



HILLINGDON

LONDON

London Borough of Hillingdon

Children Missing Education Policy

1. Rationale:

To lay out Hillingdon's duties and responsibilities to resident children missing education and describe how the local authority discharges these duties and provides services to ensure their needs are met.

To ensure that Hillingdon families are safe, healthy, prosperous and self-reliant because they have the aspirations and means to succeed.

2. Legislative framework informing this policy:

Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)

Education Act 1996 (section 7, 8, 14 and 19)

Education and Inspections Act 2006 (section 4 and 38)

Education (Pupil Registration) (England) Regulations 2006 Education (Pupil Registration) (Amendment) (England) Regulations 2016

All London Child Protection Procedures 2015

Working Together to Safeguard Children 2015

Keeping Children Safe in Education 2015 & Keeping Children Safe in Education 2016

Children Missing From Education Statutory Guidance 2016

Education (Pupil Registration)(Amendment)(England) Regulations 2016

Hillingdon has a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in this area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

3. Introduction:

Hillingdon Council is committed to ensuring that each resident child receives their full time educational entitlement to inform every available opportunity that leads to

- **Strong Families:** families thrive because they have developed the skills, knowledge, behaviours, capabilities and resilience to do so;
- **Safe Families:** families stay safe because they are resilience to and able to effectively manage risks and protect themselves from harm;
- **Healthy Families:** families are healthy because they have obtaining the skills, knowledge, behaviours and capabilities to lead healthy and socially responsible life-styles; and
- **Economically Prosperous Families:** families prosper because they have secured the means to live independently through sustained engagement in employment, education and training.

4. Commitment:

- Hillingdon Council is committed to ensuring that all pupils who go missing, are lost from school in Hillingdon or move to other areas are speedily located.
- Supporting other local authorities to locate their own missing/lost pupils should they move to Hillingdon.
- Comply with the requirements of the pan-London CME protocol.
- Support all colleagues and partners within Hillingdon's children's workforce that identify children missing from education or children whose whereabouts are unknown.
- Deliver this as underpinned by all the relevant statutory requirements in relation to children missing education.
- Connect with the national S2S and Key to Success pupil databases.
- Keep children safe and follow best practice underpinned by the statutory framework which places a duty on all professionals to safeguard and promote the welfare of children.

Definition of children missing education:

- A child of statutory school age (5-16) not on roll at a registered school.
- A child allocated a place at a school but has not attended.
- A child listed as being educated at home but not receiving an education.

This guidance does not replace the pan-London Child Protection Procedures.

This document should be read in conjunction with 'children who run away or go missing from care or home' statutory guidance January 2014.

5. Hillingdon's strategic direction:

Hillingdon recognises its duty as champion of vulnerable children in the borough and accepts that children missing education are at high risk of underachieving in all aspects of their learning and development, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. They are seen as a shared responsibility across the children's workforce in Hillingdon in the same way that safeguarding is everyone's business. Children missing education features in the Early Intervention and Prevention Strategy which sits within the Children and Young People's Directorate.

6. Children at particular risk of missing education:

There are too numerous a range of reasons that children miss education, so every circumstance needs to be considered on a case by case basis. However, some particular groups of children vulnerable to missing education have been identified as:-

- Young people who have committed offences.
- Children living in women's refuges.
- Children of homeless families including those living in temporary and emergency accommodation.
- Missing children and runaways.
- Children with long term medical or emotional problems.
- Looked after children.
- Newly migrant children.
- Young Carers.
- Children from Gypsy/Traveller heritages.
- Teenage mothers.
- Children who are permanently excluded from school.
- Children who are electively home educated due to dissatisfaction with their original school.
- Children and young people who abuse drugs and alcohol.
- Children of Service personnel.
- Trafficked children.

- Privately Fostered Children.
- Children at risk of radicalisation
- Children at risk of harm/neglect
- Children and young people supervised by the Youth Justice System
- Children who cease to attend school

7. Children missing education and partner agencies:

Hillingdon has identified key stakeholders both statutory and non statutory to provide information about children with suitable information through the Hillingdon Children's Safeguarding Board. Hillingdon has publicised notification routes for all stakeholders nationally through DfE and locally through the West London CME network.

CME may become known to partner agencies that then have a duty to share this intelligence with the Participation Team within Early Intervention and Prevention Services to act upon this. This is particularly likely from all schools and academies, Police, CAMHS, Hillingdon Young Carers, YOS, KISS, SORTED, Housing, Admissions, Border Agency, other boroughs and counties, Health A&E, Health Visitors and G.Ps, residents

8. ICT information sources to support the identification of CME in Hillingdon include:

- Impulse
- Careworks
- LCS Protocol Liquid Logic
- Onyx
- S2S (School to School)
- Clearcore
- IYSS
- DWP LMS
- Business Objects
- Northgate
- Notify 2
- Key to Success
- NBTC Data Governance

9. Monitoring and Tracking:

Each local authority is required to have a named person responsible for CME in their area. For the London Borough of Hillingdon as of Spring 2015 to date, that person is Deborah Bell dbell1@hillingsdon.gov.uk 01895 250858.

Hillingdon will track, locate and ensure access to education for children who:-

- Have never accessed education (through enrolment at a school or otherwise since reaching the age of 5).
- Leave educational provision without a confirmed education destination and/or fail to access education when moving to a new area.
- Fail to transfer between key stages.
- Have been withdrawn by parent/carer from the education system without stating their intention to provide for future education.
- All inquiries pertaining to children missing education will be addressed daily through childrenmissingeducation@hillingsdon.gov.uk, managed by the Participation Duty Officer in MASH.

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10. Hillingdon will consider all CME matters closed when:

- The child is on roll at a school either within Hillingdon or within the United Kingdom.
- The child is confirmed by parent as electively home educated.
- All reasonable checks have been conducted, and the child cannot be located in Hillingdon or elsewhere (including overseas when relevant), including with partner agencies, and the child's details are uploaded to S2S.

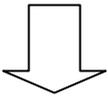
11. Services for Children Missing Education in Hillingdon:

In addition to the intelligence sources detailed in sec. 7 above, Hillingdon has adopted a monthly E-Return. This standard document (appendix A) requires all schools located in Hillingdon to report on all children on their roll on a monthly basis who attend less than 85%, have missed 10 or more consecutive days schooling, are on part time programmes or have been removed from roll. Children admitted to roll outside standard transition points must also be reported by schools to Hillingdon routinely using this same mechanism and Looked After Children specifically identified.

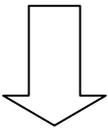
Hillingdon Admin & Tech team draws all this data into one place and this informs the work of the Participation Team (Early Intervention and Prevention Services). Any missing returns are chased by email monthly with escalation to the Participation Team Leader following two missed returns.

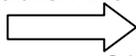
12. Children Missing Education Procedures:

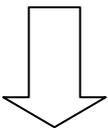
i. School to gather all possible intelligence known about the child and family when they are removed from the school's roll or added to the school roll outside regular admissions cycles. All this data needs to be shared with the Participation Team following report of the child on the monthly E-Return.



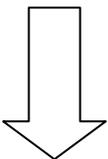
ii. Participation Team Duty Officer (in MASH) confirms that the child is safely in education following electronic data source checks and matter ceased.



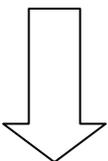
iii. Participation Team Duty Officer unable to establish the educational destination of the child by exhausting all electronic data sources  Case centrally allocated by Participation Team Leader to a Participation Officer.



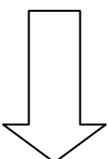
iv. Participation Officer home visits the last known address. If child not located, relatives, neighbours, landlords, private or social housing providers and other local stakeholders who are involved questioned for any further information.



v. If child is thought to have left Hillingdon with no further information known, child uploaded to S2S, LSCB partners informed and matter closed. If destination is known, relevant Local Authority is informed of the arrival of the child



vi. If child remains resident in Hillingdon, the Participation Officer will support, advise and guide until the child is returned to appropriate full time education and for permanently excluded children, Admissions currently responsible from the 6th school day of exclusion.



In the minority event that parent/carer is resistant to such support, advice and guidance, the application to Uxbridge Magistrates Court for a School Attendance Order will need to be considered which involves the drawing together of evidence of attempts to reach a resolution prior to this step. Any application for a School Attendance Order is preceded by a MASH enquiry on the family. Persistent failure to comply with a School Attendance Order will result in prosecution for those who do not comply with that order.

13. Electively Home Educated Children:

Electively Home Educated Children are not considered to be missing education. Appendix B. Hillingdon EHE Policy. A list of electively home educated children (when reported or identified) is held by the Admissions Team.

When partners within the children's workforce in Hillingdon or residents identify a child who is nominally electively home educated but concerns arise around their safety, well-being or sufficiency and appropriateness of education, this is reported to the Admissions Team. Investigation into the safety and well-being of the child is conducted with Participation Key Workers and Social Care colleagues. Concerns solely about the quality of education are noted and the Hillingdon EHE policy (attached Appendix B) is adhered to.

14. Management of this Policy:

Strategic oversight of this Policy sits with the Head of Early Intervention and Prevention.

Operational delivery of this Policy sits with the Service Manager Key Working.

This Policy is approved by the Director of Adults and Children's Social Care. To be reviewed annually.

Review and evaluation of this policy by senior management and lead members will be regular as para. 10 of the current guidance. In Hillingdon, this will be annually or more frequently in light of future legislative changes.

Hillingdon raises awareness of this policy through partners within the children's workforce through the Hillingdon Children's Safeguarding Board and through engagement with the West London CME network

Notes:

February 2018 (due for review February 2019)