

Three Counties Academy Trust



Children Missing Education Policy

#SG15

Last amended 11th August 2026

Policy lifespan: 1 year. To be reviewed no later than August 31st 2027

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
11.08.26	1.0	Formatted to house style and checked against model for updates.	MF	✓	✓

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Policy Abbreviations and Acronyms

CME	Child Missing Education
CSCS	Children's Social Care Services
CTF	Common Transfer File
DDSL	Deputy Designated Safeguarding Lead
DfE	Department for Education
DSL	Designated Safeguarding Lead
EHC	Education and Health Care Plan
EHE	Elective Home Education
LA	Local Authority
NEET	Not in Education, Employment or Training
S2S	School-to-School Secure Transfer System
SEND	Special Educational Needs and Disabilities
TCAT	Three Counties Academy Trust

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

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 TCAT and our schools 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 TCATs Attendance Policy (at Primary or Secondary level).

Member, Trustee, Local Governor and Staff Summary

Purpose of the Policy

- Ensure all children of compulsory school age receive a suitable full-time education
- Support the Local Authority in identifying and returning children missing education to appropriate educational provision
- Recognise that children missing education can be an indicator of safeguarding risk, abuse or neglect

Key Governance Responsibilities

- Trustees and Local Governors should ensure robust systems exist to prevent pupils becoming children missing education
- Monitor safeguarding, attendance and admissions arrangements within schools
- Ensure schools maintain emergency contact information wherever reasonably possible
- Seek assurance that statutory duties relating to admissions, attendance and safeguarding are being met

What Schools and Staff Must Do

- Maintain accurate admissions and attendance registers
- Follow up unexplained absences and undertake reasonable enquiries when pupils fail to start or return to school
- Notify the Local Authority when statutory reporting requirements apply
- Work proactively to identify pupils at risk of becoming children missing education
- Provide appropriate support to help pupils successfully re-engage with education

Understanding Children Missing Education

- Children missing education are children of compulsory school age who are not registered at school and are not receiving suitable education elsewhere
- Children may also be considered missing education if the education they receive is unsuitable, not full-time or does not meet their needs
- Children who are registered at school but absent are normally managed through attendance procedures rather than being classified as children missing education

Groups Requiring Particular Vigilance

- Children at risk of abuse, neglect or exploitation
- Gypsy, Roma and Traveller children
- Unaccompanied asylum-seeking children and recently arrived migrant families
- Children missing from home or care
- Children with SEND
- Excluded pupils
- Children known to the youth justice system
- Children of service families
- Pupils attending unregistered educational settings

Safeguarding Expectations

- All staff must treat children missing education as a potential safeguarding concern
- Concerns must be reported promptly to the Designated Safeguarding Lead
- Referrals to children's social care or the police must be made where risk of significant harm is identified
- All actions and enquiries should be appropriately recorded

Training and Awareness

- All staff receive safeguarding and child protection induction covering children missing education
- Annual safeguarding training must include risks associated with children missing education
- Staff should understand early indicators and escalation procedures

Partnership Working

- Work collaboratively with Local Authorities and other agencies
- Use statutory information-sharing arrangements to support children and families
- Transfer pupil records promptly when pupils move schools
- Continue joint enquiries with partners when a child's whereabouts are unknown

Admissions and Register Management

- Admissions registers must be maintained accurately and updated promptly
- Schools must notify the Local Authority when pupils are added to or removed from the register outside normal transition points
- Pupils can only be removed from the register in circumstances permitted by legislation
- Robust register management helps prevent children being lost from education and reduces the risk of off-rolling

Key Assurance Questions

- Do schools have effective systems for identifying pupils at risk of becoming children missing education?
- Are safeguarding, attendance and admissions processes operating effectively?
- Are statutory notifications to the Local Authority completed on time?
- Is there evidence of appropriate intervention, support and record keeping when concerns arise?

Parent Summary

Our Commitment to Your Child

- Every child is entitled to a suitable full-time education
- We work with families and the Local Authority to ensure children do not miss out on education
- We take concerns about children missing education seriously because they can sometimes indicate safeguarding risks

What is a Child Missing Education?

- A child missing education is a child of compulsory school age who is not registered at school and is not receiving suitable education elsewhere
- A child is not normally regarded as missing education simply because they are absent from school and remain on roll

What Parents Need to Do

- Ensure your child receives a suitable full-time education
- Inform the school promptly about absences and changes to contact details
- Provide information if you are moving home or changing your child's education arrangements
- Notify the school in writing if you choose to educate your child at home

When the School May Contact You

- When a child does not start school as expected
- When a child is absent and we cannot establish the reason
- When contact information appears to be out of date
- When we need to discuss concerns about attendance, welfare or educational arrangements

Protecting Children

- Children missing education can sometimes be at greater risk of harm, neglect or exploitation
- The school will act quickly if there are concerns about a child's safety or wellbeing
- Information may be shared with safeguarding agencies where this is necessary to protect a child

Working Together

- We work closely with the Local Authority and other services when appropriate
- Our aim is always to support children and families and ensure children remain in suitable education
- Parents are encouraged to engage with the school if difficulties arise so support can be offered early

How We Keep Records Accurate

- Admissions and attendance records are maintained carefully
- We are required to inform the Local Authority in certain circumstances when pupils join or leave the school
- Accurate information helps ensure no child is lost from education

Key Message for Parents

- Keep the school informed of any changes affecting your child's education
- Respond promptly to requests for information
- Work with the school if attendance or welfare concerns arise
- Contact the school as early as possible if you need support

1. Legal framework

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

- [DfE 'Working together to safeguard children'](#)
- [DfE 'Keeping children safe in education'](#)
- [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 'Children missing education'](#)
- [DfE 'School Admissions Code'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Admissions Policy (Year specific) (GN1)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Attendance Policy (Secondary) (SG29(A))

- Attendance Policy (Primary) (SG29(B))

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

2. Roles and responsibilities

The appropriate TCAT and school staff will be 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 a TCAT 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 a TCAT school without authorisation for 20 consecutive school days, and TCAT, 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 Trust Board will be responsible for:

- Where reasonably possible, ensuring TCAT schools hold 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 TCATs 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, DDSL or the Trust Education Welfare and Safeguarding Support Officer

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 school's

- 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 their 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 TCAT, 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 TCAT and the school about how their child will continue to receive suitable education if proposing to withdraw their child from the school

3. Defining children missing education

TCAT will recognise that CME includes children who:

- Are in the process of applying for a school place
- Have been offered a school place for a future date but have not yet started
- Are receiving elective home education (EHE) that has been assessed as unsuitable
- Have been recorded as CME for an extended period, e.g. where their whereabouts is unclear or unknown

TCAT will recognise that CME does not include children who:

- Are receiving suitable education otherwise than at a school, e.g. they are home educated or attending alternative provision, which is suitable for the child's needs
- Are receiving EHE but the LA has not had an opportunity to assess whether the education being provided is suitable
- Are registered at a school, even if they are persistently or severely absent from school

For the purpose of this policy:

- The term “**pupil**” will be used when referring to children who are **on the school roll**, including those who may be at risk of becoming CME through absence or transition
- The term “**child**” will be used when referring to children who are **already missing education** – that is, children of compulsory school age who are not registered at a school and are not receiving suitable education otherwise than at a school, in line with the above definitions

4. Reasons for children missing education

TCAT will be alert to the following circumstances, which may result in a child becoming CME, and will notify the LA in line with statutory requirements:

- Children who have moved into or out of the area, including those who have recently arrived in the country
- Children who are awaiting the outcome of a school application or who have not taken up the place offered
- Children who have been withdrawn from school by their parents for EHE, where the education provided is later assessed as unsuitable
- Children who have been permanently excluded and for whom suitable alternative provision has not yet been arranged
- Children who have been removed from a school roll without a confirmed new school place or without evidence of suitable education otherwise
- Children whose whereabouts are unclear or unknown, or who have been recorded as CME for an extended period

TCAT will be clear that pupils who are on a school roll but are absent because of illness, persistent absence, or other reasons will not be CME if they are receiving suitable education arranged by TCAT or the LA. These cases will be managed as persistent absence under the Attendance Policy (Primary or Secondary) and safeguarding procedures, with appropriate referrals made where necessary.

5. Children at particular risk of missing education

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

TCAT will be especially alert to the following groups of pupils:

- **Pupils at risk of harm or neglect** – TCAT 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, TCAT will make an immediate referral to children's social care and contact the police where appropriate
- **Pupils of Gypsy, Roma and Traveller families** – TCAT 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** – TCAT 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** – TCAT 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** – TCAT 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** – TCAT 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** – TCAT will liaise with youth offending teams and the LA to support continued access to suitable education
- **Children of service personnel** – TCAT 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 TCAT 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 a TCAT school** – TCAT 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** – TCAT will notify the LA where it becomes aware of home education that may be unsuitable and will cooperate with LA enquiries.

6. Induction and training

TCAT will ensure that the safeguarding response to pupils who are at risk of, or children who go missing from, education is explained to all staff during their induction.

TCAT schools will provide annual safeguarding and child protection training to all staff. This training will include:

- Updates on the different safeguarding concerns that children missing education may represent, including risks of harm, exploitation, neglect or radicalisation
- Information about any changes to the early help process
- Clarification of each staff member's role in identifying concerns, recording information, and referring to the designated safeguarding lead or directly to children's social care where appropriate

TCAT will ensure that staff are confident in recognising early indicators of CME and understand how to respond in line with the TCATs safeguarding procedures and statutory guidance.

7. Working with others

The statutory duty to identify CME rests with the LA; however, TCAT will take a proactive and preventative approach before working jointly with the LA to locate a pupil at risk of becoming a CME. Where it is necessary to submit a CME referral to the LA, TCAT will continue to play its role in conducting joint reasonable enquiries.

TCAT will work collaboratively with the LA to return CME in the local area into education.

TCAT recognises that when families move from one LA to another, there is a risk that children may be lost in the system and consequently miss education. The LA will work with other LAs, regionally and nationally, to reduce this risk. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families. TCAT will ensure that staff are familiar with these procedures and when they need to be followed.

TCAT will use the DfE's secure internet system, S2S, to transfer pupil information to another school when a pupil moves. This information will be transferred through a common transfer file (CTF).

TCAT will uphold its duty to send a CTF to the new school when a pupil moves to another school within England or Wales. TCAT will use S2S to upload CTFs of any pupils who have left but their next school is unknown, or the pupil has moved abroad.

If a new pupil arrives at a TCAT school without a CTF transferred alongside them, TCAT will contact the LA to locate the CTF through the S2S system.

If a pupil with a social worker is absent from school for an unexplained reason or they are missing from education, TCAT will inform the pupil's social worker.

8. Safeguarding

TCAT will take immediate action where there is a concern that a pupil's safety or well-being is at risk. All staff will follow the Child Protection and Safeguarding Policy and Procedures and will report concerns without delay to their DSL. The DSL will consider whether a referral to LA children's social care is required and, where appropriate, whether the police should be contacted, particularly if there is a concern that a pupil is suffering or is likely to suffer significant harm.

TCAT recognises that CME can act as a vital warning sign to a range of safeguarding issues. Where there are concerns that a pupil missing from education is linked to a safeguarding issue, action will be taken in line with the Child Protection and Safeguarding Policy and Procedures.

TCAT will play an active part in its involvement to identify and support CME and ensure that this approach is child centred.

In line with the Children Act 2004, TCAT will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

For the purpose of this policy, **“reasonable enquiries”** are defined proportionate checks undertaken to establish a pupil's whereabouts and safety. TCAT will carry out such enquiries within its remit and support the LA in its wider enquiries where necessary.

The DSL will record the actions taken and, if necessary, make a referral to CSCS or the police.

Where the whereabouts and safety of a child is unknown, TCAT will promptly notify the LA and cooperate with its reasonable enquiries. This may include:

- Contacting parents using known contact details
- Sharing information from TCATs records with the LA
- Cooperating with the LA if it conducts checks with other agencies or undertakes home visits

Please note: This list is not exhaustive – TCAT and the LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

9. Information sharing

TCAT will share information with the LA in line with statutory requirements and local CME procedures. This includes:

- Providing statutory returns to the LA when a pupil is added to or removed from the admission register, or where attendance raises concerns
- Sharing relevant pupil information promptly where a child leaves a TCAT school without a confirmed destination, or where there are concerns about CME
- Cooperating with the LA and other partners in making reasonable enquiries to establish a child's whereabouts
- Informing a pupil's social worker without delay where a pupil with a social worker is absent or missing from education

TCAT will ensure that all information sharing complies with data protection legislation and statutory guidance and prioritises safeguarding.

10. Attendance and admissions register

TCAT will ensure that each admissions register is kept up to date at all times, and will encourage parents, via communications such as emails and newsletters, to notify their school of any changes to their child's personal details and education arrangements whenever they occur.

Each attendance register will be closely monitored on a daily basis to ensure that proactive steps are taken to address poor or irregular attendance to prevent children becoming CME. TCAT will cooperate with the LA to accommodate any requests to access the attendance and admissions registers to carry out statutory functions.

Appropriate support will be provided to successfully integrate pupils into any TCAT school, including the incorporation of efficient decision-making processes for admissions in place to prevent delays.

Poor attendance identified in the attendance register will be referred to the LA by an attendance return. Where a pupil resides in a different LA area from their school, TCAT will notify and work with the pupil's home area LA to enable effective joint working between all involved parties.

Pupils will be recorded on their admissions register at the beginning of the first day on which it has been agreed by TCAT and the school, or the day that the TCAT and the school has been notified, as the date that the pupil will attend the school. Once a pupil has been recorded on the admissions register, TCAT will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent notifies TCAT that their child will normally live at another address, whether in addition to or instead of their current address, TCAT will record the following information on the admissions register:

- The full name of the parent with whom the pupil will normally live with
- The address
- The date from when it is expected the pupil will start normally living at this address

Where a parent notifies TCAT that the pupil is registered at another school, or will be attending a different school in future, TCAT will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school

Parents are able to elect to educate their children at home and will subsequently withdraw them from school. This can happen at any time unless the pupil is subject to a School Attendance Order. If a parent notifies a TCAT school that their child will be educated at home, the pupil will be deleted from the school's admission register and TCAT will inform the LA.

11. Removing a pupil from the admissions register

TCAT will ensure that guidance on removing or adding pupils' names from or to the admissions register is closely followed in each of our schools. In some specific cases, this will involve joint actions to be undertaken between TCAT and the LA before decisions can be made.

TCAT will inform the LA of any pupil who will be deleted from a TCAT school's admission register where they:

- Have been taken out of school by their parent and are being educated outside the school system, e.g. home-schooled
- No longer normally live a reasonable distance from the school and are not expected to attend again

- Are detained under a sentence of detention, and TCAT does not reasonably believe they will return after the detention ends
- Have been permanently excluded
- Have died
- Have been registered at another school, unless a school attendance order is in force or this school is agreed as the pupil's main school
- Are registered at more than one school but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion
- Have been granted authorised leave but have failed to attend school within 10 school days of the leave ending, and TCAT and the LA have jointly made reasonable enquiries which either:
 - Have not located the pupil, or
 - Have located the pupil and agreed there are no reasonable grounds to believe they will return
- Have been continuously absent from school for at least twenty school days without authorisation, and TCAT and the LA have jointly made reasonable enquiries which either:
 - Have not located the pupil, or
 - Have located the pupil and agreed there are no reasonable grounds to believe they will return
- Have been the subject of a school attendance order that has been amended by the LA to name another school
- Have been the subject of a school attendance order that has been revoked by the LA because arrangements have been made for suitable education otherwise than at school
- In our secondary settings, will cease to be of compulsory school age before the school next resumes (e.g. following the summer break), and the relevant person has indicated the pupil will not attend the school
- In our primary settings with nursery provision, have been admitted to receive nursery education and since completion have not transferred to Reception, or a higher class, at the school

TCAT will notify the LA that a pupil is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is actually removed.

When making a deletion return to the LA, TCAT will provide the following information from the admission register:

- The full name of the pupil
- Their current 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 new school and when the pupil began or will begin to attend
- The reason set out in regulation 9 – of The School Attendance (Pupil Registration) (England) Regulations 2024 – under which the pupil's name has been deleted

Where the name of a pupil with a social worker is to be removed from the admissions register, TCAT will inform the pupil's social worker.

Where a pupil has not returned from a leave of absence within 10 school days, or has been continually absent for 20 school days, joint reasonable enquiries between TCAT and the LA will be carried out before the pupil's name is deleted. When a pupil is located and their circumstances are established, TCAT and the LA will agree that there are no reasonable grounds to believe the pupil will attend again before removing their name from the admissions register.

To support an effective CME process, TCAT will maintain its duty to make a return to the LA in line with regulation 13 of the School Attendance (Pupil Registration) (England) Regulations 2024 whenever a pupil's name is added to or removed from a TCAT admissions register outside of standard transition times. TCAT will recognise that the LA may extend this to include standard transition times.

To prevent the risk of CME, TCAT will ensure that the correct removal of names from the register supports lawful exclusions, effective monitoring of pupil movements and reduces the risk of off rolling.

12. Adding names to the admission register

TCAT will enter a pupil's name on the admission register on the first day that TCAT, the school and a person with control of the pupil's attendance have agreed that the pupil will attend. Where TCAT has a duty to admit the pupil, the name will be entered on the register on the first day a person with control of the pupil's attendance has notified TCAT and the school that the pupil will attend. If no date has been agreed or notified, the name will be entered on the first day the pupil attends the school. All names will be entered from the beginning of the first session.

If a pupil does not attend on the agreed date, TCAT will undertake reasonable enquiries to establish the child's whereabouts and will work with the LA where necessary.

TCAT will also make a return to the LA within five days when a pupil's name is added to the admission register at a non-standard transition point. This will include all information about the pupil that is held within the admission register. Where the LA has requested it, TCAT will also provide this information at standard transition points.

Monitoring and review

Lifespan of Policy: 1 Year

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 31st August 2027.

Date approved by the Board Appointed Trustee: 11th August 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 11th August 2026.

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher