suitable education elsewhere suitable to their needs, that is, their age, ability, aptitude, SEND.
- And any child who is not on a school roll, nor being educated otherwise (e.g. at home, privately, or in alternative provision) and who has been out of any education provision for a substantial period of time (practice nationally is four weeks). This includes children who are awaiting a school place and children in receipt of unsuitable education, including the children that local authorities are supporting to place into suitable education.
- An elective home educated (EHE) child whose education is deemed unsuitable should be classified as CME.

For the purpose of this document a Child at Risk of Missing Education is therefore defined as:

- Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term
- Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term (six weeks)
- Children on reduced timetables.

## **6.0 Why children go missing from education**

Children go missing from education for a variety of reasons.

The most common ones are:

- Failing to register at school at age five
- Unsuccessful transition from nursery to primary and primary to secondary
- Cease to attend, due to exclusion (formal withdrawal)
- Child not attending following mid-year transfer of school
- Parent/carer unable to find a school place after moving into the Local Authority
- Parent/carer failing to provide adequate learning whilst home educating.

Often families become disengaged from the education system as a whole, with the main factors leading to this being:

- Child being a victim of bullying
- Frequent moves of house including periods of homelessness or periods in a refuge
- Transience/family mobility
- Child experiencing family breakdown
- Frequent absence leading to low attendance (particularly Year 10 and Year 11)
- Disaffection resulting in parents withdrawing the learner
- Involvement in youth offending
- Child being a victim of exploitation

There are particularly vulnerable groups, who have been identified as being more likely to become children missing education. Those are:

- Young people who have committed offences
- Children who are being exploited
- Children living in women's refuges
- Children of troubled families i.e. suffering bereavement, trauma, domestic abuse, homelessness etc
- Young runaways
- Children with special educational needs
- Refugee and asylum-seeking children
- Children who are new to the country
- Travelling families
- Looked after children
- Teenage parenthood
- Children with mental health issues
- Young carers
- Children who are permanently excluded from school
- Young people being forced into marriage
- Young people victims of female genital mutilation
- Child trafficking
- Young people involved in substance misuse

## **Pupils at particular risk of missing education**

The school will be alert to particular groups of pupils who may be more vulnerable to becoming a CME.

The school will be especially alert to the following groups of pupils.

- **Pupils at risk of harm or neglect** – The school will follow local child protection procedures where abuse, neglect or exploitation is suspected. If a child is in immediate danger or at risk of harm, the school will make an immediate referral to children’s social care and contact the police where appropriate.
- **Pupils of Gypsy, Roma and Traveller families** – The school will communicate effectively with families, liaise with the LA, and notify the LA when a pupil leaves without a known destination school, particularly at transition points.
- **Unaccompanied asylum-seeking children and new migrant families** – The school will work with the LA to ensure these children are placed on roll promptly and to share information where education has not yet been arranged.
- **Pupils who go missing from home or care** – The school will follow safeguarding procedures, notify the LA of any concerns, and work with partners to reduce risks.
- **Pupils with SEND whose needs are not being adequately supported** – The school will work closely with parents and the LA to review support, and will request an early review of an education, health and care plan where appropriate.
- **Pupils who are excluded from school** – The school will notify the LA without delay of all suspensions and permanent exclusions, in line with statutory requirements, and will take steps to minimise disruption to the pupil’s education.
- **Pupils supervised by the youth justice system** – The school will liaise with youth offending teams and the LA to support continued access to suitable education.
- **Children of service personnel** – The school will liaise with the LA and the Ministry of Defence advisory service to support continuity of education where families move at short notice.
- **Pupils attending unregistered independent schools** – If the school becomes aware that a pupil is attending an unregistered setting, it will raise concerns with the LA and, where appropriate, with Ofsted.
- **Pupils who cease to attend the school** – The school will notify the LA where a child stops attending and their future arrangements are unknown, so that appropriate support can be arranged.
- **Pupils not receiving suitable full-time education** – The school will notify the LA where it becomes aware of home education that may be unsuitable, and will cooperate with LA enquiries.

## 7. The role of Schools and Academies

Schools and academies have a duty under Section 10 of The Children Act 2004 to work in partnership with the local authority with a view to improving the wellbeing of children in the authority's area.

Section 175 of the Education Act 2002 puts a duty on all schools to exercise their functions with a view to safeguarding and promoting the welfare of children. This includes identifying children who are not receiving education

. It is expected that schools and academies will have carried out all reasonable enquiries within their capacity to ascertain the whereabouts of the young person prior to informing the local authority that the child is missing education. Once a school have ascertained that the child is no longer at the MIS registered address they should report the child as missing education via the Children Missing Education notification survey. The CME survey can be found here: <https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance>

As part of the survey the schools will identify any concerns the school have around the safety and wellbeing of the child missing education.

When a child is removed from the school roll based on regulation 8(1)e (outside reasonable distance), the school will be asked to complete a 'leavers' file (CML) so that the child can be tracked until they have arrived at their destination school rather than the child automatically being put in to the 'unknown' school category and deemed as CME.

The completion of the CME notification should be done after 5 days of investigation by the school or sooner if the school has evidence of a child missing education. Following this, the school should continue to make reasonable enquiries unless they have sufficient evidence that the child has left the area.

### REMOVAL FROM ROLL:

- A school may remove a child from roll after 20 days or before if they have provided sufficient evidence to their Local Authority, CME Team that the child has left the area (no longer at their (MIS) registered address and/or is being educated elsewhere). The school and local authority must have carried out all reasonable enquiries to establish the whereabouts of the child prior to removal from roll, and must notify their local authority that they have removed from roll using the appropriate Leavers Form notification process (CML).
- Removal from roll must be in accordance with: the Education (Pupil Registration) (England) Regulations 2006 and 2016 and Children Missing Education statutory guidance, Keeping Children Safe in Education 2023, Working Together to Improve School Attendance May 2022 and Working Together to Safeguard Children 2023. Appendix 1 Children Missing Education Flow Chart shows the different pathways of the most common situations that result in a child missing education and how the school should respond.

### The appropriate school staff are responsible for:

- Entering pupils on the admissions register.
- Undertaking reasonable enquiries to establish absences in the event that a pupil fails to attend school on the agreed or notified date, and considering notifying the LA.
- Keeping an accurate and up-to-date admissions register by encouraging parents to inform them of any changes.
- Monitoring pupils' attendance through a daily register.

- Agreeing with the LA what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 days of education or more without permission.
- Removing pupils from the admission register where they have not returned to school for 10 days after an authorised absence or are absent from the school without authorisation for 20 consecutive school days, and the school and LA have failed to establish the pupil's whereabouts after making reasonable enquiries.
- Notifying the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024.
- Arranging full-time education for excluded pupils from the sixth school day of a fixed-period exclusion.
- Providing information to the LA regarding standard transitions, if requested to do so by the LA.
- Being proactive in locating pupils at risk of becoming a CME.
- Offering appropriate support to successfully integrate pupils into the school.

**The governing board will be responsible for:**

- Where reasonably possible, ensuring the school holds more than one emergency contact number for each pupil.

**All staff will be responsible for:**

- Being alert to the potential need to implement early help for a pupil who is frequently missing or goes missing from care or home.
- Being aware of the school's procedures for managing unauthorised absence and children missing from education.
- Using their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL or deputy DSL.

**The LA will be responsible for:**

- Establishing the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise, in line with the LA's duty under the Education Act 1996.
- Providing full-time education for permanently excluded pupils from the sixth school day of a suspension.
- Serving notices on parents to assure the LA that their child is receiving a suitable education, when concerns regarding this are brought to the LA's attention.
- Issuing School Attendance Orders to parents who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.
- Prosecuting parents that do not comply with a School Attendance Order.
- Prosecuting or fining parents of school-registered children who fail to ensure their children attend school regularly.

- Ensuring that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.
- Ensuring that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- Applying to court for an Education Supervision Order for a CME.
- Ensuring that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.
- Arranging suitable provision for pupils with SEN statements or EHC plans where their parent chooses for them to be home educated and reviewing this annually.
- Liaising and sharing information with other agencies to support children who miss education.
- Sharing the fact that a pupil has a social worker with the school.
- Referring to the LA's CSCS where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

Parents will be responsible for:

- Ensuring that their children, if of compulsory school age, are receiving suitable full-time education.
- Notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.
- Where requested, meeting with the school, LA, and other key professionals to consider whether home education would be in the best interests of their child, particularly where they have SEND, are vulnerable, or have a social worker – ideally, this would be done before a final decision has been made.
- Notifying the school regarding any absences or changes to the pupil's education arrangements.
- Supplying information to the school about how their child will continue to receive suitable education if proposing to withdraw their child from the school.

## **Lincolnshire Procedure to follow:**

It is expected that schools and academies will have carried out all reasonable enquiries within their capacity to ascertain the whereabouts of the young person prior to informing the local authority that the child is missing education.

Once a school have ascertained that the child is no longer at the known address, they should report the child as missing education via the Children Missing Education notification survey.

As part of the survey the schools will complete a risk assessment which will identify any concerns the school have around the safety and wellbeing of the child missing education.

When a child is removed from the school roll based on regulation 8(1)e (outside reasonable distance), the school will be asked to complete a 'leavers' file (CML) so that the child can be tracked until they have arrived at their destination school rather than the child automatically being put in to the 'unknown' school category and deemed as CME.

The completion of the CME notification should be done after 5 days of investigation by the school or sooner if the school has evidence of a child missing education. Following this, the school should continue to make reasonable enquiries unless they have sufficient evidence that the child has left the area.

The school may remove the child from roll after 20 days or before if they have sufficient evidence that the child has left the area and is being educated elsewhere.

The school must inform the local authority that they have removed the child from roll using their Child Missing Leavers process (CML).

The school may remove the child from roll after 20 days if they have reported the child as missing education and have not received further confirmation that the child is in the area and should be attending their school.

Appendix 1 **Children Missing Education Flow Chart** shows the different pathways of the most common situations that result in a child missing education and how the school should respond.

## **8. The Role of the Inclusion and Attendance Team**

The Inclusion and Attendance team are responsible for responding to notifications of children missing education and children who are at risk of missing education. The team work closely with other relevant service areas i.e. School Admissions, Pupil Reintegration Team (PRT), Ethnic Minority and Traveller Education team (EMTET), SEND and Early Help as examples. The team will ensure the process for identifying, investigating and finding children missing education is carried out.

The Inclusion and Attendance team are responsible for tracking children that are missing education. This is carried out by the CME Tracker. The tracker is responsible for recording the CME status onto the Integrated Children's Services database (Mosaic)

When a child is referred to the local authority, the CME Tracker will initially check to see if a child is on roll of another school.

Where appropriate and possible, the CME Tracker will investigate the whereabouts of the family by contacting agencies such as Housing, Health, Ministry of Defence and Children's Advisory Service and use systems such as Key to Success and School2School.

Once the CME Tracker has carried out all possible checks and the child/family is still not located, the Safeguarding and Education Welfare Officer (SEWO) within the Inclusion and Attendance team may visit the home and make enquiries within the local area to attempt to establish where the family may have moved to. The SEWO will use the risk assessment completed by the school to prioritise their searches.

## **9. Children that are found but not in Education**

Most children are found through the investigations above. When a child is found, and they are not in education, the SEWO will support the parents to get the child back into education. This is usually achieved by asking parents to submit a School Admission form. If however, the parent/carer does not fulfil their legal duty to ensure their child receives an education, the local authority may commence a School Attendance Order.

It is possible that the child has not been to school for a significant period of time and therefore they may be placed in a school using the Fair Access Protocol. Children who have been out of school for a lengthy period of time will potentially need more support than a usual in-year admission. Schools should consider completing appropriate assessments to establish needs and ensure that the reintegration into education is successful.

## **10. Children that are not found**

A small percentage of children who are reported to the Local authority as CME are not found following the investigations. This does not necessarily mean that the child is at risk as the child is assumed missing with their family. The information provided by the school will help to determine the level of concern.

If it is suggested that the family have moved out of the county and the CME Tracker knows which authority they have moved to the Tracker will contact the relevant authority to notify them.

If it is suggested that the family have moved out of the county and the CME Tracker knows which authority they have moved to the Tracker will contact the relevant authority to notify them. If the family leaves the country without informing the school of their location and the school have notified the local authority of this child as a CME as they have concerns the SEWO will check with the school and other agencies as to the nature of the concerns. They may check with Immigration and Border Force depending on the level of concern.

## **FAMILIES FAILING TO RETURN FROM A HOLIDAY OR PERIOD OF PLANNED LEAVE:**

Where a family take planned or unplanned leave to another country all standard procedures for non-school attendance should continue, including regular contact between parent and school, the correct coding of the register for the period of absence according to what has been agreed, and the continued monitoring and tracking of attendance, whilst the child remains school roll.

- Where a parent(s) gives a date of return (within reasonable timeframe) schools must retain the child on roll during this time and work to this return date.
- If a family do not return on the date communicated to the school and fail to remain in regular contact with the school to update them regarding their return, the school must contact the parent by phone and in writing to formally advise and remind them of their intention to return date. Parents should be informed that they may risk losing their child's school place if they fail to remain in contact and provide a return date, within a reasonable time.

Children who are not found at the end of all investigations are reported to HMRC who may be able to provide us with a forwarding address or confirm that the family is still residing at the current address. Further investigations will be carried out on children who remain missing. This will be more regularly with newer cases moving to twice a year for older cases. These investigations will continue until the child is no longer statutory school age.

### **Contact Details**

#### **CME Team**

Email: [cme@lincolnshire.gov.uk](mailto:cme@lincolnshire.gov.uk)

Tel: 01522 552771

CME referral for Lincolnshire schools

<https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance>

#### **EHE Team**

Email: [ehe@lincolnshire.gov.uk](mailto:ehe@lincolnshire.gov.uk)

Tel: 01522 553241

EHE referral for Lincolnshire schools

<https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance/2>

## Appendix 1 – Children Missing Education Flow Chart

A child/young person is on roll of a school but not attending	A child/young person moving out of county	Family indicate they are moving to another country	School Admissions
<p>School attempts to contact parents. Good practice is to contact from day 1 of absence but no later than day 3.</p> <p style="text-align: center;"><b>The school must:</b></p> <ul style="list-style-type: none"> <li>• Make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents/carers either by telephone or text messaging</li> <li>• Make further attempts to contact the parents, either by letter or by home visiting</li> <li>• Contact any other schools where the pupil or their siblings are known to have been pupils</li> <li>• Check with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency</li> <li>• Contact any relevant agency, for example, the family welfare officer in the relevant armed forces in the case of a service child</li> </ul> <p style="text-align: center;">↓</p> <p>School should be following their school attendance and safeguarding procedures if no contact is made with parents/carers, complete home visit.</p> <p style="text-align: center;">↓</p> <p>School/Academy should continue to make an effort to engage the family using e-mails telephone and other contact methods. Records of each attempt to contact must be made, ensuring there is a complete and comprehensive record of the steps taken including dates, actions and outcomes for each step.</p> <p style="text-align: center;">↓</p> <p>If there is confirmation that the child is at the place of residence known to the school but not attending, the school continues to follow their school attendance procedures. <b>Do not remove from roll.</b> After 10 days of unauthorised absence inform the local authority through the Pupil Not Attending Regularly (PNAR) notification survey</p> <p style="text-align: center;">↓</p> <p>If there is confirmation that the child is no longer at the place of residence known to the school but can still attend the school, make amendments to child's file and continue with non-school attendance procedures.</p> <p style="text-align: center;">↓</p> <p>If there is confirmation that the child is no longer at the place of residence known to the school and will not be attending the school, check that the child is attending the new school if known before removing from roll. Once confirmed remove from roll and complete CML file.</p> <p>If a new school is not known, report the child as child missing education (CME) notification survey. <b>Do not remove from roll.</b> After 20 days, if no further information following joint investigation between school and local authority, consult the CME Team to confirm you can remove from roll.</p>	<p>Check that the contact details for the parent(s) are/is correct. This includes the family's new address, name of new school (if known), leaving date, email addresses of family and new school (if known). Request the family to fully complete a Leavers Form.</p> <p style="text-align: center;">↓</p> <p>The new school should make contact. If not, make contact with the school given to confirm that the child is on roll. If confirmation received that child is attending, take child off roll and complete CML file.</p> <p style="text-align: center;">↓</p> <p>If no new school is given or child is not attending new school and that school does not have a start date, after 5 days from leaving date, report the child as CME through the notification survey. <b>Do not take off roll.</b> After 20 days, if no further information following joint investigation between school and local authority, consult the CME Team to confirm you can remove from roll.</p>	<p>Check that the contact details for the parent(s) are/is correct. This includes the family's new address, name of new school (if known), leaving date, email addresses of family and new school (if known). Request the family to fully complete a Leavers Form.</p> <p style="text-align: center;">↓</p> <p>If the information is provided, remove child from roll and complete the CML file within 5 days of leaving date.</p> <p style="text-align: center;">↓</p> <p>If the information is not provided complete the CME notification survey.</p> <p style="text-align: center;">↓</p> <p>After 20 days, if no further information following joint investigation between school and local authority, consult the CME Team to confirm you can remove from roll.</p>	<p>If a school place has been allocated (reception, transfer from infant to junior or year 6 to 7) and there has been no acceptance/agreed start date, by parent/carer, school should make attempts to engage (telephone, texts, e-mails letters and home visit).</p> <p style="text-align: center;">↓</p> <p>If a child has been allocated a place and they do not arrive on the expected day i.e. start of term, the school must follow non-attendance procedures (see column one and follow same procedure). <b>Do not assume that the child is at another school.</b></p>
	<p style="text-align: center;"><b>Health Related Absence</b></p> <p>If a child has been out of school for 15 days or more (consecutive or cumulative) due to health reasons and there is robust medical evidence to support the absence, school can follow the process of referral to the Local Authority for alternative provision as outlined in the LA Policy on Education for Children with Medical Needs.</p>		<p style="text-align: center;"><b>Mid- year application</b></p> <p>If application is to transfer schools, the leaving school should keep on roll until it has been confirmed by the new school that they have been put on roll of that school. A child should be placed on roll at the point of acceptance by parent/carer. If there is no confirmation, the leaving school must follow non-attendance procedures (see column one). <b>Do not assume that the child has started at another school.</b></p>
	<p style="text-align: center;"><b>Child who is not in receipt of full time education</b></p> <p>A child not in receipt of full time education (usually 25 hrs) must be entered on the Reduced Timetable notification survey.</p>	<p style="text-align: center;"><b>Looked after Children (LAC)</b></p> <p>If a LAC child is moving placement and no longer attending the same school, the current school needs to liaise with social worker and virtual school. <b>Do not remove from roll until directed by Virtual School.</b></p>	<p style="text-align: center;"><b>Traveller Children</b></p> <p>If a parent notifies the school that they are travelling, the school should ask the parent for a return date and contact details. The family should notify the school if there is any change to the return date and provide a new date. If the child does not return to school on the agreed date and is not able to confirm or approve the alternative, the school follow the non-attendance procedures (see column one). <b>Do not assume that the child is at another school.</b></p>

This policy ensures compliance with the latest statutory guidance while aligning with the specific objectives of Lincolnshire County Council. Regular review and collaboration with the local authority are key components to maintaining its effectiveness