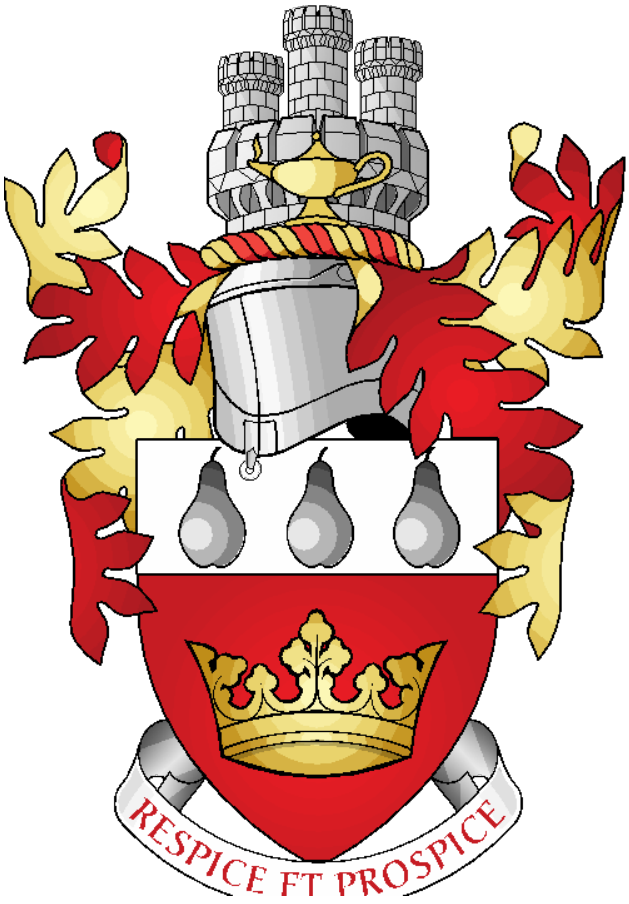

Children Missing Education Policy

The RGS Worcester Family of Schools

September 2026

RGS Worcester
Children Missing Education Policy

1. Introduction:

This policy applies to RGS Worcester, RGS Springfield, RGS The Grange and RGS Dodderhill.

This policy should be read in conjunction with the School's other policies including, but not limited to:

- Safeguarding Policy
- The Admissions and Attendance Register Policies and Procedures for the RGS Worcester
- Missing Child Policy
- Pupil Absence from School
- Lockdown Policy
- Evacuation Procedure

2. Responsibilities:

RGS Worcester recognises and takes seriously its responsibility for the welfare of all of the pupils in its care. In-line with the 'Children Missing Education (CME), Government Statutory Guidance for Local Authorities, updated September 2025'
https://www.gov.uk/government/publications/children-missing-education
we recognise that, as a result of daily admissions registration, schools are particularly well placed to notice when a child has gone missing. If a member of staff at the school becomes aware that a child may have run away or gone missing, they should inform the DSL of the relevant school (RGS Worcester, RGS Dodderhill, RGS Springfield or RGS The Grange) and the Head of that school. The relevant DSL and Head will then try to establish, with the pupil's parents, what has happened and assess the child's vulnerability by making reasonable and refer any concerns about the child to the police or to Children's Social Care as appropriate.

3. Admissions Register

In-line with Statutory Guidance, the School will enter pupils on the Admission Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will begin their schooling. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and the relevant DSL of the school will consider if it is necessary to notify the Local Authority at the earliest opportunity, and within 5 days.

The School will notify the Local Authority within five school days of adding any pupil's name to the admission register, as required by the School Attendance (Pupil Registration) (England) Regulations 2024. The notice will include all the information held in the admission register about the pupil.

At the RGS Worcester the Registrar is responsible for notifying the Local Authority about such pupils who join; the Registrar at RGS Dodderhill, Registrar at RGS The Grange, and Senior

Administrator at RGS Springfield are responsible for informing the Local Authority for their relevant schools of pupils who join at non-standard transition points. The School will also provide the Local Authority with all the information about the pupil that is held within the admission.

No pupil can be formally offered a place at any of the RGS schools without a formal written reference being provided by their current or former school. If the pupil has previously only been home schooled the Local Authority Pupil Tracking Officer will be informed of this at the time of admission.

The Registrar (RGS Worcester, RGS Dodderhill, RGS The Grange) or Senior Administrator (RGS Springfield) will notify the Local Authority whenever a pupil's name is to be removed from the admission register on any of the grounds in Regulation 9 of the 2024 Regulations, as soon as the ground is met and before the name is removed.

Where the school has been notified by a parent that a pupil is receiving education other than at school, and has withdrawn the child from the school, then the Registrar (RGS Worcester, Dodderhill, The Grange) or Senior Administrator (RGS Springfield) will notify the Local Authority education service within 5 days; the pupil's records will then be retained by the School until and if they are requested from another School; if no such request for transfer is made, these records will be destroyed in accordance with our Data Protection Policy.

4. Attendance Register

The RGS Worcester Family of Schools will monitor attendance closely and address poor or irregular attendance, in line with the DfE statutory guidance 'Working together to improve school attendance' (July 2026) Poor attendance will be discussed with parents and, after consultation with the relevant Head, the DSL alongside the School Attendance Champion (if different to the DSL) will refer to and seek support and guidance from Children's Social Care if attendance and reasons for non-attendance are giving cause for concern.

Attendance is monitored through the daily attendance register. At the Prep Schools this register is completed by the pupil's class teacher and attendance is monitored by the Deputy Heads as School Attendance Champions alongside Administrative staff. At RGS Worcester the attendance register is completed by the pupil's Form Tutor or subject teacher and attendance monitored by the Senior Deputy Head, DSL, the Pastoral Team and the Attendance Administrator.

In-line with statutory guidance, the Registrar (RGS Worcester, RGS Dodderhill, RGS The Grange) or Senior Administrator (RGS Springfield) will inform the Local Authority of any pupil who has not attended school for 10 consecutive sessions (5 school days) without provision of reasonable explanation, or if the absence is unauthorised due to a family holiday. Furthermore, if we have reason to believe that a child is not on the roll of a school or receiving education otherwise, then this information will be passed to the Local Authority with any details we have about the child. In all circumstances concerns about the welfare of a child will be referred to Children's Social Care and, where deemed necessary, the Police.

The DSL or School Attendance Champion and Head will always inform the Local Authority and the child's social worker immediately if a child subject to a Child Protection Plan is missing.

The RGS Family of Schools will always make a referral to Children's Social Care and/or the police promptly when we have cause to believe that:

- The child may be the victim of a crime;
- The child is subject of a Child Protection Plan;
- The child is subject of Section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

In-line with section 10 of the Children Act 2004, the School will, in consultation with the Local Authority and Children's Social Care where appropriate, carry out reasonable enquiries to ascertain a pupil's whereabouts, in-line with those described in Children missing education: statutory guidance for local authorities and schools https://www.gov.uk/government/publications/children-missing-education

This may include the DSL or the School Attendance Champion checking with relatives and possibly neighbours. A record of these enquiries will be made and this information will be shared with the Local Authority, Children's Social Care, Police and other external agencies as required in order to fulfil the School's safeguarding responsibilities for the child. We will always refer to such agencies immediately if there is reason to believe a child is in immediate danger or at risk of harm.

Where a child on a school roll is missing, the child's name will not be removed from the school roll until one of the reasons set out in Regulation 9 of the School Attendance Regulations 2024 has been met https://www.legislation.gov.uk/uksi/2024/208/contents

The relevant RGS School will make a return to the Local Authority when a pupil's name is deleted from the admission register (a Deletion Return). This does not apply where the pupil's name is deleted at or after the end of the last term of the school year when they are in the school's most senior class, unless the Local Authority has requested such information.

Where a school notifies the Local Authority that a pupil's name is deleted from the admission register, the relevant RGS School will provide the Local Authority with the following information about the pupil from the admission register:

- full name;
- address;
- the full name and address of any parent the pupil normally lives with;
- at least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency;
- if applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with, and the date the pupil will start living there;
- if applicable, the name of the pupil's other school and when the pupil began or will

begin to attend the school;
- the reason set out in Regulation 9 under which the pupil's name has been deleted from the admission register.

Where the child's name has been removed from the school roll, but s/he has not been located, the pupil's records will be retained and the relevant School will liaise with the Local Authority to ensure that they are aware and to ensure that they are held in accordance with local arrangements.

Any pupil returning to school after a period of absence will be supported, guided and monitored by the Pastoral Team caring for that pupil to ensure that reintegration is as positive an experience for the pupil as possible. Reintegration will be in consultation with the pupil and parents and may include a period of phased return.

5. Review:

The DSL and Senior Deputy Head at the RGS Worcester will be responsible for the review of this policy at least annually and for evaluating the effectiveness of all procedures concerning supervision of pupils based on any incidents reported and in the light of any new legislation, at least termly.

Date of next review: August 2021
Sponsor - Assistant Head (Pastoral) and DSL
Created by the Assistant Head (Pastoral) and DSL on 28 August 2018 Endorsed by the Governor with responsibility for Safeguarding: August 2018
Reviewed, Amended and Endorsed: August 2019, August 2020, September 2021 (Senior Deputy Head), July 2022 (DSL), June 2023, June 2024 (DSL)
Reviewed and updated as per Statutory Guidance: September 2024 (Senior Deputy Head) and September 2025 (Designated Safeguarding Lead and Director of Safeguarding)
Reviewed, Amended and Endorsed: June 2026, October 2026 (Designated Safeguarding Lead and Director of Safeguarding) Endorsed by the Governor with responsibility for Safeguarding: October 2026