

Children Missing Education

Policy and Procedures
Guidance and supporting information for schools,
academies, free schools and partner agencies
with Peterborough City Council

September 2017

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INTRODUCTION

All children, regardless of their circumstances, are entitled to a good education which will help them shape their own futures. Children Missing Education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (Not in Education, Employment or Training) later on in life.

The Education and Inspections Act 2006 places a duty on all Local Authorities to make arrangements to identify Children Missing Education in their area. The duty applies to all children and young people of **compulsory school age** who are not on a school roll and who are not receiving a suitable education otherwise than at school. This includes children and young people who are educated at home, in private education or in alternative education provision. It does **not** apply to children and young people who are registered at a school but failing to attend. The duty to identify children missing education reinforces existing duties placed upon schools to monitor attendance for pupils registered at their school.

If a child or young person is receiving an education, not only do they have the opportunity to fulfil their potential, but they are also in an environment that enables local agencies to safeguard and promote their welfare. If a child goes missing from education they could be at risk of Significant Harm.

This policy sets out how the Local Authority (LA), schools and other partner agencies will ensure that all children and young people who are deemed to be missing from or at risk of going missing from education are identified, tracked and supported back into education quickly. Local circumstances and the structure of the LA dictate how functions are delivered and these procedures have been written to assist all professionals who work with children and families in meeting their responsibilities with regards to children missing from education

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that all children are safeguarded and do not “slip through the net” and become missing.

In order to safeguard children it is important that all practitioners understand the procedures and their responsibilities regarding CME. The document will be made available to all professionals and agencies, placed on the Council Intranet and Websites. All staff will be encouraged through training and briefings to implement the procedures into everyday working and seek advice where needed. An effective CME strategy will be an important contribution towards meeting the needs of the diverse local community. Resolving children out of education situations will enable them to have access to universal services and increase opportunities for them to realise their potential.

The policy does not replace any part of the existing Child Protection or Safeguarding procedures that already exist within PCC. All existing procedures and reporting, referral and recording mechanisms in relation to child protection must be followed at all times

If, at any time in the procedures detailed in this document, a child is considered to be at risk of harm, the person with the concerns **must** make an **immediate** referral to Children's Social Care in line with Peterborough Safeguarding Board Procedures.

These can be found at:

http://peterboroughscb.proceduresonline.com/chapters/xscb_contents.html

CHILDREN MISSING EDUCATION (CME)

Who is a Child Missing in Education?

A child is classed as CME if he or she is;

- Of compulsory school age **and**
- not on a school roll **and**
- not receiving a suitable education otherwise than being at school, eg, at home, privately or in an alternative provision.

This might be;

- a child who has arrived at PCC from another LA, another country or after leaving a custodial establishment;
- a child who has left private schooling or Elective Home Education (EHE) and wishes to enter the school system;
- a child who is deemed not to be receiving a suitable education whilst EHE.

CME also includes those children who are **missing** (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision.

This might be:

- a child who has not taken up an allocated school place as expected;
- a child who has 10 or more days of continuous absence from school without explanation;
- a child who is not at their last known address;
- a child who has left school suddenly and the destination is unknown.

Reasons why Children are Missing from Education

Children only go missing if there is no systematic process in place to identify them and ensure that they re-engage with appropriate provision.

It is acknowledged that PCC experiences high mobility amongst its population. Consequently without an appropriate local authority response there is the potential for significant numbers of children to be at risk of becoming CME or disappearing all together from education provision and contact with professionals able to support them while ensuring they have access to universal services and remain safe.

There are a number of reasons why a child or young person ceases to engage with or goes missing from education. Below are some examples. This is by no means an exhaustive list.

- Failure to start appropriate provision and therefore never enter the educational system (children who leave a pre-school provider but give no destination school may be particularly difficult to locate owing to the fact that they are not of statutory school age);
- Ceasing to attend educational provision, for example exclusion or withdrawal from school;
- Failing to complete transition between phases of education e.g. Key Stage 1 to Key Stage 2 or entry into Secondary school;

- Being part of highly mobile families;
- Personal reasons including disengagement on the part of pupils or parents/carers.
- Having a family/carer that does not alert the local authority to the fact they are resident in Peterborough or do not know how to access education provision
- Being placed in Peterborough by other local authorities without notification e.g. temporary housing, safety move and witness protection schemes
- Parents who are offered a school which is not a preference and decline the offer of the school

In addition to the above there are groups of children/young people who are deemed to be vulnerable and therefore could be at increased risk of missing education.

Children most at risk of missing education

Some children who experience certain life events may be more at risk of being missing from education. These might include:

- Children of homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation;
- Children living in women's refuges;
- Children subject to a Child Protection Plan;
- Children in new immigrant families who are not yet established in the UK and may not have fixed addresses;
- Children from transient families, i.e. who have experienced high levels of mobility between different education providers;
- Children from a Gypsy / Roma / Traveller background;
- Children for whom English is an additional language;
- Children taken off roll following a lengthy absence due to an extended family holiday in term time;
- Children excluded from school;
- Looked after children / children in care / children who go missing from care;
- Young people who have committed criminal offences;
- Children with long-term medical or emotional health problems;
- Children in private fostering arrangements;
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families;
- Young runaways;
- Young carers;
- Teenage parents;

- Children entering or leaving the independent schools sector;
- Children who do not receive a suitable education whilst being educated at home;
- Children who have been bullied;
- Children affected by substance and/or alcohol misuse;
- Children with parents/carers with mental health problems;
- Children being sexually exploited/trafficked.
- Children who are radicalised
- Young people groomed for gang related crimes

Migrant Worker and Asylum Children

In Peterborough we have significant numbers of EU migrant worker children. These families are highly transient, therefore comprehensive information, including accurate contact information, about the child and parent or guardian should be maintained for every child. Any Children Missing Education referral should include all information held about the child and parent/carer.

IDENTIFYING CHILDREN MISSING FROM EDUCATION AND AT RISK OF BECOMING CME

Who is responsible?

There is a fundamental principle that all officers of the Local Authority and other partners have some level of responsibility around the issue of children missing education. If anybody is aware of any child or young person who does not appear to be accessing education appropriately they should make a CME referral. This may result in referrals being made for children and young people already known and on a school roll. However, given concerns around the safeguarding and welfare of this group of children, this is more beneficial than not receiving notification.

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of each and every individual to ensure that children are re-engaged in education provision as a matter of priority. The cost of not identifying a child as CME or notifying the appropriate professionals and responding quickly can be very high.

There is a network of professionals and interested parties who can contribute to the identification of this potentially extensive group of children who might end up CME. Colleagues in agencies working with children and families should be alert to any children of statutory age (5-16) who appear to be out of education.

Who might report a child as CME?

Anyone concerned that a child is missing from education can make a CME referral to the CME Tracking Officer.

Most referrals come from:

Admissions:

If a parent refuses an offer of a school place and no alternative provision is available.

Schools:

If a child has failed to register following an offer of a school place
If a child has missed 10 or more days of school without suitable explanation; or,
If a child has suddenly disappeared and attempts to contact the family have failed.

CME Officer from another LA:

It is believed a child has moved to PCC from their LA.

Parent/carer:

If their child has been permanently excluded and not placed in other provision from the sixth day of exclusion or
If they feel their child has been subjected to an illegal/informal exclusion.

Social Worker:

If a child is new to the area and there are concerns about the family's ability to secure suitable education provision.

Peterborough NHS Trust:

If a child is treated and no educational provision is indicated by the parent/carer.

Police:

If a child has been involved in criminal activities and identified as not accessing education in CME.

If a child is at risk of significant harm and identified as not accessing education.

Responsibility of the Local Authority

All Local Authorities must have: *'A named individual responsible for receiving information about children of compulsory school age in their area who may not be receiving a suitable education at school or otherwise...'*

PCC has a named Children Missing Education Officer who has responsibility for carrying out the Local Authority duties in accordance with S436A.

The CME Team maintains a list of Children Missing Education.

PCC employs officers whose responsibilities include the identification and support of children missing education.

These officers include:

- CME Strategic Lead Officer
- CME Tracking Officer
- CME Monitoring Officer

The CME officers also work proactively with parents, internal and external professionals and other relevant bodies to identify those children not in receipt of a suitable education and to identify additional support to assist in securing a suitable education for these children. This may include identifying and securing alternative education provision and/or referrals to:

- Early Help Services
- Children's Social Care Services
- Other Local Authorities and external agencies

The Local Authority multi-disciplinary Group meets on a regular half-termly basis to review/share information about individual children and to identify any policy and procedural issues arising.

Role of the CME Strategic Lead Officer

- To lead on all areas of Children Missing Education
- To develop policy and strategy for CME in the LA.

The role of the CME Tracking Officer (where child's whereabouts unknown)

The CME Tracking Officer:

- Maintains a list of all children in the authority who are known not to be on a school roll or whose whereabouts cannot be established;
- Tracks all statutory aged pupils who leave a PCC maintained school and do not automatically transfer to another school;
- Liaises with partner agencies (eg health, housing, DWP etc) and other LAs and schools across and beyond the UK to track pupils who may be missing from education;
- Acts as the first contact for all schools in respect of all children not known to be on a school roll or whose whereabouts cannot be established.
- Prepares CME reports including analysis of referrals by source, gender, age etc. along with outcomes of CME casework and presents to the CME Strategic Lead and the relevant Head of Service on a monthly basis. Reports may also be required to be presented to Children's Services Departmental Management Team, Assistant Director of Education and / or Peterborough Safeguarding Children's Board as appropriate

The role of the CME Monitoring Officer (where child's whereabouts are known)

The CME Monitoring Officer:

- Is responsible for engaging parents of children whose whereabouts are known but are missing from education; and also supporting children that have been tracked back to education quickly;
- Deals with all declined offer of places referred by the Admissions Team where the whereabouts of the children are known and maintains a list of known children database;
- Carries out home visits, where appropriate, in order to ascertain the authenticity of families and the family unit or to establish whether the family are still residing at the address;
- Maintains regular contact with the parents and monitors those children until they are registered on the roll of a new school or alternative provision;
- Makes appropriate referrals to other agencies to support the family and get the children in school.

- Is the point of contact for all Gypsy, Roma and Traveller cultural and community enquiries regarding school places
- Notify the NEET team about Year 11 pupils who are CME so that they can offer careers guidance and post 16 information, advice and guidance to those children

Summary

CME Tracking Officer	<p>First point of contact for all cases where the whereabouts of a child is unknown.</p> <p>Tracks the child. Once tracked, if the child is on a school register and found outside the borders of PCC, notifies the CME team of the relevant authority.</p> <p>If the child is found within the borders of PCC, passes the case to the Monitoring Officer by email.</p> <p>All cases of children that have been found should be passed to the Monitoring Officer within five working days of tracking the child.</p> <p>Where required, undertakes further tracking. When child is found, refers back to the Monitoring Officer.</p>
CME Monitoring Officer	<p>Supports the child back to education. Once education provision has been established, closes the case.</p> <p>However, if further tracking is required, refers the case back to the Tracking Officer – by email.</p>

Set of Actions by CME Officers

The following actions completed, recorded and audited would contribute to a reasonable LA enquiry if a child/young person leaves the area without a known and confirmed address or new school.

It is reasonable to expect that the LA through CME will:

- Make a home visit(s) and make enquiries with neighbour(s)
- Check local databases within the LA
- Use protocols to allow searches to be made on other local databases e.g. housing, health, police and social care, Notify, DWP etc.
- Check with agencies known to be involved with family
- Check with LA from which child moved originally
- Check with any LA to which a child may have moved (see below)
- Feedback enquiry outcome to school

- If appropriate, agree off roll procedures with the school including S2S CTF, Lost pupils database and refer to the Snr Attendance Officer.

Where a school name is provided it is the responsibility of the local authority to contact the school or ask the school to make contact with a potential new school

Role of School Admissions Team

Peterborough School Admissions Team allocates admission places to Peterborough schools. It is able to support Peterborough families to apply for a school place. The application process should help to reduce the number of children missing education. The School Admissions Team works in partnership with schools and other local authorities to ensure children have access to school places. Where a school has no vacancies in a particular year group the child will be offered an alternative school, which is usually the school nearest to their home with vacancies. Where a place cannot be offered, the parents will be advised of their right to appeal to any school that has refused their child a place and appropriate paperwork dispatched on request. Appeals will be heard by an Independent Appeals Panel that will adjudicate on all appeals

Other Duties and powers of the Local Authority

The local authority can use other duties and powers to support their work on CME.

These include:

- Providing suitable full-time education to permanently excluded pupils from the sixth school day of exclusion;
- Safeguarding children's welfare, and discharging the duty to cooperate with other agencies in ensuring children's safety;
- Serving notice on parents requiring them to satisfy the LA that their child is receiving suitable education when it comes to the local authority's attention that a child might not be receiving such education;
- Issuing School Attendance Orders (SAOs) on parents who fail to satisfy the LA that their child is receiving suitable education, and in the opinion of the authority it is appropriate that the child should attend school;
- Prosecuting parents that do not comply with an SAO;
- Prosecuting or fining parents who fail to ensure their school-registered child attends school regularly;
- Applying to court for an Education Supervision Order for a child.

Responsibility of Schools

Schools are key players in reducing the number of children missing education and enabling all partners to respond to those at risk of becoming CME. Schools safeguard children from harm and ensure they remain engaged in education provision with access to universal services and support by;

- following the regulations relating to admission and attendance registers completing off roll procedures in line with guidance procedures;
- ensuring absences are promptly followed up;
- ensuring education provision is prioritised during admission arrangements;

- developing reintegration strategies following long term absence or exclusion.

Set of Actions

New Department for Education CME regulations issued in September 2016 require all schools (including academies and free schools), in addition to existing duties, to:

1. Notify the Local Authority **when they are about to remove a child's name from the register** other than at the end of its final year (Y2, Y6, Y9 if a pupil is transferring to the UTC, Y11, as appropriate). Notifications must include (a) the full name of the pupil (b) the full name and address of any parent with whom the pupil normally resides (c) at least one telephone number of the parent (d) the pupil's future address and destination school (e) the ground in regulation 8 under which the pupil's name is to be removed from the admissions register.
2. Make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii).

In the view of the authority, the following actions completed, recorded and audited would contribute to a reasonable school enquiry if a child/young person is absent from school without an explanation and believed to have left their last known address:

It is reasonable to expect that School staff will:

- Check with all members of staff who the child/young person may have had contact with;
 - Check with the pupil's friends, siblings and known relatives at this school and other schools;
 - Make telephone calls to any contact numbers held/identified;
 - Send a letter to the last known address;
 - Use school based staff who do home visits;
 - Consult with LA staff and refer to CME for a Contact Visit;
 - Consult with school nursing records where possible;
 - Alert school designated officer for Child Protection & Safeguarding;
3. Notify the Local Authority **within five days** of adding a pupil to the register at a non-standard transition point (in-year), giving all the information in the register relating to the pupil.

Responsibility of Parents

Parents have a duty to ensure that children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

Where a parent wishes to elect to home educate, they should notify the school in writing and the school must notify the LA before deleting the child's name from the admissions register.

Where the child that is to be home educated has an EHC plan, and the EHC plan names a school but the parent chooses to home educate, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's special education needs (SEN) continues to be met.

NOTIFICATION AND REFERRAL

It is important that staff in each agency are aware of referral procedures to the CME Tracking Officer, should they believe that a child is missing from or at risk of going missing from education. Referral is the act of notifying the CME Tracking Officer about a named person who is missing from education or at risk of missing education. A referral form is attached to this document. The CME Tracking Officer can also be contacted by telephone on 01733 864028 for advice and support.

The CME Tracking Officer will receive referrals where the whereabouts of children are unknown and liaise with stakeholders as necessary to ensure children missing education received suitable educational provision at the earliest opportunity.

The CME Tracking Officer will only accept referrals after the relevant checks have been completed by the referring agency.

Types of Referral

There are two types of referral

1. Referral where the child's whereabouts are known.
2. Referral where the child's whereabouts are unknown.

The CME Tracking Officer will make enquiries regarding every child identified as missing in education, to ascertain if there is any other professional involvement and whether there are / have been any other identified concerns.

A case is closed when the relevant CME Officer has confirmation that the child is in receipt of a suitable education or, in cases where it has been confirmed, a child has moved out of the area. The CME Tracking Officer will refer to the CME Officer of that authority either by phone or secure email.

Procedures in response to a CME referral

Referrals should be made using the CME Referral form (**Appendix CME2a**).

For every referral the CME Tracking Officer will run checks on education/social care databases and liaise with relevant professionals regarding potential child protection/SEN concerns.

Referrals from Schools

Child is on a school roll and has:

- stopped attending and no contact can be made with the parent to establish a reason for the absence (**flowchart CME1**);

OR

- ceased to attend the school and the forwarding address/new school is not known (**flowchart CME1**);

OR

- has been absent for 10 continuous school days (**flowchart CME1**);

OR

- not returned from holiday within 10 school days of the expected date of return (**flowchart CME2**);

OR

- informed the school that they are leaving the city (**flowchart CME1**).

The school should try to establish the family's whereabouts within 5 school days and carry out all actions in section 1 of the CME referral form **before** making a referral to the CME Tracking Officer.

The school should ask parents, wherever possible to complete 'Leaving City Form' (**Appendix CME2b**), complete CME referral form and attach Leaving City Form.

Once referred, the CME Tracking Officer will:

- Open an involvement on the database;
- Liaise with the CME Monitoring Officer;
- Liaise with the referrer, if applicable.

Make further enquiries and attempts to locate the family including:

- Checking all relevant databases, including a CAF check where relevant;
- Liaising with social care, health, housing and other agencies;
- Making contact with other LAs and CME Officers.

Once the whereabouts of the child are known and education provision has been established, the CME Tracking Officer will contact the school where the child was originally registered, if applicable, to confirm off-roll arrangements.

In cases where the child cannot be located (and there are no immediate safeguarding concerns), the CME Tracking Officer will publish the message on the national school2schools website and Lost Pupils database.

Child has not registered at a school following an offer of a place:

There are two separate issues regarding the non-attendance following an offer:

- Non-appearance at allocated school following a transition offer (**flowchart CME3**).
- Non-appearance at allocated school following an in-year offer (**flowchart CME4**).

Once referred the CME Tracking Officer will:

- Open an involvement on the database;
- Check social care database;
- Liaise with the relevant Attendance Officer;
- Check all other relevant databases.

Referrals from other LAs:

When another LA contacts PCC believing a child has moved into the authority, the CME Tracking Officer will (**flowchart CME5**):

- Open an involvement on the database;
- Check social care database;
- Check to see if an application for a school place has been submitted to the Admissions Team or a school place has been offered.

If the child is known to be accessing education or an application has been received the CME Tracking Officer will inform the referring LA who can remove the child from their CME database.

If the child is not known to the Admissions Team, but an address has been given indicating that the family is in the authority, the CME Tracking Officer will liaise with the Admissions Team to ensure that the family knows how to apply for a school place. Unless concerns justify an immediate home visit, the initial contact with the family can be by telephone or letter.

If no address is provided by the referring LA and no contact has been made through the Admissions team, the referring LA will be informed so that it can continue to investigate the child as missing education.

Referrals to other LAs:

If a child leaves a PCC school and provides an address in a new authority but no school is known, then the CME Tracking Officer will contact the new authority's CME Officer using the LA Referral Form (**Appendix CME2c**).

If the new authority confirms that it has an application from the family regarding the child, or a school place has been offered or the child has been admitted to school, the case can be closed to PCC.

If the new authority is unable to confirm location of the family, the case will remain open to PCC and the CME Tracking Office will continue to investigate the child as missing in education.

Cases where tracked children have not been found.

In all situations where a child has not been found after all appropriate checks have been undertaken by the Tracking Officer, the case will remain open until Year 6 to Y7 transfer for primary aged children and until Year 11 for secondary aged children. The case will be placed in a 'Unresolved File' and checked periodically every six months (twice a year) over time.

Working with Key Stakeholders and Information Sharing

The Children Missing Education Officers will work in partnership with key stakeholders within Peterborough to ensure positive outcomes for children and young people. The continued development of inter-agency work, information sharing and clear referral routes will ensure that every effort will be made to engage vulnerable children and young people.

Relevant Partner Agencies include:

- UK Visas and Immigration - Immigration Services
- Housing and Homeless Organisations
- Police
- Voluntary and Community Groups;
- Schools and other educational establishments
- Youth Offending Services
- Health - School Health, Accident and Emergency, GPs
- Members of the Public
- Children's Social Care
- External Local Authorities
- Other Local Authority services such as Elective Home Education, Education Psychology Service and Behaviour Support Service.

The CME Tracking Officer will ensure that all key stakeholders are aware of the procedures for referral of children who are missing or at risk of going missing from education. Details of how to refer and contact details for Peterborough City Council Children Missing Education Officer can be found at the back of this document.

In order to effectively identify, track and engage children missing from education, it will be necessary to request from and share information with other agencies. Any information sharing will comply with legislation and guidance relating to confidentiality, data protection and human rights.

MOVEMENT OF CHILDREN

The number of pupils on any schools roll at any one time will vary. In Peterborough, all schools are requested to report on pupil movement off their school roll. This report should be submitted to the Admissions Team weekly - every Friday.

Schools and colleges that manage their own in-year admissions are also required to inform the local authority of all starters and leavers of compulsory school age at non-standard transition points (in-year).

This enables the Admissions team to know about the vacancies in each school and to identify any pupil who has been removed from the roll of a school without a destination school. This information is passed to the CME Officers to follow up those children. The Pupil Update Form submitted to the Admissions Team every Friday should clearly show the destination school and destination address for all pupils removed from roll. Where parents have advised that the family is emigrating, information should be submitted to the CME Tracking Officer via the Leaving the City Form as these pupils are not classed as children missing education. If a pupil leaves a school without a destination school identified, that pupil is deemed to be 'missing from education' and the referral procedures followed.

The relevant CME Officer is available to speak to schools about the process if there are any concerns for the pupil(s).

COMMON TRANSFER FILE (CTF)

The statutory requirement to send the Common Transfer File (CTF) from the previous school to the new school ensures that specific information about a pupil is transferred with the child or young person.

The Education (Pupil Information) (England) Regulations 2005 state that information must be sent within 15 school days of the pupil ceasing to be registered at the previous school and, where possible, should be sent to the next school before the pupil leaves their existing school unless the new school is unknown.

When to create a “full” CTF:

- At the point of normal transfer between school phases a separate file should be generated for each school to which at least one pupil is transferring. This file should group together all pupils known to be leaving and then joining the same school;
- A CTF may be generated for a single pupil who transfers schools between school phases;
- A single CTF may be generated to send details of all leavers to the maintaining LA for onward transmission;
- Where a pupil is leaving the school and no destination is known, a file should be generated for each pupil and the destination shown as LA number XXX and school number as XXX;
- Where a pupil is leaving the school and the destination is known to be a school outside of the maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as LA number MMM and school number as MMMM. However, where the pupil is a child whose parents are in the Armed Forces and are posted abroad, the pupil is likely to be transferring to a Service Children’s Education School and a CTF should be sent to that school in the normal way;
- There will be occasions when a CTF has to be created for a pupil after they have left the school. This could be on receipt of a request from a subsequent school because a pupil has arrived at that school.

Common Transfer Files for XXX and MMM are loaded onto S2S in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.

REGISTERS: CIRCUMSTANCES FOR REMOVAL FROM SCHOOL ROLL

A pupil of compulsory school age **CANNOT** be deleted from the admissions register when:

1. The pupil's whereabouts are known and the pupil is refusing to attend or the parent/carer is preventing attendance eg on grounds of distance;
2. The pupil has been absent for fewer than 20 days.

The contents and maintenance of the school registers is governed by the **Education (Pupil Registration) (England) Regulations 2006** and **Education (Pupil Registration) (England) (Amendment) Regulations 2016**.

If there is in any doubt as to whether a removal from roll is permitted by law, or whether the LA should be informed, the CME Tracking Officer should be consulted before removing.

Deletions from registers

Regulation 8 enables schools to delete compulsory school-age children from registers only in the following circumstances:

- The school is replaced by another school on a School Attendance Order;
- The School Attendance Order is revoked by the LA;
- Completion of compulsory school age;
- Permanent exclusion;
- Death of the pupil;
- Transfer between schools;
- Pupil withdrawn to be educated outside of the school system;
- Failure to return from an extended family holiday after both the school and local authority have tried to locate the pupil;
- A medical condition prevents attendance and return to the school before ending compulsory school age;
- In custody for more than four months;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

Regulation 12 requires schools to inform the LA of the following deletions of compulsory school age pupils as soon as they become aware of the circumstances and before the deletion is made:

- The pupil's parents have advised in writing their intention to withdraw their child to Electively Home Educate;
- A pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- The school medical officer has certified that the pupil's health means they will not return to the school before reaching the end of their compulsory school age: and
- Permanent exclusion.

All schools must provide in line with current legislation any deletions from their register by completing, each month the LA's 'Monthly Pupil Absence and Movement Return' (**Appendix CME 2d**) and emailing to the CME inbox

Long term absence

Unless one of the circumstances in the regulations applies, schools cannot delete pupils if their absence is authorised. They can delete pupils who have at least 20 continuous school days of unauthorised absence. Both the school and the LA must try to trace the pupil before the deletion is made. It is good practice for schools to commence initial investigation into pupil absence in accordance with their individual attendance policy and procedures.

Regulation 12 requires schools to provide the LA with details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence and schools should refer to a Local Authority Attendance Officer to commence further enquiries.

The pupil must remain on the school roll until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence.

The outcome of both the school and the LA attempts to trace the pupil will dictate their next steps. Where they are unable to find the pupil, cases must be referred to the appropriate agencies. In agreement with the LA, the school should delete the pupil from the school registers and if it does so, must transfer the pupil's information to the Lost Pupil Database via the S2S website to safeguard against the child missing his/her education.

When enquiries by either party locate the pupil, action should be taken according to the pupil's circumstances at the time. This could mean, for example, accessing specialist services, dealing with a transfer between schools, keeping the pupil on the roll and treating the case as one of persistent absence.

If this process is not followed, schools will be required to reinstate pupils on to their school roll.

For more guidance, please refer to:

Keeping Pupil Registers: Guidance on applying the Education (Pupil Registration) (England) Regulations 2006 – Department for Education

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

Absence and Attendance Codes: Guidance for Schools and Local Authorities – Department for Education

CME procedures do NOT replace safeguarding procedures for the reporting of Child Protection concerns, which must be observed at all times.

DEFINITIONS

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity (eg school, alternative provision, elective home education) and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)'.

'**Suitable and efficient**' education refers to an education that achieves what it sets out to achieve and is suitable for the child's age, ability and aptitude and any other special educational needs that the child may have.

Compulsory school age

A child reaches compulsory school age on or after their fifth birthday. If they turn five between

- 1 January and 31 March, they are of compulsory school age on 31 March;
- 1 April and 31 August, they are of compulsory school age on 31 August;
- 1 September and 31 December, they are of compulsory school age on 31 December.

A child continues to be of compulsory school age until the last Friday of June in the year that they reach sixteen years.

Parent is defined in Section 576 of the Education Act 1996 as:

- All natural parents, whether they are married or not;
- Any person, who, although not a natural parent has parental responsibility for a child or a young person;
- Any person who has care of a child (having care of a children or young person means that the child lives with and is looked after by that person, irrespective of their relationship).

School – for the purposes of this policy school is used to refer to all maintained schools, academies, free schools, independent schools, alternative provision schools or any education provision where a child is registered as their main education base.

USEFUL CONTACTS

CME Tracking Officer

3rd Floor, Bayard Place, Peterborough, PE1 1FB

Stephen Hawley
CME Tracking Officer
Tel: 01733 864028

Email: cme@peterborough.gov.uk

CME Monitoring Officer

Claire Carrington
CME Monitoring Officer
Tel: 01733 864579
Mobile: 07908 609924

Strategic Lead for CME

School Admissions Manager
3rd Floor, Bayard Place, Peterborough, PE1 1FB
Tel: 01733 864796

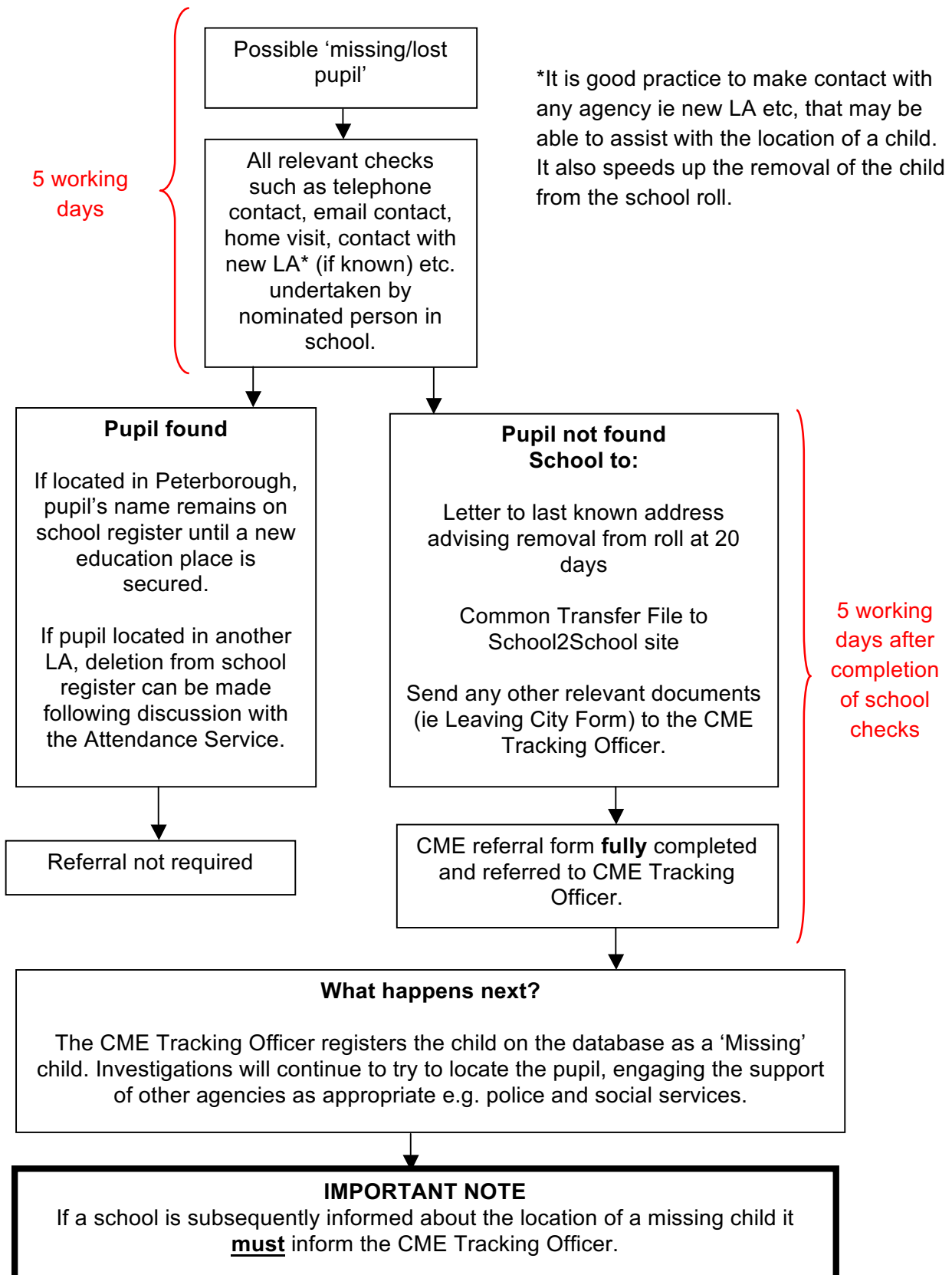
School Admissions Team

3rd Floor, Bayard Place, Peterborough, PE1 1FB
Tel: 01733 864007

Email: admissions@peterborough.gov.uk

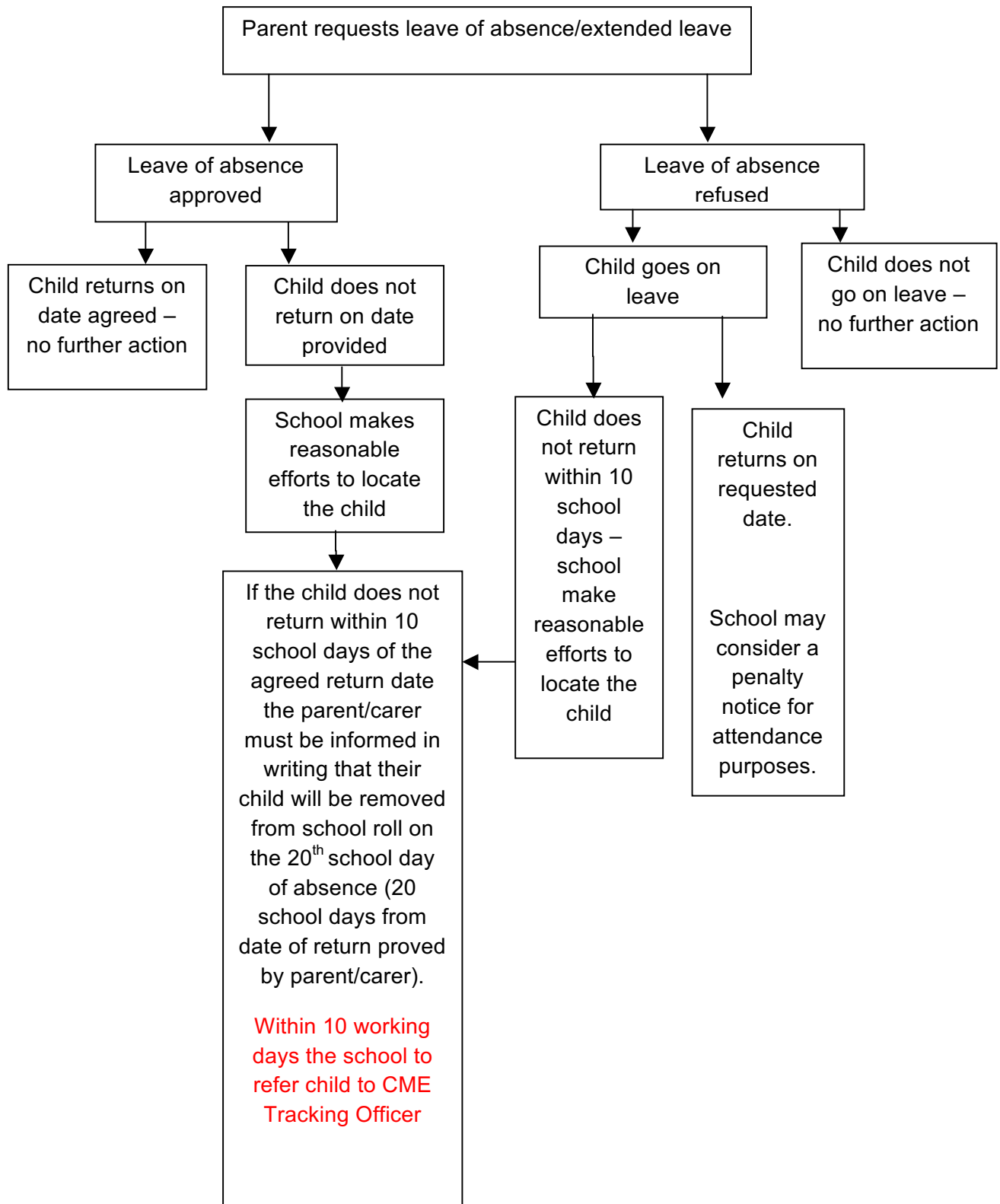
Children who have gone missing from a Peterborough school:

Note: If there are any child protection concerns or concerns regarding the immediate safety or well-being of a child, social services and police need to be informed **immediately**. In such cases CME procedures should be completed after the referral to social services and police has been made.



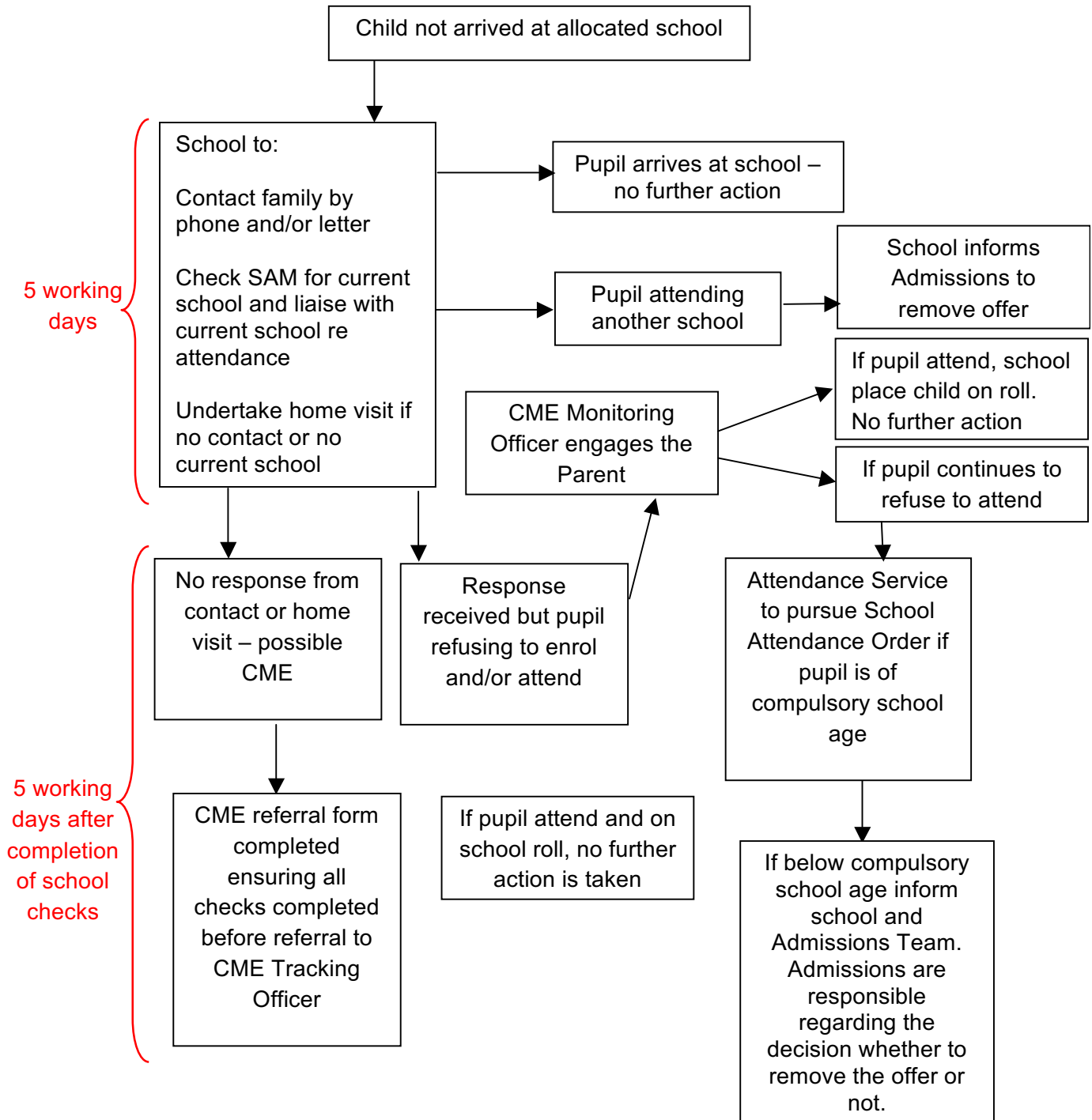
Children who have gone missing following a leave of absence request:

Note: If there are any child protection concerns or concerns regarding the immediate safety or well-being of a child, social services and police need to be informed **immediately**. In such cases CME procedures should be completed after the referral to social services and police has been made.



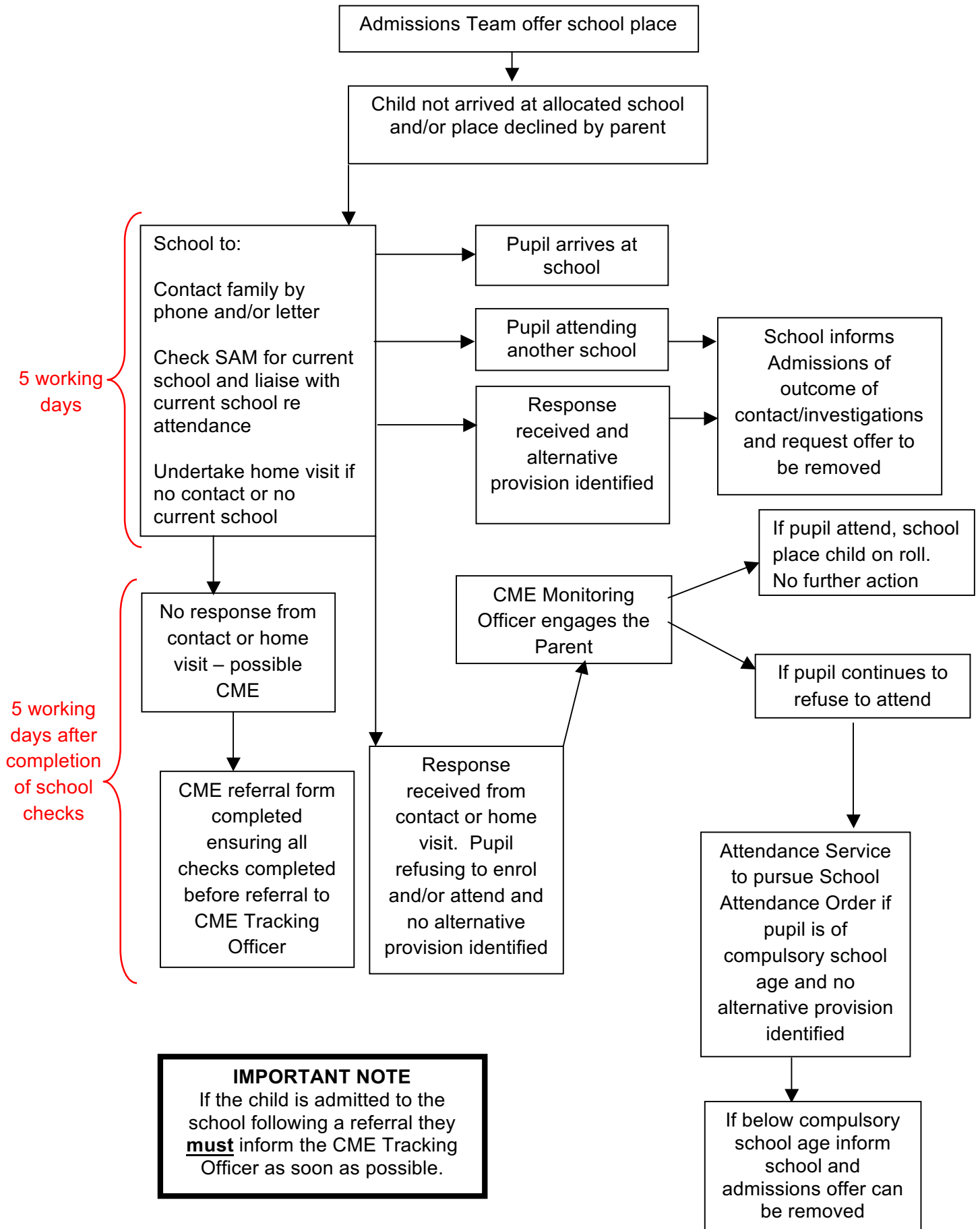
Non-appearance at allocated school following a transition offer:

Note: During a normal transition phase (e.g. Y2-Y3 for separate Infant/Junior Schools, Y6-Y7), a child becomes the responsibility of the new school when the child has been 'allocated' a place. All schools need to adopt this principle to prevent children from 'falling through the net' and becoming missing/lost

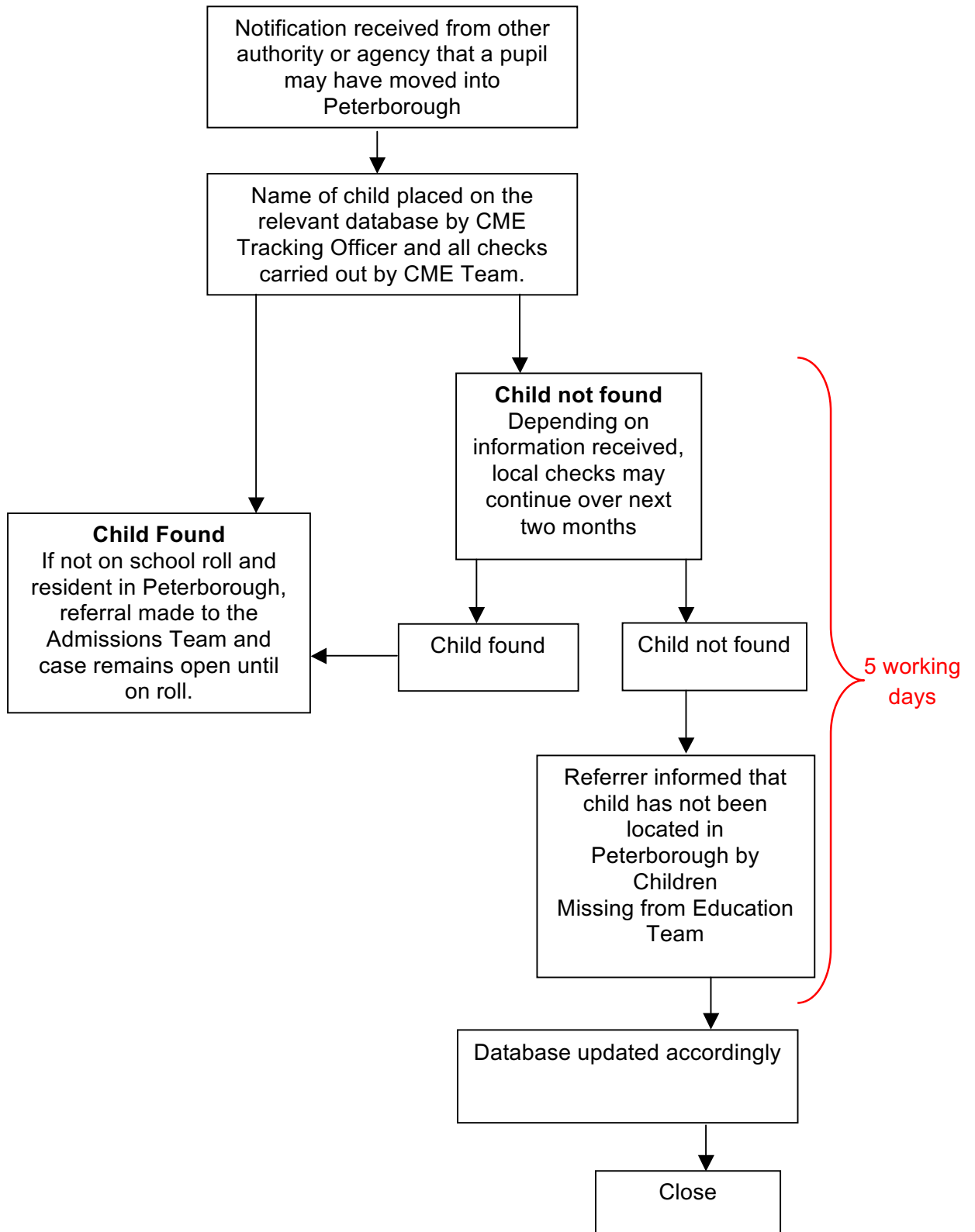


IMPORTANT NOTE
If the child is admitted to the school following a referral they **must** inform the CME Tracking Officer as soon as possible.

Non-appearance at allocated school following an In Year Offer:



Children believed to have arrived in Peterborough LA:



**CHILD MISSING EDUCATION
(CME) Referral Form and Check List**

Referrer's Name:	Signature:
	Date:

Child Details			
Full Name:		Date of Birth:	
Current/Last Known Address:		UPN:	
Post code:		Date of Last Attendance:	
Ethnicity:		Language:	
LAC Yes/No	CP Plan Yes/No	CIN Yes/No	CAF Yes/No
Does the Child have a statement of Special Educational Need / EHCP Yes/No			

School Details

Sibling Details		
Full Name:	Date of Birth:	School:
Full Name:	Date of Birth:	School:
Full Name:	Date of Birth:	School:

Parent/Carer Details	
1.Full Name:	2.Full Name:
Relationship:	Relationship:
Current/Last known Address:	Telephone Numbers:
Post code:	

Reasons for Referral	Yes
Child/Pupil has not taken up offer.	
Child/Pupil is a no show (new academic year) he/she did not turn up for school on first day.	
Child/Pupil has not returned from half term break or holiday	
Child/Pupil has stopped attending mid-term with no reason - No contact has been made by parents	
Other, please provide information:	

School/Education Provider Checklist*

In all cases the actions in Section 1 must be completed where relevant, prior to referral to CME Tracking Officer (CMETO).

SECTION 1

Absence Days 1 - 10			
	Date of Contact	Outcome	Name and Designation
1st day contact			
Have contacted all emergency contacts			
Informed CSC (CP/LAC) where relevant			
Enquiries of wider school community e.g. staff, pupils, friends			
Check pupil records			
Confirmed pupil is not attending current school shown on SAM			
Checked with siblings' schools			
Visit to last known address by PCSO or School			
Enquiries to neighbours			
Written to parent informing of referral as CME			
Leaving City Form completed and attached if relevant			

SECTION 2

Absence Days 10			
	Date of Contact	Outcome	Name and Designation
Letter notifying of removal from roll if no further contact (20 day letter)			
Send completed CME form to AO/CMEO			

CTF Uploaded			
CTF uploaded onto S2S Website	Date	Destination = Independent School/Scotland Code: MMMMMMMM	Destination = Unknown Code: XXXXXXXX

*After all enquiries by the school **and** the LA have been exhausted; removal from the school roll **MUST** be discussed and agreed with the allocated LA Attendance Officer/CME Officer. Removal from roll should comply with the Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016

*Pupil records **MUST** be retained by the last registered school until requested by a new education provision and archived until the pupil's 25th birthday.



Peterborough City Council is registered under the Data Protection Act for the purposes of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight form to prevent and detect fraud. We may also be obliged by law to share this information with other organisations which handle public funds. Further information relating to your rights under the Data Protection Act can be sent to you on request.

Leaving City Form

PLEASE COMPLETE THIS FORM IF YOU ARE RELOCATING TO ANOTHER CITY, EMIGRATING FROM THE UK, TRAVELLING WITHIN THE UK OR RETURNING TO YOUR HOME COUNTRY.

PERSONAL DETAILS:

Parent/Carer's Full Names:
Child/rens Full Name(s) and dates of birth:
Current home address:
Post Code:
Contact Numbers/Email:
Last date of attendance at current school:

NEW DETAILS:

New Address:	New School details:
Country:	
Contact Numbers/Email (if different):	

TRAVEL DETAILS (Traveller families only):

Expected date of return*:
*Should the child/ren not return on the agreed date and no contact is made by the family your child may be removed from roll without prior warning.

TRAVEL DETAILS (for those leaving the UK):**

Date of flight/leaving UK:
Departure Airport/Port:
Flight Number/Ferry Ref Number:
Arrival Airport/Port:
**PLEASE PROVIDE EVIDENCE OF TRAVEL ARRANGEMENTS

I declare that I have parental responsibility for the children named above and that the information is correct. I understand that my child will be deregistered from the school at the end of the last day of agreed attendance (unless I declare as a traveller a date of expected return). I understand that if I am leaving the city and then return to the Peterborough Local Authority area I will have to reapply for a school place.

Name of person signing:
Signature..... Date.....



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MOVEMENT OF CHILD (REN) – REFERRAL ENQUIRY TO ANOTHER LOCAL AUTHORITY

Information Provided Under Schedule 2 of the Data Protection Act 1998

Investigations locally have revealed that the following child(ren) have moved to your local authority area. If known to you, please can you respond by completing the grey boxes? If not known, please contact us ASAP.			
Enquiry from: , Children Missing Education Tracking Officer, Children’s Services, 3 rd Floor, Bayard Place, Broadway, Peterborough, PE1 1FB	Telephone: 01733 864028 Email: cme@peterborough.gov.uk		
Date of Enquiry:			
Full Name(s) of Child(ren)	DOB	UPN	School and date last attended
Parent/Carers full name	Last known address		
Ethnicity Language	New address to which moved		

Reply:		
Address confirmed	Yes/No	
Application received	Offer made	School admitted to and start date
Yes/No	Yes/No	
Name of officer:	Designation:	Contact Details: Telephone/Fax/Email
Signed:		Date:

Monthly Pupil Absence and Movement Return

The information given below is to be shared with the Local Authority's Attendance Team and is also necessary for monitoring the mobility of children.

**Schools have a statutory responsibility to report these details (see below).
 Please submit a return covering 1st to the end of every month**

(Please attach a computer print-out if more convenient)

SCHOOL..... Month.....20....

SECTION 1. Children who have been absent one month or more:

Name	Date of Birth	Address	Date of Last Attendance	Destination (School/CME etc)	Comments

SECTION 2. Children deleted from the school roll during the last month:

Name	Date of Birth	Last known address	Date of Last Attendance	Destination School (do not leave blank)	Comments

Signed.....(Headteacher)

Date:.....

Please return to cme@peterborough.gov.uk

**Statutory Instrument 2006 No. 1751 The Education (Pupil Registration) (England) Regulations 2006 and
Statutory Instrument 2016 No. 792 The Education (Pupil Registration) (England) (Amendment) Regulations 2016.**

Returns

12. (1) Subject to paragraph (2*), the proprietor of every school shall make to the local education authority, at such intervals as may be agreed between the proprietor and the local education authority, or as may be determined by the Secretary of State in default of agreement, a return giving the full name and address of every registered pupil of compulsory school age who—
- (a) fails to attend the school regularly; or
 - (b) has been absent from the school, where the absence has not been treated as authorised in accordance with regulation 6(2), for a continuous period of not less than ten school days, and specifying the cause of absence if known to the proprietor.
- (2) Paragraph (1) shall not apply with respect to –
- (a) any absence from the school due to the pupil attending another school at which he is a registered pupil; or
 - (b) any period during which the pupil was attending an approved educational activity in accordance with regulation 6(4).
- (3) As to the contents of the admission register comprising particulars relating to a pupil whose name is to be deleted in accordance with regulation 8(1)(d), (e),(g),(i) or (m), the proprietor shall make a return to the local authority for every such pupil giving the full name of the pupil, the address of any parent with whom the pupil normally resides and the ground upon which their name is to be deleted from the admission register as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.

***2.** In these Regulations —

“the local education authority” means, in the case of a school maintained by a local education authority that local education authority, and in every other case the local education authority for the area in which the school is situated;

“maintained school” means a school maintained by a local education authority;

“relevant person” means —

- (a) in relation to a pupil under the age of 18, a parent of the pupil;
- (b) in relation to a pupil who has attained that age, the pupil.

*(Parent's name
and
last known address)*

Date

Dear *(Parent Name)*

Reference: *Child(ren's) Name(s) and date(s) of birth*

I am writing to inform you that (name) will be deleted from our Admissions register under Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should they fail to return to school by the time that registration ends on *(20 school days from the date of this letter)*.

The school is permitted to take this action if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 school days and

- (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;
- (iii) both the proprietor of the school and the local authority have failed after reasonable enquiry, to ascertain where the pupil(s) is/are.

In line with our safeguarding procedures, all details will be sent to the Children Missing Education Tracking Officer at Peterborough City Council for further investigation.

Should you return to Peterborough you will need to make a formal application to Peterborough City Council, School Admissions for another school place for <child's name>.

If you disagree with the above action or wish to discuss, please do not hesitate to contact us as a matter of urgency.

Yours sincerely

Headteacher
Copy to: Attendance Officer

