

Prepared with reference to the DfE publication the EYFS Statutory framework 2017
Department for Education (DfE) statutory Guidance, issued in March 2010, and updated in 2013, entitled
“Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the
welfare of children” July 2018

The DfE publication September 2018 Keeping children safe in education.

DfE publication providing a safeguarding service to children, young people parents and carers July 2018

This policy also incorporates the Statutory Guidance from the Department for Education (October 2012).

The DfE publication Keeping children safe in education, a statutory guide for -schools and colleges
September 2018

General Statement

During your time at the Iona school, we hope that your children stay with us and enjoy the safe learning environment we strive to offer. However, we do recognise there may be times when you need to withdraw your children, or your children leave to go to a secondary school.

We are always obliged to follow safe procedures to ensure that your child continues to be recognised in the education system and does not become a “child missing in education”

As a school we must follow up and log the date that the child is in the new school or taken over by the EHE team, this is regardless of if the child leaves due to their statutory age or due to withdrawal by parents.

We will also notify the LEA of any children of statutory school age joining Iona, even if they have come up from the kindergarten/nursery.

Children must be in full time education from a compulsory school age; this is

A child is of compulsory school age at the beginning of the first term after their 5th birthday. Therefore:
Children who turn 5 between 1st January and 31st March will be of compulsory school age at the beginning of the school term after 1st April;

Children who turn 5 between 1st April and 31st August will be of compulsory school age at the beginning of the school term after 1st September;

Children who turn 5 between 1st September and 31st December will be of compulsory school age at the beginning of the school term after 1st January.

A child remains of compulsory school age until the last Friday in June in the school year that they turn 16. From September 2013, all 16 year olds must remain in education or training until the end of that academic year and from September 2015 they will be required to continue until their 18th birthday.

If you wish to withdraw your child to go to another school

Unless your child is in their first term, you must give us three months’ notice for this. This can mean that you can pay for this if your child has a new school place or you wish to withdraw with immediate effect for home education.

You must give us the following details in your letter of deregistration

- The name and address of the new school and their date of admission
- Written notice of your intent to withdraw, stating the date that you wish for this

If you wish to deregister your child to home educate

- Written notice of your intent to withdraw, stating the date that you wish for this
- Notification that you are planning to home educate your child
- The council under which your child lives

Required Withdrawal

If parental behaviour is obstructive, detrimental or damaging to life at the school for staff, other parents or children, we will trigger our required withdrawal policy, this can be done at any point in your child's time here.

We will also consider a number of issues surrounding child behaviour under this policy. Please do make yourself aware of this.

What we will do

If a child is deregistered from our register we must notify the local authority within 5 days.

We must provide;

- The full name of the pupil
- The name, phone number and address of any parents where the pupil resides
- If applicable; the full name and address of where the pupil is going to live with and the date they should be there
- The name of the pupil's destination school and the pupils expected start date there
- Why the pupil is being deleted from the register.
- The DSL will be notified on the event of a child leaving so they can send on the SG notes. This will be done in person or by special signed for delivery.

We will also contact the new school to ensure that the pupil is on their register; this is to ensure that children do not become missing in education.

If a child is being home educated we must;

- Contact the Elective home education team for that local council's area with the following details
- The full name of the pupil
- The name, phone number and address of any parents where the pupil resides
- If applicable; the full name and address of where the pupil is going to live with and the date they should be there
- The letter of deregistration from the parent
- The DSL must be notified so they can speak with the council for any SG concerns/notes
- Complete the applicable forms that the Home education team give us.

Nottingham city- electivehomeeducation@nottinghamcity.gov.uk

Nottingham county - ehe@nottsc.gov.uk

Issue date

This policy takes effect from January 2019

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee

Signed: 

13/08/19

Related policies

- Financial policy
- SEND policy
- Inclusion policy
- Required withdrawal policy
- safeguarding policy

The Iona School