



The Hinckley SCHOOL

Pupils Missing out on Education Policy

(incorporating guidance from Leicestershire County Council Inclusion Team)

Date of last Review:	September 2025
Reviewed by:	Alfie Fawkner, Senior Assistant Headteacher
Approved by Governors on:	October 2025
Frequency of Review:	Annually
Date of next review:	September 2026

This Policy covers students who have:

1. Unexplained absences from the school (see Children Missing in Education (CME Policy))
2. Who go missing from the school during the school day
3. Were expected to take up a school place but are missing
4. Students on reduced or part-time timetables

1. **Unexplained absences from school:**

Guidance:

For the purpose of this 'guidance', we define unexplained absence as a student who does not present at school on any given day, and there being no explanation for the absence in advance of the occurrence.

For the majority of these students, there may be no current safeguarding concerns and as such, the school's local safeguarding procedures should detail the process for 'first day call' to ensure these students are accounted for.

Leicestershire County Council recommend that education settings have at least two separate named contacts and that these are checked at least annually.

For students who do not present at school, on any given day, where a student or family is open to Leicestershire Children's Social Care or Early Help service and where attendance is identified as a concern in the student's plan – (Early Help, Child in Need, Child Protection, Looked After Child Plans or an Education Health and Care Plan for a child with SEND), Leicestershire County Council should be notified, directly making contact with the student's allocated social worker, early help worker or SENA case manager.

The school must regularly inform the Local Authority of any students who are regularly absent from school, have irregular attendance, or have missed ten school days or more without the school's permission. DfE guidance school attendance August 2020 states all schools must agree with the relevant Local Authority, the regular interval that the school will inform the Local Authority of any student who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

'Safe and Well Checks' should be used when a student does not present at their setting and **no relevant adult can be contacted**, after attempting contact for a period of 5 days. By day 5, a referral should be made to Leicestershire's Inclusion Service using the [Inclusion Service Referral Form](#).

Schools must inform the Inclusion Service of the details of students who are regularly absent from school, or who has missed 15 days or more (whether consecutive or cumulative) without permission.

Policy:

- a. Attendance Policy 2025-26 includes first day calls for all unknown absences and follow up processes to ensure the safety of the student.
- b. A minimum of two contacts to be obtained for each student. This is to be reviewed annually as part of the home-school agreement and data collection sheet cycle.
- c. Identified students who are open to Leicestershire Children's Social Care or Early Help service and where attendance is identified as a concern in the student's plan – (Early Help, Child in

- Need, Child Protection, Looked After Child Plans or an Education Health and Care Plan for a child with SEND), Leicestershire County Council will be notified, directly making contact with the student's allocated social worker, early help worker or SENA case manager.
- d. The Attendance Welfare Officer (AWO) will communicate regularly with the Local Authority by following the attendance escalation flow process. This will be in the form of inclusion service referrals, court team requests and CME and CMN referrals.
 - e. 'Safe and well checks' are an integral part of the attendance escalation flow process. This will be adhered to by the AWO and monitored weekly by the KS3/4 Assistant Principals, AWO and Designated Safeguarding Lead (DSL) through a strategic meeting.
 - f. The AWO will follow the Attendance Escalation Flow process and ensure that any student who hits the threshold for referral to the Local Authority inclusion team are reported in a timely manner.

Students who go missing during the course of the school day:

Guidance:

When a student goes missing from school during the course of the day, the school has detailed in its local safeguarding procedures the process for responding to such events.

Procedures should be designed to ensure that any student who goes missing during the course of the day is found and returned within as short a timeframe as reasonably possible.

When the alarm is raised that a student has gone missing, Leicestershire County Council recommends that the following steps be put into place:

School staff alert reception/administrative staff

- * Designated member/s of staff should co-ordinate a detailed search of the site including its grounds;
- * If the search is unsuccessful, the parent or carer (or other emergency contact) should be notified
- * If contact with the parent/ carer (or other emergency contact) cannot be made, or parent/ carer cannot confirm the location of the student, the Police should be contacted. It is the responsibility of the school to report the student missing;
- * School staff will provide Police with any appropriate information such as a detailed description of the student and an indication of when they were last seen;
- * School staff should continue a detailed search of the site including its grounds until the Police attend and undertake an investigation;
- * Where there are any safeguarding concerns, contact Leicestershire County Council's Children & Family Services First Response Children's Duty on 0116 305 0005.

Policy:

- a. In any circumstance where a student does not arrive at their timetabled lesson, having being present in school at some other point in the day and they have not signed out through the

school reception, the truancy flow process should be followed (**see Appendix A**).

2. Children missing who were expected to take up school place

Guidance and Policy:

- a. A student should be put on roll when he or she is expected to join the school, either at an expected transition time, for example, Year 7. At any time that she or he does not arrive, the school should firstly try to make contact with the parents by phone or letter. If after one week no contact has been made the school should contact the Admissions Officer of Leicestershire County Council to find out if the student has been registered elsewhere. After two weeks the school should follow the DfE guidance and complete a referral to the [Inclusion Service](#), who will follow the procedures for 'missing pupils'.
- b. The student should not be removed from roll until the Inclusion Service PME Co-ordinator has ascertained the student's whereabouts and safety and has confirmed that the student is registered at another school or is being educated otherwise.
- c. Schools can only delete students from the Attendance Register when they are deleted from the Admissions Register. Schools delete students from both registers where:
 - They have left to be educated outside the school system;
 - They have completed their compulsory education and not continuing their education;
 - They have been permanently excluded and the appeals process has been exhausted;
 - The student has died;
 - The student is serving a custodial sentence of more than 4 months (but not on remand);
 - The student has moved to another school (**Appendix B**);
 - Family/ student has relocated to another LA or country and this has been confirmed (**Appendix B**).
- d. If a student is absent for a prolonged period or fails to return from a holiday the school should follow the normal procedures for investigating student absence, for example, telephone calls, letters, and invitations to meetings at the school.
- e. There are strict rules on when schools can delete students from their admissions register. The requirement on schools is outlined in Section 9 of the Regulations governing the Registration of Pupils in Schools (2005) the Education (Pupil Registration) (England) Regulations 2006 as amended, [Regulation 8](#).

Students on Part-time or Reduced Timetables

Guidance and Policy:

As a general rule, and in line with the Department of Education, School Attendance Guidance 2019, part-time timetables cannot be used as all students of compulsory school age are entitled to a full-time education.

a. Reduced Timetables

A timetable is considered reduced, when it consists of something less than that which is provided to the majority of the student's peers in that setting. As a rule, schools are only permitted to provide less than full-time education, including placing a student on a part-time timetable, in very exceptional circumstances and with the consent of the person with PR (Parental Responsibility).

Where this is deemed necessary, a reduced timetable must not be treated as a long-term plan. Leicestershire County Council recommends not more than 6 weeks duration. The arrangement should always specify an end-date by when it is expected that the student will return to full-time education (or when an alternative will be provided) and be reviewed regularly in the light of any changes to the student's circumstances.

A temporary reduced timetable should provide a means of achieving re-integration to full-time education. It should never be used as a form of suspension from school for part of the school day or as permanent provision.

b. When might a reduced timetable be used?

As part of an in-school support package - School, parent/carer and other professionals agree that a short-term reduced timetable would support a student who has become disaffected, to reintegrate successfully within the school environment. This would be a closely monitored intervention to address and manage the impact of significant emotional or social needs.

For medical reasons – if a student has a serious medical condition, where recovery is the priority outcome. These arrangements would be part of a “medical plan” agreed between the school and health professionals. Please see the DfE statutory guidance “Ensuring a good education for children who cannot attend school because of health needs” 2013 before offering a reduced timetable for this reason.

c. When might part-time or reduced timetables be unlawful

Reduced/Part-time timetables that DO NOT have clearly defined objectives, a specified end date, a review process, and/or the consent of parents/carers may constitute an illegal exclusion.

Should a reduced/part-time timetable need to be considered the school is required to:

- Inform the Local Authority of any instance of a student being placed on a part-time timetable, so that the Local Authority is aware of the arrangements (ref. [Pupils Missing Out on Education, Ofsted November 2013](#)) **(Appendix C)**;
- Provide information to governors about any students placed on reduced/part-time timetables, so that governors can fulfil their responsibilities to monitor the school's provision.

A student should not be put on a part-time timetable because of their special educational needs as this may constitute discrimination. A special educational need may also be a disability and therefore constitute a protected characteristic under the Equality Act 2010.

d. Summary of Process for Schools – when part-time timetables are proposed or in place

- I. Complete a detailed action plan that sets out a clear path to planned reintegration from reduced provision to full-time attendance. Where appropriate, the student and family will be actively involved in this planning. The plan should be reviewed if there is a change to the student's circumstances or needs.
- II. If the student has an Education, Health and Care Plan, consult with the Local Authority's SENA team to ensure that the EHC Plan can be implemented fully. The school should also consider whether it is appropriate to arrange an interim review, if for example the student's needs have changed and it is considered that this could impact on the ability for the provision to meet the student's needs.
- III. Confirm, in writing, which adults will be responsible for the duty of care for the student during school sessions when the student is not attending - schools retain full duty of care for all students who are on the school roll if they are receiving education off-site.
- IV. Obtain written consent to the arrangements from the student's parents/carers. Should parents/carers not agree to the part-time timetable, it cannot be implemented, as without parental agreement a reduced timetable would be considered to be an unlawful exclusion.
- V. Keep a central record of the arrangement and notify the Local Authority electronically, using the form provided for this purpose (see Appendix B).
- VI. Record the student's absence from school for sessions when the student is not in attendance as authorised absence (register code C).
- VII. Provide sufficient, and appropriate, differentiated work for any time within which the student is not attending school. Provided the student is medically fit, the combination of work completed at the school and at home should constitute full-time education. Consideration should be given to how work will be provided when the student is not in school, sent home, marked and constructive feedback provided. It should also be considered how the student, during periods of non-attendance in school can feel included and maintain contact with their class and key staff members.
- VIII. Inform the Local Authority when the student returns to full-time education which enable the Inclusion Service to:
 - ensure that decision-making is lawful and appropriate and to offer advice where required;
 - fulfil its safeguarding responsibilities to collect and analyse data relating to students not in full time education (Ofsted Framework for the inspection of services for students in need of help and protection, Children Looked After and care leavers June 2015);
 - analyse data relating to the use of reduced timetables to inform current and future service delivery.
- IX. [Section 19 of the Education Act 1996](#) states that *'Each Local Authority shall make arrangements for the provision of suitable education at school or otherwise than at a school for those students of compulsory age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements for them'*. The school must engage with the Local Authority in cases of commissioning of alternative provision or home tuition for students with part-time or reduced timetables.

School to:

- Seek support and advice about when and how to implement reduced timetables where needed and to look at other options available to schools and settings;
- Demonstrate transparency and accountability in the use of reduced/part-time timetables;

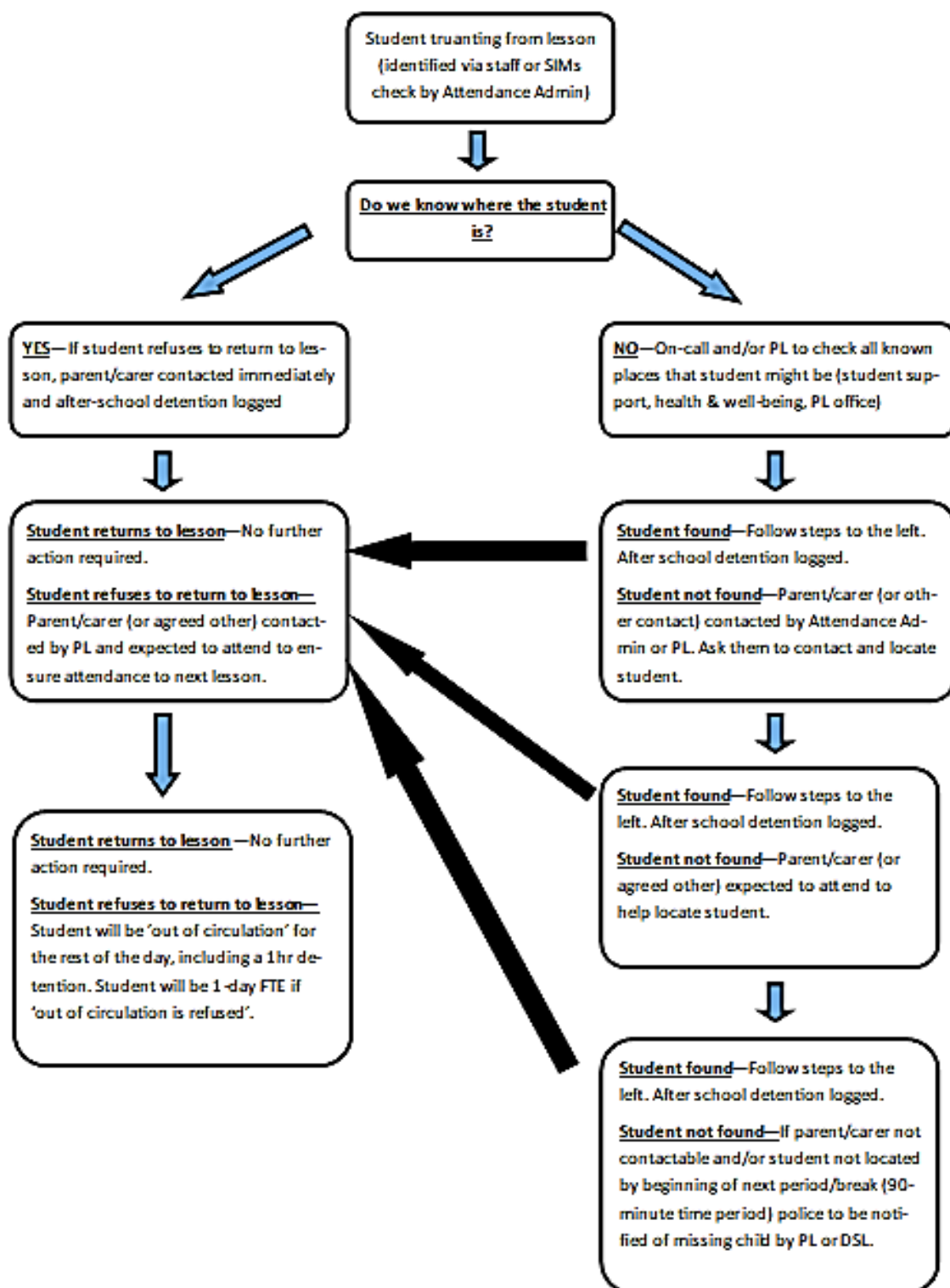
- Create reports for use in monitoring and analysing data relating to students on reduced/part-time timetables.

e. Marking the attendance register for students with reduced timetables

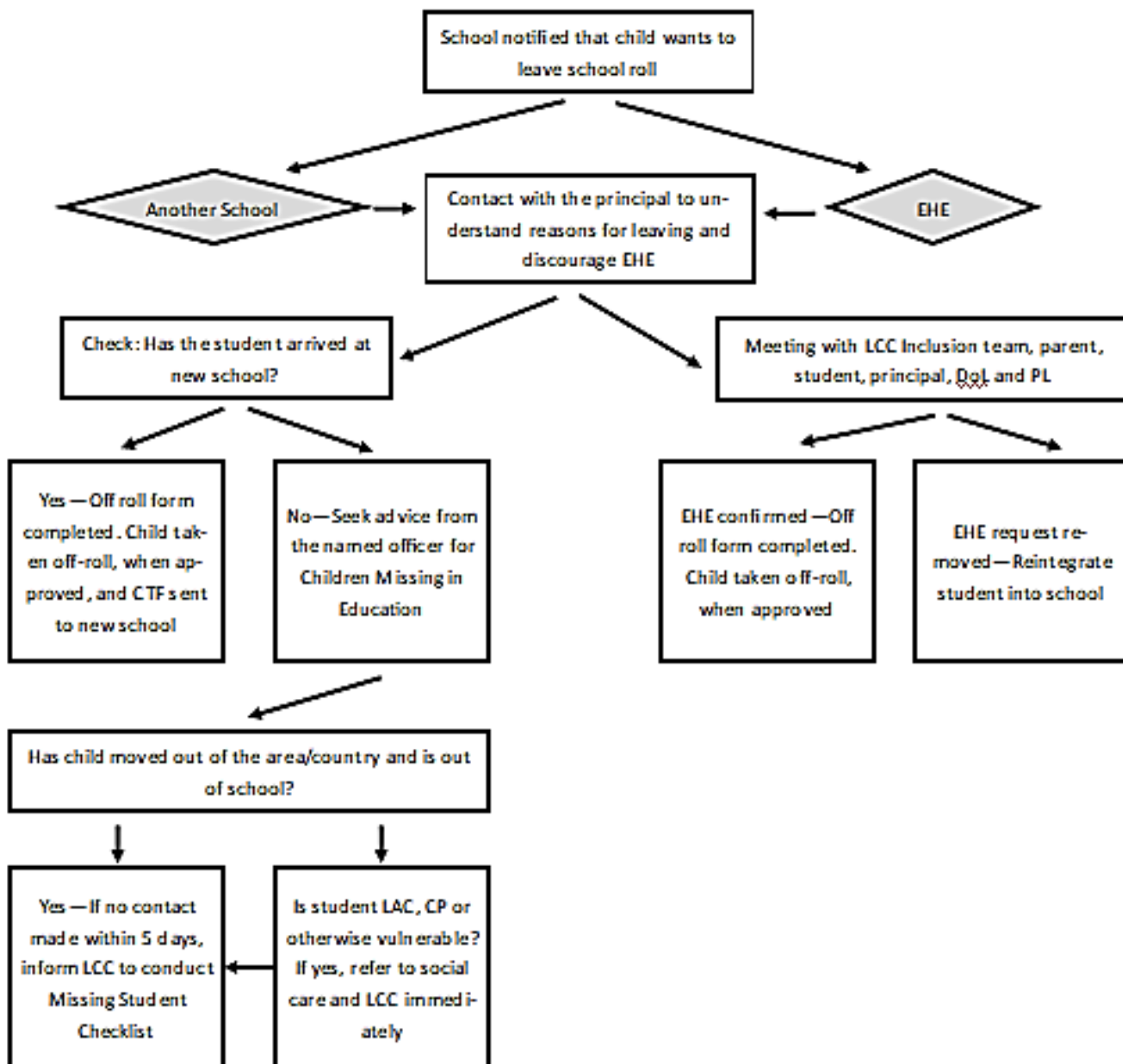
The DfE guidance provides specific guidance. In respect of part-time time-tables it states: *“In agreeing to a part-time timetable a school has agreed to a student being absent from school for part of the week or day and therefore must record it as authorised absence.”* Therefore, in most cases it would not be appropriate to use the ‘B’ code (Off-site Educational Activity) to record the period when a student on a part-time timetable is not attending school. The C code (Leave of absence authorised by the school) would be more appropriate in most situations.

Where a student is attending alternative provision as part of their part-time timetable it may be appropriate to use the B code for that aspect of their timetable. However, it remains the school’s responsibility to monitor attendance whilst they attend alternative provision.”

Appendix A – PME Truancy Flowchart



Appendix B – Children missing who were expected to take up a school place.



Part-time Timetable Notification Form



Child's Name:

UPN: Ethnicity:

Date of Birth: Gender: Year Group:

School:

Is the child looked after by Leicestershire County Council or any other local authority?

If Yes, which local authority?

Is the child subject to a Child Protection Plan?

Has the pupil had a part-time timetable before?

If Yes, when?

Does this pupil have an EHCP?

Is this pupil accessing alternative provision?

If Yes, where?

Name of parents/carers:

Name of lead person in school:

Name of social worker (if applicable):

Name of SEN caseworker (if applicable):

Name of Virtual School rep (if applicable):
