



PROSPECT HOUSE
SCHOOL

1. Introduction and Context

Prospect House School is committed to safeguarding and promoting the welfare of all pupils. We recognise that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

This policy sets out the school's procedures for monitoring pupils' attendance and responding when children are missing from education. It applies to all pupils on roll at Prospect House School.

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2. Legal Framework

This policy has been developed in accordance with:

- **The Education Act 1996** – which places a duty on parents to ensure their children receive efficient full-time education
- **The Education (Pupil Registration) (England) Regulations 2006** (as amended in 2016) – which sets out schools' legal duties regarding admission and attendance registers
- **Keeping Children Safe in Education (KCSIE) 2025** – statutory safeguarding guidance
- **Children Missing Education: Statutory Guidance for Local Authorities (September 2016)**
- **Working Together to Improve School Attendance (2024)** – statutory guidance for schools on attendance
- **Working Together to Safeguard Children 2023**
- **The Education and Skills Act 2008** – which requires young people to continue in education or training until their 18th birthday

The school also has regard to:

- **DfE guidance: School Attendance (2024)**
 - **Wandsworth Local Authority procedures for Children Missing Education**
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3. Definitions

Children Missing Education (CME)

Children missing education are defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school (e.g. at home, privately, or in alternative provision).

Children Missing from Education

This refers to pupils who are on a school roll but are not attending school regularly or have stopped attending without the school's knowledge or permission.

Compulsory School Age

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. Roles and Responsibilities

The Headteacher is responsible for:

- Ensuring this policy is implemented effectively
- Ensuring accurate admission and attendance registers are maintained
- Monitoring patterns of absence and taking appropriate action
- Making referrals to the local authority when required
- Ensuring staff are trained in CME procedures

The Designated Safeguarding Lead (DSL) is responsible for:

- Liaising with the local authority regarding children missing education
- Ensuring safeguarding concerns are addressed when a child is missing
- Maintaining records of CME cases and actions taken
- Working with external agencies as appropriate

The School Office/Attendance Officer is responsible for:

- Maintaining accurate admission and attendance registers
- Following up unexplained absences on the first day of absence
- Recording all contact with parents regarding absence
- Alerting senior leaders to patterns of concern
- Notifying the local authority as required by regulations

All Staff are responsible for:

- Being alert to signs that a child may be at risk of missing education
- Reporting concerns to the DSL or senior leadership team
- Following the school's attendance procedures

Parents/Carers are responsible for:

- Ensuring their child attends school regularly and punctually
 - Notifying the school on the first day of any absence
 - Providing the school with up-to-date contact details
 - Informing the school of any changes in circumstances
 - Notifying the school if they are moving or changing schools
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5. Admission Register

5.1 Legal Requirements

The school maintains an accurate admission register in accordance with The Education (Pupil Registration) (England) Regulations 2006 (as amended).

The admission register includes:

- Full name of pupil
- Sex
- Name and address of every person known to be a parent of the pupil (and which parent the pupil normally resides with)
- At least one emergency contact number for a parent
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended (if applicable)

5.2 Emergency Contacts

The school holds at least **two emergency contact numbers** for each pupil, wherever reasonably possible. This is in line with KCSIE guidance and provides the school with additional options to make contact with a responsible adult when a child is missing education or there is a welfare concern.

Parents are asked to update contact details whenever they change. The school office checks and updates contact details regularly.

5.3 Admissions

When a pupil joins Prospect House School, we:

- Obtain proof of the child's identity
 - Obtain proof of the child's age (e.g. birth certificate)
 - Request contact details for at least two emergency contacts
 - Request details of the child's previous school (if applicable)
 - Contact the previous school to confirm the pupil was on roll and obtain relevant records
 - Add the pupil to the admission register within five days of admission
 - Notify Wandsworth Local Authority within five days of the pupil being added to the admission register
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6. Attendance Register

6.1 Legal Requirements

The school maintains an accurate attendance register in accordance with The Education (Pupil Registration) (England) Regulations 2006.

Attendance is recorded:

- At the start of the morning session (by 9:00am)
- At the start of the afternoon session (by 1:15pm)

The register is taken electronically using [iSAMS/CPOMS/school MIS system] and is stored securely.

6.2 Absence Codes

The school uses the national attendance codes as set out in DfE guidance. Staff are trained in the correct use of codes to ensure accurate recording.

6.3 First Day Contact

If a pupil is absent and the school has not been notified of the reason:

- The school office will contact parents/carers by telephone on the **first morning of absence** by 9:30am
 - If contact cannot be made with the first emergency contact, the school will try all other available numbers
 - If no contact can be made, a text message and email will be sent
 - The absence will be recorded as unauthorised (Code N) until a valid reason is provided
 - If the absence continues and no contact can be made, the DSL will be informed and safeguarding procedures followed
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7. Monitoring Attendance

7.1 Daily Monitoring

The school office monitors attendance daily and follows up any unexplained absences immediately.

7.2 Patterns of Concern

The Headteacher and DSL monitor attendance data to identify:

- Pupils with attendance below 90% (persistent absence)
- Pupils with patterns of absence (e.g. every Monday, after holidays)
- Pupils with frequent unexplained absences
- Pupils whose parents fail to notify the school of absence

7.3 Action Taken

When patterns of concern are identified, the school will:

1. Contact parents to discuss the concerns
 2. Offer support to address any barriers to attendance
 3. Set attendance targets and monitor progress
 4. Consider whether a referral to external agencies is required
 5. Consider whether an Early Help Assessment is appropriate
 6. Refer to the local authority if attendance does not improve
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8. Removing a Pupil from Roll

8.1 Legal Requirements

The school can only remove a pupil from the admission register in the circumstances set out in The Education (Pupil Registration) (England) Regulations 2006, Regulation 8.

8.2 Notification to Local Authority

The school must notify Wandsworth Local Authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in Regulation 8, **except where:**

- The pupil has completed the school's final year, AND
- The school does not have information that suggests the pupil will not be continuing their education

Notification must be made **as soon as the ground for removal is met** and **no later than the time at which the pupil's name is removed from the register.**

The notification must include:

- Full name of pupil
- Full name and address of any parent with whom the pupil normally resides
- At least one telephone number of the parent
- The pupil's future address and destination school, if applicable
- The ground in Regulation 8 under which the pupil's name is to be removed from the admission register

8.3 Grounds for Removal

The school will only remove a pupil from roll when one of the following applies:

Ground 1: Transfer to Another School

- The pupil is registered at another school
- **Action:** The school will obtain written confirmation from the new school that the pupil has started before removing them from roll

Ground 2: Moving Away

- The pupil has moved to a different address and is now attending a school closer to their new home
- **Action:** The school will obtain the new address and details of the new school. We will contact the new school to confirm the pupil has arrived. If we cannot confirm this, we will notify the local authority before removing the pupil from roll

Ground 3: Elective Home Education (EHE)

- The parent has notified the school in writing that they are educating the child at home
- **Action:** The school will inform Wandsworth Local Authority immediately. We will discuss the decision with parents and ensure they understand their responsibilities. We will not seek to persuade parents to change their mind but will ensure they are making an informed decision

Ground 4: Ceased to Attend

- The pupil has ceased to attend and:
 - o The school and local authority have failed to locate the pupil after making reasonable enquiries, OR
 - o The pupil is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age
- **Action:** See Section 9 below for procedures when a pupil's whereabouts are unknown

Ground 5: Permanent Exclusion

- The pupil has been permanently excluded and the time limit for appeals has expired, or the appeal has been determined
- **Action:** The school will work with the local authority to ensure alternative provision is arranged

Ground 6: Death of Pupil

- The pupil has died
- **Action:** The school will notify the local authority and offer support to the school community

Ground 7: Transfer Between Schools

- The pupil will cease to be of compulsory school age before the school's next academic year begins, and the pupil does not intend to continue at the school
- **Action:** The school will work with parents and the local authority to ensure the pupil has a suitable destination for post-16 education or training

Ground 8: Leave Granted

- The pupil has been granted leave of absence exceeding 100 school sessions (50 days) in any school year, has failed to return within 10 school days of the expected return date, and the school has no reason to believe the pupil is unable to attend
- **Action:** The school will make reasonable enquiries to locate the pupil. If unsuccessful, we will notify the local authority before removing the pupil from roll

8.4 Safeguarding Concerns

If there are safeguarding concerns about a pupil who meets the criteria for removal from roll, the school will:

- Discuss concerns with the DSL
- Consider making a referral to children's social care
- Notify the local authority of both the removal and the safeguarding concerns
- Not remove the pupil from roll until appropriate safeguarding action has been taken

9. Pupils Whose Whereabouts are Unknown

9.1 Reasonable Enquiries

If a pupil stops attending school and the school cannot make contact with parents, the following steps will be taken:

Day 1-3:

- Telephone all known contact numbers
- Send text messages and emails
- Contact any known friends or relatives
- Check with siblings at the school or other local schools

Day 4-7:

- Make a home visit (two members of staff, maintaining safety protocols)
- Contact the pupil's GP (if known and with appropriate consent considerations)
- Contact any previous schools
- Check with neighbours (if appropriate)
- Contact any known employers of parents

Day 8-10:

- Contact the local authority's CME team
- Make a referral to children's social care if there are safeguarding concerns
- Check with the local authority whether the family is known to any other services

9.2 Notification to Local Authority

If, after making reasonable enquiries, the school cannot locate the pupil, we will notify Wandsworth Local Authority's CME team immediately. We will provide:

- All known details about the pupil and family
- Details of enquiries made
- Any safeguarding concerns
- Copies of relevant records

The pupil will remain on roll until the local authority has confirmed that reasonable enquiries have been completed.

9.3 Safeguarding Concerns

If there are safeguarding concerns about a missing pupil, the school will:

- Contact children's social care immediately
- Follow the school's safeguarding policy
- Work with police and social care to locate the child
- Not remove the pupil from roll until appropriate safeguarding action has been taken

10. Specific Circumstances

10.1 Pupils at Risk of Forced Marriage or Honour-Based Abuse

If the school has concerns that a pupil may be at risk of forced marriage, female genital mutilation (FGM), or honour-based abuse, particularly if the family is planning to travel abroad:

- The DSL will contact children's social care and/or police immediately
- The pupil will not be removed from roll
- The school will follow KCSIE guidance on forced marriage and honour-based abuse

10.2 Pupils at Risk of Child Sexual Exploitation (CSE) or Criminal Exploitation

If a pupil is missing from school and there are concerns about CSE or criminal exploitation:

- The DSL will make an immediate referral to children's social care
- The school will work with police and social care
- The pupil will not be removed from roll until safeguarding action has been taken

10.3 Children Missing from Home or Care

If the school becomes aware that a pupil is missing from home or care:

- The DSL will contact children's social care and/or police immediately
- The school will provide any relevant information to assist in locating the child
- The school will follow up to ensure the child is safe

10.4 Pupils Who Fail to Return from Extended Leave

If a pupil fails to return from an authorised extended leave of absence:

- The school will contact parents immediately
- If no contact can be made, the school will follow the procedures in Section 9
- The school will consider whether the absence was genuinely for the stated reason
- If the pupil does not return within 10 school days of the expected return date and reasonable enquiries have failed to locate them, the school may remove the pupil from roll (see Ground 8 in Section 8.3)

10.5 Gypsy, Roma and Traveller (GRT) Children

The school recognises that GRT families may travel for occupational purposes. If a GRT pupil's family is travelling:

- Parents should inform the school in advance
- The school will not remove the pupil from roll if the family intends to return
- The school will use attendance code T (traveller absence) when the family is travelling for occupational purposes
- The school will maintain regular contact with the family
- If the family does not return as expected, the school will follow the procedures in Section 9

10.6 Pupils Moving to Elective Home Education (EHE)

If parents notify the school that they wish to educate their child at home:

- The Headteacher will arrange a meeting with parents to discuss the decision
- The school will ensure parents understand their responsibilities for providing suitable full-time education
- The school will provide information about the local authority's EHE team
- The school will notify Wandsworth Local Authority immediately
- If there are safeguarding concerns, the DSL will discuss with children's social care before the pupil is removed from roll
- The school will not seek to prevent parents from choosing EHE, but will ensure they are making an informed decision

10.7 Pupils Joining or Leaving Mid-Year

When a pupil joins or leaves mid-year:

- The school will obtain full details of the previous/destination school
 - The school will contact the other school to confirm the transfer
 - The school will transfer records promptly and securely
 - If the destination school cannot be confirmed, the school will notify the local authority before removing the pupil from roll
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11. Information Sharing

11.1 Sharing Information with Other Schools

When a pupil leaves Prospect House School, we will:

- Transfer the pupil's educational records to the new school within 15 school days
- Transfer safeguarding information separately and securely to the new school's DSL
- Confirm with the new school that the pupil has arrived
- Notify the local authority if we cannot confirm the pupil has arrived at the destination school

11.2 Sharing Information with the Local Authority

The school will share information with Wandsworth Local Authority as required by The Education (Pupil Registration) (England) Regulations 2006, including:

- When a pupil is added to the admission register (within 5 days)
- When a pupil is removed from the admission register (as soon as the ground for removal is met)
- When a pupil has been continuously absent for 10 school days or more without authorisation
- When the school has concerns that a pupil may be missing from education

11.3 Data Protection

All information sharing will be conducted in accordance with:

- UK GDPR and Data Protection Act 2018
- The school's Data Protection Policy
- KCSIE guidance on information sharing

Information can be shared without consent where there is a safeguarding concern and sharing is necessary to protect the child.

12. Children Previously in Alternative Provision

If a pupil joins Prospect House School from alternative provision, we will:

- Obtain full details of why the pupil was placed in alternative provision
 - Request all relevant records, including safeguarding information
 - Contact the previous school or local authority to understand the pupil's needs
 - Put appropriate support in place to ensure successful reintegration
 - Monitor attendance carefully in the early weeks
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13. Working with Other Agencies

The school works closely with:

- **Wandsworth Local Authority CME Team** – for all CME notifications and support
 - **Children's Social Care** – when there are safeguarding concerns
 - **Police** – when a child is missing and there are immediate safety concerns
 - **Education Welfare Service** – for support with attendance issues
 - **Virtual School** – for looked-after children and previously looked-after children
 - **Early Help Services** – to provide support to families
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14. Staff Training

All staff will receive training on:

- The importance of good attendance
- How to record attendance accurately
- The school's procedures for following up absence
- Signs that a child may be at risk of missing education
- How to report concerns

The DSL and senior leaders will receive additional training on:

- CME procedures and legal requirements
- Making referrals to the local authority
- Working with external agencies
- Safeguarding children who are missing from education

Training will be updated regularly and at least annually.

15. Recording and Monitoring

15.1 Records to be Kept

The school will maintain records of:

- All additions to and removals from the admission register
- All notifications to the local authority
- All enquiries made when a pupil's whereabouts are unknown
- All communication with parents regarding absence
- All referrals to external agencies

Records will be stored securely and in accordance with the school's Data Protection Policy and Records Retention Schedule.

15.2 Monitoring and Review

The Headteacher will:

- Monitor the implementation of this policy

- Review attendance data regularly
- Report to governors on attendance and CME issues termly
- Review this policy annually

The Governing Body will:

- Receive regular reports on attendance
- Ensure the school is meeting its legal duties
- Approve this policy and any amendments

16. Links to Other Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Attendance Policy
- Behaviour Policy
- Anti-Bullying Policy
- Data Protection Policy
- Records Retention Policy
- Admissions Policy

17. Key Contacts

Internal Contacts

Headteacher: Kelly Gray

Email: Kelly.gray@prospecths.org.uk

Telephone: +44 (0)20 8780 0456

Designated Safeguarding Lead: Deborah Lane

Email: deborah.lane@prospecths.org.uk

Telephone: +44 (0)20 8780 0456

Deputy DSL: Sarah Belshaw

Email: sarah.belshaw@prospecths.org.uk

Telephone: +44 (0)20 8780 0456

Attendance Officer/School Office: Deborah Lane

Email: deborah.lane@prospecths.org.uk

Telephone: +44 (0)20 8780 0456

External Contacts

Wandsworth Local Authority Children Missing Education Team:

Email: cme@wandsworth.gov.uk

Telephone: 020 8871 7899

Wandsworth Multi-Agency Safeguarding Hub (MASH):

Email: MASH@wandsworth.gov.uk

Telephone: 020 8871 6622

Out of hours: 020 8871 6000

Wandsworth Education Welfare Service:

Telephone: 020 8871 8065

Police (Emergency): 999

Police (Non-Emergency): 101

NSPCC Whistleblowing Helpline: 0800 028 0285

18. Policy Review

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner if:

- There are changes to legislation or statutory guidance
- There are changes to local authority procedures
- An incident or serious case review indicates the need for review
- Ofsted or ISI inspection identifies areas for improvement

Policy Date: September 2025

Next Review Date: September 2026

Approved by: Rachael Friend

Date Approved: September 2026

Signed (Chair of Governors): D Goodhew

Signed (Headteacher): Kelly Gray

Appendix A: Flowchart – Pupil Absent Without Explanation

Day 1 – Pupil absent, no contact from parents



9:30am – School office contacts all emergency numbers



Contact made? → YES → Record reason, code appropriately



Send text/email to all contacts



Contact made? → YES → Record reason, code appropriately



Record as unauthorised absence (Code N)

Alert DSL if safeguarding concerns



Day 2 – Pupil still absent



Repeat contact attempts

Consider home visit if no response



Day 3 – Pupil still absent



DSL informed

Consider referral to social care if safeguarding concerns



Day 4-7 – Pupil still absent



Make home visit (two staff)

Contact GP, previous schools, known contacts



Day 8-10 – Pupil still absent



Notify Local Authority CME Team

Refer to social care if safeguarding concerns

Continue reasonable enquiries



Pupil remains on roll until LA confirms reasonable enquiries complete

Appendix B: Flowchart – Parent Requests to Remove Pupil from Roll

Parent notifies school of intention to remove pupil



What is the reason?



Moving to another school → Obtain details of new school

- Contact new school to confirm place
- Confirm pupil has started
- Remove from roll
- Notify LA



Moving house → Obtain new address and school details

- Contact new school to confirm pupil has started
- If cannot confirm, notify LA before removal
- Remove from roll
- Notify LA



Elective Home Education → Arrange meeting with parents

- Ensure parents understand responsibilities
- Notify LA immediately
- If safeguarding concerns, discuss with social care
- Remove from roll only after LA notified



Moving abroad → Obtain evidence of move (e.g., visa, flight details)

- Obtain destination address if possible
- If safeguarding concerns (forced marriage, FGM), contact police/social care immediately
- Do not remove from roll until safeguarding addressed
- Notify LA
- Remove from roll

Appendix C: Template Letter to Parents – Unexplained Absence

[Prospect Letterhead]

[Date]

Dear [Parent Name],

Re: Unexplained Absence – [Child's Name]

We note that [child's name] has been absent from school since [date] and we have not received any communication from you regarding the reason for this absence.

The safety and wellbeing of all our pupils is our priority. When we do not hear from parents about a child's absence, we become concerned for the child's welfare.

Please contact the school office immediately on [telephone number] or email [email address] to explain the reason for [child's name]'s absence.

If we do not hear from you within 24 hours, we will need to make further enquiries, which may include a home visit and/or contact with other agencies to ensure [child's name] is safe and well. We look forward to hearing from you.

Yours sincerely,

[Name]
[Position]
Prospect House School

Appendix D: Template Notification to Local Authority – CME

To: Wandsworth CME Team

From: Prospect House School

Date: [Date]

Re: Child Missing Education Notification

Pupil Details:

- Full Name:
- Date of Birth:
- Year Group:
- UPN (Unique Pupil Number):
- Address:
- Telephone Numbers:

Parent/Carer Details:

- Full Name(s):
- Address (if different from above):
- Telephone Number(s):
- Email Address(es):

Reason for Notification: [Select one]

- Pupil's whereabouts unknown
- Pupil removed from roll – Ground [specify]
- Pupil failed to arrive at expected destination school
- Other [specify]

Details:

- Date pupil last attended:
- Date of last contact with parent:
- Details of enquiries made:
- Any safeguarding concerns:
- Any additional information:

Action Taken by School: [List all actions taken]

Destination (if known):

- New school name and address:
- New address:
- Country (if moving abroad):

Safeguarding Information:

- Is there a child protection plan? Yes/No
- Is the child looked after? Yes/No
- Are there any safeguarding concerns? Yes/No – If yes, provide details
- Has a referral been made to social care? Yes/No – If yes, provide reference number

Contact at School: Name:

Position:

Telephone:

Email:

Signature: _____

Date: _____

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