

CHILDREN MISSING FROM EDUCATION POLICY

(For Maintained Schools and Academies)

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SEPTEMBER 2016

PART 1: Local Authority Responsibilities

Rationale

Cambridgeshire County Council is committed to:

- ensuring that all children who go missing from education in Cambridgeshire are quickly identified;
- supporting other local authorities to locate their own children missing education should such children move to Cambridgeshire.
- ensuring that when a parent indicates that they are expressing their parental choice to move their child to another school, there will be clear and rigorous monitoring and accountability to ensure that any such move takes place as quickly as possible through the processes covered within the In Year Fair Access Protocol.

The County Council believes that it can best achieve this if its procedures:

- are underpinned by the relevant statutory requirements in relation to children missing education;
- interconnect with the DfE central S2S (school-to-school) system and Lost Pupils website;
- are complimentary to the In-Year Fair Access Protocol
- are supported by a range of cross-referencing practices and safeguards; and
- are consistent with and supportive of local child protection best practice.

Introduction

1. This guidance is intended to explain how the local authority discharges its responsibilities with regard to children missing education.
2. It outlines how the processes to identify and track children missing education are administered and informs relevant Locality staff of their operational responsibilities.

Legal Background

3. 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.
4. "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.
5. 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 on the local authority EOTAS (education other than at school) roll or receiving elective home education (EHE).

6. The purpose of the new 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.
7. To meet the statutory duty the local authority is required to show:
 - **Strategic Management and Leadership** – including clear written policies, arrangements and processes that are embedded within the authority's governance, strategic planning arrangements and cross-service, multi-agency arrangements for safeguarding and regular monitoring by senior managers, elected Members and relevant partners.
 - **Networks and Points of Contact** – including clearly identified stake-holders, defined notification routes, a named central contact and clear roles and responsibilities for officers to whom duties are delegated.
 - **Information systems** – including a database of children currently not in education (together with details of actions being taken), robust monitoring procedures and appropriate monitoring procedures to ensure that data is kept fairly and securely.
 - **Provision-brokering services** – including agreed processes for securing the support and involvement of others services and agencies, agreed processes for securing provision for children who are identified as missing education, monitoring arrangements and information systems concerning the availability of school places and other alternative provision.
 - **Effective Pupil Tracking systems** – including a record of all children who leave education without a known destination, rigorous follow-up procedures, agreed procedures with schools, clear arrangements to ensure the proper transfer of CTFs through S2S, a named administrator with responsibility for the Lost Pupil Database, arrangements to regularly upload and download from the Lost Pupil Database.
8. The essential responsibilities of the local authority in relation to children who are missing education are to:
 - receive information about a child who is or is believed to be missing education;
 - log details;
 - check whether a place of education is already known;
 - make enquiries of the last known school attended or other last known provider;
 - Identify vulnerabilities and refer to appropriate agencies
 - make other reasonable enquiries – for example, with health, social care, housing and benefits agencies, etc;
 - locate and contact the family;
 - identify the child's needs;
 - identify and access available provision – for example, local schools with places, etc;
 - facilitate access to such provision;
 - log details;
 - monitor attendance at provision;

- track and reconcile subsequent movements.
9. Local authority procedures and processes should be alert to vulnerable groups such as:
- young offenders;
 - children with a history of poor attendance/behaviour;
 - children of homeless families living in temporary accommodation;
 - young carers;
 - families which are highly mobile – for example, Travellers;
 - teenage parents;
 - children living in women’s refuges;
 - children with long-term emotional or medical problems;
 - children who have been identified as at risk of sexual exploitation
 - children who have a history of running away from home;
 - children of asylum seekers;
 - children of new immigrant families who have not yet settled into a fixed address.
10. Local authority procedures and processes should also be alert to movements across local authority boundaries and should ensure that any potential gaps are identified and closed. (The local authority named administrator will maintain a record of named Children Missing Education (CME) contacts in other authorities and will liaise and communicate with these as the need arises.)
11. Whilst the statutory duty is concerned with children who are not receiving education there may be occasions when a child identified as such may have been the victim of crime. In such instances, the police should be notified.
12. CME referrals may be made to the local authority by a range of sources including other local authorities, the health service, domestic violence referrals (made by the police to the local authority), the Nationality and Immigration Directorate, the general public, etc.

PART 2: Cambridgeshire School Process for Children Missing from Education (Maintained schools, Academies and Non-Buying back Academies)

TIMEFRAME	ACTION	RESPONSIBILITY
1 st – 10 th SCHOOL DAY	Child does not attend school. School makes Initial reasonable enquires to attempt to contact the family. <u>PLEASE NOTE: IF THERE IS SOCIAL CARE INVOLVEMENT OR CHILD PROTECTION THEN THE EWO AND LINKED SOCIAL WORKER SHOULD BE INFORMED IMMEDIATELY</u>	SCHOOL
11 th – 20 th SCHOOL DAY	School contact the Locality Education Welfare Officer using the CME 'Request for Intervention Referral form' (Appendix 3). School and EWO will work together to continue to carry out reasonable enquires to identify child's whereabouts. EWO to follow 'CME checklist' (Appendix 1).	SCHOOL EDUCATION WELFARE OFFICER
4 WEEKS OF ABSENCE - CHILD TO BE REMOVED FROM ROLL	After four weeks should such efforts prove unsuccessful then the school, in consultation and agreement with the Education Welfare Officer, should remove the child's name from its roll and create a "missing" common transfer file (CTF) with XXXXXXXX as the destination. The EWO/School will notify the Central CME administrator that a child is missing from education so an open CME Involvement can be opened on ONE. cme@cambridgeshire.gov.uk	EDUCATION WELFARE OFFICER LOCAL AUTHORITY
AFTER 4 WEEKS OF ABSENCE – CHILD REMOVED FROM SCHOOL ROLL	Within 28 working days of the referral being assigned to the EWO they will begin/continue their enquiries, following the 'CME checklist' (Appendix 1) and make any further enquires that may be a result as part of the investigation. If the EWO has exhausted all efforts but is unable to trace the child they should contact the CME Administrator to request the case be transferred to the B & A Manager as investigation officer. The Attendance and Behaviour Manager and CME administrator will audit the CME Cases every 6-8 weeks. Periodic checks will continue with these cases as part of the regular audit.	EDUCATION WELFARE OFFICER LOCAL AUTHORITY

1. Schools are advised to have a designated person with responsibility for children coming off roll and children missing from education.
2. When a parent indicates that they are leaving a school, the school will ask them to fill in a form indicating their destination. This form will be held by the designated person – see appendix 2 (Parental request to remove child from school roll form)
3. Should a child not attend school from the first day of absence and for following 10 days the school should make initial enquires to attempt to trace the child. **However, with vulnerable children the school are required to inform the Education Welfare Officer and linked social worker immediately.**
4. Should the school not be able to trace the child after 10 days the school should promptly notify the Locality Education Welfare Officer where the 15 reasons set out in Regulation 8 of the Education Pupil Regulation 2016 apply (see appendix 4). The Education Welfare Officer will then work with the school and carry out reasonable enquiries to try .and identify the child’s current whereabouts/destination and where/if he/she is currently accessing education.
5. After four weeks should such efforts prove unsuccessful then the school, in consultation and agreement with the Education Welfare Officer, should remove the child’s name from its roll and create a “missing” common transfer file (CTF) with XXXXXXX as the destination.
(Schools should be 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 site where it will be held in the Lost Pupils website.
6. Should a Cambridgeshire school which has previously sent a missing CTF to the Lost Pupils website be contacted by a school at which the missing child has subsequently registered then it should advise the receiving school to request its own local authority to download the original CTF from the Lost Pupils website.

NOTE

Transferring to Independent schools send the CTF to the S2S Lost Pupils website using MMMMMMM, so that the CTF goes into the database of children who have moved outside of the maintained system.

Home educating

There is a separate and specific procedure to be followed in the case of children who leave a Cambridgeshire school to. Should a parent say a child is leaving a Cambridgeshire school in order to be home educated the school should:

- request written confirmation of the parents’ intentions
- once this has been received remove the child’s name from the school roll
- inform the Elective Home Education Administrator, 01223 703542 or email electivehome.education@cambridgeshire.gov.uk
- send the CTF to the S2S Lost Pupils website using MMMMMMM, so that the CTF goes into the database of children who have moved outside of the maintained system.

PART 3: Cambridgeshire School Process for children who may be missing from another school/LA and join a Cambridgeshire School

1. Should a Cambridgeshire school admit a new child, the school should request from the parents details of the child's previous school in order that the child's CTF may be requested and downloaded, if the previous school has not generated a CTF already. If having made contact with the previous school it is apparent that that school has posted a CTF file to the Lost Pupils website then the school should contact the the Information Management and System Service (iMS) on 01480 379859. The iMS will then download the file and forward it to the receiving school. It is common practice to ask the parents for confirmation of the child's particulars (for example, a copy of the child's birth certificate);
2. Should the receiving school be unable to obtain confirmation of the child's previous school and subsequently be unable to download a CTF from that school the receiving school should not enter the child on their iMS system without first requesting a check of the Lost Pupils website. This can be done by contacting the iMS on 01480 379859 and requesting that a search be made of the Lost Pupils website for a matching record using names or former names, date of birth or gender.
3. If confirmation of the child's previous school has been obtained the UPN for the pupil will be included on the CTF file. If the child has been identified as a Child Missing Education a new UPN should not be issued, instead a temporary UPN should be issued. The iMS may be able to assist schools in identifying any previous UPN through searches on the Key to Success website. The iMS may be contacted on the number above.
4. It should be stressed that these procedures will only function effectively if all Cambridgeshire schools are committed to adhering to the principle that:

When ever a child joins or leaves a school then a Common Transfer File must accompany him/her.

PART 4: CME - Central Administrative Procedures

Local authority procedures for identifying and tracking children missing education are managed and coordinated centrally through the Behaviour and Attendance Manager and the CME Administrator.

1. The CME Administrator will receive 'Deletion from register - destination confirmed' forms from schools. These are to be uploaded on ONE.
2. The CME Administrator will produce the following reports to identify those children where the school did not refer to the LA:
 - **Lost Pupils – (run every half term)**
This report from the DFE S2S Lost Pupils website identifies all Cambridgeshire children whose CTF file has been uploaded to the site as a missing pupil.
 - **CME – School History Analysis (run every half term)**
This 'One' SSRS report identifies all children whose school history end- dates fall between a specified date range, have no subsequent school history.
 - **CME – Transfers**
This 'One' SSRS report identifies all children in transfer years (Yr 6 to Yr7 and Reception to Yr1) where the allocated base is different to current base or there is no base.
 - **Reports generated from other sources**
The CME administrator may also be alerted to a child missing education from other sources within and outside of Cambridgeshire eg.
 - Domestic Violence Reports
 - Elective Home Education Office
 - Health Services
 - Other children's services.
 - Other Local Authorities
 - Independent Schools within Cambridgeshire
3. The CME administrator will enter any children not already registered on 'One'.
4. The CME Administrator will attempt to locate the child by undertaking the following where applicable :
 - Contacting the last school attended for further information
 - Use ONE to search and follow up investigations using:
 - the social network
 - school admissions
 - any open/closed referral within CSS i.e. social care, Support for Learning
 - Immigration/Border Control checks
 - Key to Success
 - Other LA checks
 - Other LA School checks
 - Send a message to all LA via the S2S messaging service
 - Home School Liaison Officers with the Traveller Team
 - RAF Bases in own LA and surrounding LA's
 - Investigating the origin of the UPN of the child
 - Police Check via Safeguarding Team

5. If the administrator traces the child they will log this on ONE for information only. If they cannot trace the child then an open CME referral will be made to the EWO and copied to the Locality Manager.

PART 5: Locality Team Procedures

- EWO's will receive 'Request for Intervention Referral forms' direct from the school. These cases should be investigated, all investigations logged on ONE and a 'Child Missing from Education' involvement opened on ONE accordingly
- Referrals will be opened and assigned to the Locality EWO as Investigating Officer and copied to the Locality Manager. Referrals sources will be either by:
 - Referral direct from the school in consultation with the EWO
 - CME Administrator

The Investigation and recording on ONE

- Within 28 working days of the referral being assigned to the EWO they will begin/continue their enquiries, following the checklist (Appendix 1). (As the CME Administrator will have already contacted the last known school attended it may not be necessary to contact the school again. Further contact with the school may, however, be necessary if further, more detailed background information is required.) It is expected that a minimum of a home visit (if safe to do so)/ letter to last known address/phone calls to last known numbers are made within the 28 days, if this has not already been undertaken.
- Details of the investigation and any outcomes will be recorded in the communication logs on ONE within a further 5 working days. This record must include details of the investigations from the checklist (Appendix 1) and any further enquiries that may be a result as part of the investigation. ONE Communication logs must contain detail as below:
 - the number of the last known numbers rang
 - the address of the home visits
 - all unsuccessful phone calls visits, enquiries made and details of numbers, address etc

Locality Managers and Supervision

Locality Managers should review all CME cases during supervision to explore other areas for further investigation.

Outcomes of investigation

- **Child on a school roll or home educated**
If a child is on roll at an identified school or is being home educated, either within Cambridgeshire or in another local authority, after confirming the information the Investigating Officer should close the CME referral and enter a note on the 'One' Communication Log stating the name of the school the child is currently attending or the authority where he/she is being home educated. The Investigating Officer should

also inform the CME Administrator (and EHE administrator if home educated within Cambridgeshire).

- **Child moved to an identified town/city or an identified authority outside of Cambridgeshire**

If the Investigating Officer learns that the child moved to an address in an identified town/city or an identified authority outside of Cambridgeshire but is unable to ascertain further information (in particular, the name of an identified school) he/she will contact that authority and refer the case to them. If written confirmation is received that the forwarding Local Authority accepts responsibility/acknowledges the child being in their area then the Cambs CME Involvement can be closed as 'Confirmed on other LA cme list'

- **Unable to trace whereabouts of child following extensive investigations**

If the Investigating Officer fails to obtain the whereabouts of the child following extensive investigations the case will be reviewed at the following CME audit by the Behaviour & Attendance Manager and the CME Administrator. If during the periodic audit checks made by the CME Administrator and CME Manager the EWO has undertaken sufficient investigations, but is unable to trace the child, then the investigating officer will be transferred to the CME Manager.

PART 6: Audit / Quality Control

Aim: To ensure the LA statutory duty for children missing from education is being followed.

The CME Administrator and Behaviour & Attendance Manager will audit the CME Open referrals every 6-8 weeks. This will be reported to the Area Managers and Locality Managers.

MI

Periodically the Behaviour & Attendance Manager and the CME Administrator will review the different reports in order to:

- monitor the numbers of Cambridgeshire children known to be of CME status;
- identify any actual or potential gaps in local authority procedures and practice
- produce an annual statistical report for Locality Managers / Area Directors / Management Team.
- Report on wrong coding by schools

CONTACT DETAILS

Karen Beaton, Behaviour & Attendance Manager – 01223 715577

Donna Symonds, Children Missing Education Administrator – 01354 750166

EMAIL: cme@cambridgeshire.gov.uk

Appendix 1

Child Missing Education Checklist

Child's Name		D.O.B	
School last attended			
EWO		Date CME referral made	
Last known address:			

EWO checks (as appropriate)	Date / Time	Name Contacted	Outcome
Home Contact/Visit			
Letter to last known address			
Locality Meeting i.e. LARM's			
Housing			
Social Services			
Health			
Police			
Refuge			
Neighbours			
Relatives			
Other (please state)			

Appendix 2

Parental request to remove their child/children from school roll

Name of child/children:

Dob (s):

Reason

I have registered my child/children at another school.	Name of school: Start date:
We are moving	Date: New address/contact:
We are moving abroad	Date Country and contact address
I am going to educate my child/children at home and have informed the school in writing	Start date:
Other:	

Name:

Relationship to child:

Signed

Date:

School

Date taken off roll	
Has pupil's CTF been placed on S2S website? Code?	

CHILDREN MISSING FROM EDUCATION

REQUEST FOR EDUCATION WELFARE INTERVENTION

Referrals should be made after 10 days once a school has completed their investigations, unless there are concerns regarding the child's vulnerability, then a referral can be made to EWO immediately.

Please note: if there is Social Care involvement or Child Protection then the EWO and the linked Social Worker should be informed immediately

Name of child/children:	
Dob (s):	
Name of School:	
Last known address:	
Full name of Parents/Guardian name contact numbers:	
Emergency Contact numbers and full names:	
Does the family have a CAF?	
Is there social care involvement or child protection?	
Investigations already undertaken by school (i.e. phone calls, home visits, letters):	
Additional Information i.e. other family links	

Name:

Role:

Signed:

Date:

Send Referral Form to the Locality Team F.A.O the Education Welfare Officer

Appendix 4

Deletions from Admission Register (Regulation 8) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2016)

The changes affect all non – standard transitions and will now require schools (including academies and independent schools) to inform their linked **Education Welfare Officer** when a pupil is about to be deleted from the school roll, when any of the following grounds apply (section 8 of the 2006 regulation):

The Local Authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO) - A pupil who is subject to a School Attendance Order (SAO) must not be removed from roll unless the Local Authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

Action: The school is required to contact their linked EWO to discuss the circumstances of the case and should not remove the pupil from school roll until confirmation received from Local Authority.

The pupil has been registered at another school (no dual-roll agreement)

A pupil who becomes registered at a new school can be removed from the roll of the previous school from the last date of attendance.

The pupil must not be deleted from roll **until the new school placement and date of registration have been confirmed.**

Action The school is required to complete the 'Deletion from register - destination confirmed' form send to CME@cambridgeshire.gov.uk and upload pupils CTF form.

The pupil is on dual roll and ceases to attend one of the schools

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement. This does not include pupils attending full time at Pupil Referral Units, who should remain on the roll of the school and be marked as 'D' – dual registered.)

Action: The school should discuss such cases directly with their linked **EWO**

The parent(s) have elected to home-educate (EHE) Parents have a right to withdraw their child from a school to take responsibility for the education of their child. The child must not be removed from the school roll until the parent has given written notification of their decision to educate the child at home. Parents may use this option when there are problems for their child at school and where it appears there isn't an alternative solution in such cases as well as those pupils deemed as vulnerable, if possible the school should contact their linked EWO before receipt of the withdrawal letter, in order for the EWO to talk to the parent about the importance of making an informed decision.

It is definitely not appropriate for school staff to encourage EHE in any circumstance. (Section 3.12 Elective Home Education Guidelines for Local Authorities 2007 & 2013)

Action: The school - not the parent - has a legal duty to notify the Local Authority when deleting a child from roll under this criteria. Schools will notify the Elective Home Education Office by sending a copy of the signed parent letter and complete 'EHE School Deregistration Form'. If the pupil is registered at a 'Special school', the name shall not be removed from the admission register of that school without the consent of the LA.

The pupil has ceased to attend the school and **no longer ordinarily resides** at a place which is a **reasonable distance** from the school at which he is registered and the school has **NOT** received **confirmation from a new school**.

Action – In cases where there is **no confirmation** of a destination the school is required to commence CME investigations in the first 10 days with a referral to the EWO for joint investigations after 10 days. **However** in the case of pupils who are vulnerable a joint investigation with the linked **EWO** should commence immediately. Referral in such cases should be made via the '**CME Request for EWO Intervention referral form**' and directed to the **EWO**

The pupil has **not returned to school within ten days** following the expiry of an agreed extended leave of absence (more than 10 days) and;

- The head teacher has established that the pupil's absence is not the result of sickness or any unavoidable cause.
- The head teacher and the LA have failed, after jointly making reasonable enquiry, to ascertain where the pupil is. NB. If the child is vulnerable joint investigations with the linked **EWO** should commence immediately.

Action - For a pupil to be removed from roll under, ALL of the above 2 criteria must be met. In agreement with the EWO the school can remove the pupil from school roll, the pupil's CTF should be uploaded in accordance with the LAs CME procedures. Referral in such cases should be made via the '**CME Request for EWO Intervention referral form**' and directed to the **EWO**.

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, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

Action – it is expected that schools follow the practice described within medical needs guidance

The pupil has been **continuously absent from school** for a period of not less than **4 weeks (20 school days)** and the head teacher / Local Authority have **failed, after jointly making reasonable enquiry, to locate the pupil**. In cases where the pupils is deemed vulnerable the joint investigation should commence as early as possible within the first 10 days

Actions – Schools are required to refer to the **EWO** to support investigations **and the pupil can only be removed from school roll on the advice of the EWO** In this case, the pupil's CTF should be uploaded in accordance with the Local Authority's Children Missing Education Procedures. Referral in such cases should be made via the '**CME Request for EWO Intervention referral form**' and directed to the **EWO**.

The Pupil has been given a custodial sentence for four months or longer as a result of a final order - A child who is taken into custody for four months or more as a result of a final order can be taken off roll, unless the school has reason to believe that he/she will return to the school at the end of the period. Schools must not deregister a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

Actions - Schools must consult with the Local Authority's Education Welfare Officer and Youth Offending Service and the pupil can only be removed from school roll on the advice of the EWO In this case, the pupil's CTF should be uploaded in accordance with the Local Authority's Children Missing Education Procedures. Referral in such cases should be made via the '**CME Request for EWO Intervention referral form**' and directed to the **EWO**.

Death of pupil – In the terrible occasion that a pupil dies, the school should remove the child from school roll upon notification of the death.

Action –school to EMAIL cme@cambridgeshire.gov.uk

The pupil is above compulsory school age - This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.

Action – if the child is at risk of becoming NEET then school to refer to Senior Transition Adviser (STA)

The pupil has been **permanently excluded** from the school and the deadline for lodging an appeal has elapsed or the parents have notified the school in writing that they do not intend to appeal;

Secondary Academies should contact Carol Way when a pupil is to be permanently excluded. For primary schools Marion Cullen and her team are the point of contact

Nursery child leaving school - The pupil had been on school roll to receive Nursery Education and after completion, has not **transferred to a place at Reception** class at the school.

Action – in cases where at transfer the pupil is of statutory age and there has been no information received from parent regarding educational destination then school to start CME investigations and Referral in such cases should be made via the '**CME Request for EWO Intervention referral form**' and **directed to the EWO**. Again the referral needs to be made in the first 10 days if concerns regarding the pupil's vulnerability exist.

Appendix 5

Deletion from register - destination confirmed form

Name of child/children:

Dob (s):

UPN:

School:

Date taken off roll:

Destination:

<p>Registered at another school</p>	<p>Forwarding Address, if known:</p> <p>Name and address of forwarding school:</p> <p>Start date:</p> <p>Upload CTF onto forwarding school via S2S website (if Independent school mark the destination as mmm,mmmm)</p>
<p>Moving abroad</p>	<p>Country and contact address:</p> <p>Upload CTF onto the S2S website and mark the destination as mmm,mmmm)</p>

I have confirmed the destination of the child stated above:

Name:

Role:

Signed:

Date:

Email form to: cme@cambridgeshire.gov.uk

Appendix 6

CME PROCEDURES

