



# Children Missing from Education Policy

Title	Children Missing from Education Policy
Policy Number	MHS017
Date	18th November 2025
Supersedes	18th November 2024
Purpose of the policy	To set out arrangements for ensuring the safeguarding of children missing in Education
Related policies and guidance	Safeguarding and CP Policy MCC CME Policy Attendance Policy
Review	November 2025
Author	Joanna Beswick
Date Consultation Completed	November 2026
Date adopted	2nd December 2025- FGB meeting

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young



people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

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Manchester's guidance Children Missing Education and Addition & Removal of Pupils - The Admission & Attendance Register can be found [here](#). This outlines the process schools follow when they are concerned about a pupil who isn't attending school and for adding pupils to their register. Most of the pupils at Manchester Hospital School are dual rolled and therefore this guidance often doesn't apply. The below information outlines our process at Manchester Hospital School when we are concerned about a Child Missing in Education.

## 1. Introduction

### Legal Background

**This guidance is intended to demonstrate how the local authority aims to fulfill its responsibilities with regard to children missing education.**

1.1 Under section 436A of the Education Act 1996, as amended by the Education and Inspections Act 2006, the local authority has a statutory duty to make arrangements to enable it to establish (so far as it is possible to do so) the identities of children residing in its area who are not receiving a suitable education.

1.2 "Suitable education" is considered to be efficient, full-time education suitable to the age, ability and aptitude of the child and to any special educational needs which he/she may have.

1.3 The statutory duty applies in relation to children of compulsory school age who are:  
i) Not on a school roll; and  
ii) Who are not receiving a suitable education otherwise than at school - either elective home education (EHE) or alternative provision.



1.4 The purpose of this statutory duty is to ensure that children missing from education are identified quickly and effective tracking systems are put in place to ensure that action is taken to provide them with suitable education.

## 2. Operational guidance with Manchester Hospital School

2.1 Sometimes, the Local Authority asks our school to have a child single rolled with MHS. We also understand that we must confirm that with the LA school admissions team within 5 days of adding a child's name to our admissions register if they are single rolled with us.

2.2 At Manchester Hospital School we understand that we must notify the LA school admissions team of a child's name and home details before removing a child from the sole roll. The school and the LA have an agreed process and timescale to share such information and this is contained within the school process, CME and 'off rolling' guidance to schools.

2.3 If we have not been able to make contact with a child, after 20 school days and after following the 'off rolling' guidance, MHS will remove a child's name from our roll and create a "missing" (CTF) with XXXXXXX as the destination.

2.4 We are aware that this process is mandatory and is based on the relevant regulations. This missing CTF should be immediately uploaded onto the DFE S2S secure access site where it will be held in the Lost Pupils database.

2.5 If we have previously sent a missing CTF to the Lost Pupils database and been contacted by a school at which the missing child has since registered, we will advise the receiving school to request its own local authority to download the original CTF from the Lost Pupils website, rename and send to them. Manchester Hospital School will also advise the CME Team of the child's new school.

2.6 On occasion, we admit pupils to our school and aren't able to identify the pupils' home school. In these cases, we notify the CME team at the LA to raise our concern.

