



Children Missing Education (CME) Guidance & Procedure For Educational Establishments & Other Agencies

1. Identifying and Maintaining Contact with Children Missing or At Risk of Going Missing from Education

1.1 Background & Introduction

This document has been produced to help the council meet its statutory duties relating to the provision of education and the safeguarding and welfare of children. It is related to current legislation and related guidance and supports information sharing in line with the Children Act 2004, 'Every Child Matters' and Working Together H.M. Government 2013. It also supports local authority developments around the monitoring and tracking of pupils in alternative learning programmes. It is intended to inform local authority officers, schools, governing bodies and other involved agencies of the procedures to be followed in order to identify and maintain contact with children missing education and those children at risk of going missing from education.

The document refers to all children of compulsory school age who are not on school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

In paragraph 17.97 of the Victoria Climbié Inquiry Report 2003, Lord Laming recommends that front-line staff in each of the agencies, which regularly come into contact with families with children, must ensure that, in each new contact, basic information about the child is recorded. "This must include the child's name, address, age, the name of the child's primary carer, the child's GP and the name of the child's school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangement".

This document has been constructed in accordance with the (former DCSF), 'Revised Statutory Guidance for Local Authorities in England to identify children not receiving a suitable education' JAN 2009.

In the context of 'Every Child Matters' and the Children Act 2004. The East Riding of Yorkshire local authority acknowledges that "education protects" and that it is a key responsibility of the local authority and its schools, to safeguard all the children

resident in the East Riding or attending its schools. The best way for the local authority and its schools to ensure the welfare of all children is to ensure that they are all on a school roll and that children do not disappear from school rolls and become 'missing'.

The East Riding of Yorkshire Local Authority will embrace its statutory responsibilities by ensuring:

- That all pupils who go missing or are lost from schools in the East Riding and move to other areas are speedily located and children are adequately safeguarded in the process
- All departments and agencies will work together and share information regarding children who may be missing education
- Support is given to other local authorities to locate their own missing/ lost pupils
- The local authority encourages all independent and non-maintained schools to notify them when children of compulsory school age leave their roll, and of their destination wherever possible (the Singleton Report 2009 (Rec. 4)).

2. The main reason why children miss education

Nationally Ofsted estimated in November 2004 that approximately 10,000 children are missing from school every day. There is considerable research available that identifies the reason for children and young people being 'missing from school'. The most common reasons include:

- Failing to be registered at a school at age 5
- Failing to make a successful transition
- Frequent moves of house including periods of homelessness or periods in a refuge
- Family breakdown including domestic violence
- Exclusion (formal and informal)
- Persistent truancy leading to non attendance (especially in Years 10 and 11)
- Mid-year transfer of school
- Families moving into a new area
- Disaffection resulting in pupil and/or parent dissatisfaction with the school and the parent withdrawing the pupil or 'being asked to leave'
- Young carers

2.1 Vulnerable Children

It will be recognised that the factors listed above make children and young people 'vulnerable' in every sense and that it is therefore particularly important that they are not allowed to slip through the net.

Certain vulnerable groups of children are more likely to be affected by the factors listed above and include:

- Refugee and asylum seeking children
- Economic migrants
- Travellers
- Children who have suffered bereavement, trauma, domestic violence, homelessness or other adverse family circumstances
- Children with special educational needs
- Looked after children
- Young carers

Although the subject of this guidance is about children missing from education, there may be occasions when a child identified as missing from education may have been subject to a crime. Considering the following questions could help identify episodes when police involvement may be necessary:

2.2 Assessing vulnerability

Is there a good reason to believe that a crime may have been committed? The following questions could assist a judgement:

- Is this very sudden and unexpected behaviour?
- Has the child/young person gone missing with their family?
- Has the child/young person gone missing without their family?
- Is there any health, religious or cultural reason to believe that the child/young person is at risk of harm?
- Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying?
- If the answer to the above questions is yes then a referral to the police should be made - local procedures should be followed. The education welfare service should also be informed.

If there are any concerns that a child (male or female)is in danger of a forced marriage, local agencies and professionals must contact the Forced Marriage Unit, where experienced caseworkers are able to offer support and guidance. (www.fco.gov.uk or 020 7008 0151). The police and children's social care should also be contacted. All those involved should bear in mind that mediation as a response to forced marriage can be extremely dangerous and therefore **concerns must not be raised with the parents**. Refusal to go through with a forced marriage has, in the past, been linked to so – called 'honour crimes'.

DCSF and Foreign Office joint guidance on forced marriages can be found at: <https://www.gov.uk/government/organisations/department-for-education>

2.3 Potential vulnerability due to high mobility

Children from families of members of the Armed Forces are likely to experience high mobility both within and outside the UK. Moves can be made at quite short

notice, with future home address and school not known until just before the move. Schools and local authorities can make enquiries through the MOD Children's Education Advisory Service (CEAS). CEAS can also liaise between local authorities, and with devolved authorities in Scotland, Wales and Northern Ireland. Service Children's Education (SCE) also keeps records of all pupils in Service schools overseas. Enquiries about children in Service schools overseas should also be made via CEAS. The CEAS helpline can be contacted on 01980 618244.

2.4 The cost of missing education

The costs of missing out on education are very high both to the young people and their families and to society as a whole. The most obvious impact is, of course, on education itself. Pupils who do not attend the final year(s) of compulsory education are unlikely to leave with any qualifications at all and a fractured educational history can result in low levels of functional literacy and numeracy.

Truancy

Truants are more likely than non-truants to leave school with few or no qualifications. The Youth Cohort Study (YCS) is a series of longitudinal surveys that contacts a sample of an academic year-group or "cohort" of young people in the spring following completion of compulsory education and usually again one and two years later. The survey looks at young people's education and labour market experience, their training and qualifications and a range of other issues, including socio-demographic variables.

This Statistical First Release provides summary findings of the most recent survey of 16 year olds from the eleventh Youth Cohort Study (YCS). The survey was carried out in spring 2002 when respondents were in their first academic year after completing compulsory education. The previous survey of 16 year olds was SFR 02/2001 carried out in spring 2000 showed that 38 per cent of truants reported that they had no GCSEs, compared with 3 per cent of non-truants. Of those who had truanted, only 8 per cent obtained 5 or more GCSEs at grades A to C, as against 54 per cent of those who had not truanted in Year 11.

Effects into adulthood

Unemployment and homelessness: Like others with low qualifications, those who miss school are more likely to be out of work at age 18 and are more likely to become homeless. For example, over three-quarters of homeless teenagers in one Centre point study were either long-term non-attendees or had been excluded from school.

Crime

The most striking link is with crime. According to the Audit Commission, nearly half of all school age offenders have been excluded from school; and a quarter truanted significantly

Home Office research showed that truants were more than three times more likely to offend than non-truants. One study found that 78 per cent of males and 53 per cent of females who truanted once a week or more committed offences. A Basic Skills Agency study of 500 convicted offenders in Shropshire found that 64 per cent said they were habitual truants.

In 1995-96, the Metropolitan Police arrested 748 excluded children, some of whom had committed between 20 and 40 offences before arrest. There is evidence that sentencing of those who have truanted or been excluded is severe: one study showed that pupils who have a poor attendance record were much more at risk of a custodial sentence than those with more positive reports.

A six-month study by the Metropolitan Police found that children committed 5 per cent of all offences during school hours. 10 to 16 year olds committed 40 per cent of robberies, 25 per cent of burglaries, 20 per cent of thefts and 20 per cent of criminal damage.

Other social difficulties

- Vulnerable to sexual and other forms of exploitation
- Involvement with substance abuse (cigarettes, alcohol and drugs)
- Teenage parenthood
- Anti-social behaviour
- Criminal activity
- Mental health difficulties
- Physical health difficulties (especially from health issues linked to poverty)

3. The Role of Schools

3.1 When a pupil fails to start at a new school when expected

When a pupil is expected to join the school either at a normal time of starting (e.g. Nursery, Reception or Year 7) or at any time and they do not arrive, the school should firstly try to make contact with the parents by phone or letter.

If after one week no contact has been made the school should contact the admissions team to find out if the child had been registered elsewhere. After the second week the school should complete a referral to the education welfare service via e-mail (education.welfare@eastriding.gov.uk) or post who will follow the procedures for missing pupils.

If the child has not been found within the 4 week timeframe (see appendix 1) the education welfare officer can pass to the Access to Education Officer to take further action.

3.2 Prolonged and persistent absence.

If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion the school should follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc).

If the child does not return to school the absence will be unauthorised and should be referred to the education welfare service on form CME1a (emailed to education.welfare@eastriding.gov.uk) who will follow the procedures for missing pupils. **The pupil should not be removed from roll** until the EWO has completed all reasonable steps to ascertain the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being EHE.

If the pupil is not located and all reasonable enquiries completed the school will follow the S2S procedure as detailed in the DfE document 'Keeping Pupil Registers.

The unexplained absence of any child, who is subject to a Child Protection Plan, must be treated as the highest priority and the Children's Social Care Team contacted must be advised.

3.3 Regulations about when a school may delete a pupil's name from its Admissions Register.

The Education (Pupil Registration) (England) Regulations 2006 govern when a pupil can be removed from the admissions/attendance register.

The regulations enable schools to delete compulsory school-age children 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
- the permanent exclusion of a pupil
- the death of the pupil
- the pupil is transferred between schools
- the pupil is withdrawn to be educated outside the school system
- the pupil fails to return for an extended family holiday after both the school and the local authority have been unable to locate the pupil
- a medical condition prevents their attendance and return to the school before ending compulsory school-age
- the pupil is in custody for more than four months
- there are 20 days continuous unauthorised absence and both the LA (education welfare service) and school have been unable to locate the pupil
- The pupil has left the school but it is not known where he or she has gone, after both the school and the LA (education welfare service) have been unable to locate the pupil.

Schools can only lawfully delete non-compulsory school-age children in the following circumstances:

- the pupil has left the school

- there are 20 school-days continuous absence without good reason this should only be undertaken after consultation with education welfare service
- the death of the pupil
- the permanent exclusion of a pupil
- a child who was admitted to the nursery is not transferring to the reception class.

In general, pupils can be deleted from the register of one school if they register at another. However, it is possible for any pupil to register at more than one school and, where this happens; there are restrictions on applying the power to delete pupils because they are registered at another school. Schools can only delete pupils from the register if one of the circumstances in these regulations applies.

All other deletions are illegal and could result the court proceedings against the person responsible. With the exception of pupils who are subject to a school attendance order and pupils with special educational needs for whom the local authority has made arrangements, there is no requirement for LA approval of deletions from registers.

Source: DFE - 22 September 2010

3.4 Actions a school must take when a pupil's name is deleted from the register

(i) When a pupil is deleted from the admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school must be indicated and the pupil's records must be sent to the new school within 15 school days.

(ii) When a pupil's name has been deleted from the register, the school must use an electronic common transfer form to send the information via the Teacher net secure School-to-School Data Transfer Website.

(iii) The school must also notify the local authority within 10 school days and information must be sent to the education welfare service on form CME2.

Information regarding normal transition transfers need not be made as these details can be obtained from the admissions section.

3.5 The use of School to School data transfer website (S2S)

Schools are aware of the statutory responsibility placed on governors and teachers for the management of safeguarding and promoting the welfare of all children. This is underpinned by a statutory responsibility to use an electronic common transfer form to send and collect information via the Teacher net secure School-to-School Data Transfer Website (S2S).

It is recognised that these procedures will only function effectively if all East Riding of Yorkshire schools are committed to the principle that:

WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY THAT CHILD TO THE NEW SCHOOL.

The local authority will ensure that all East Riding of Yorkshire schools are properly supported to meet these responsibilities.

When another local authority contacts East Riding of Yorkshire local authority, seeking help regarding a missing child, the Access to Education officer for children missing education will search for the missing child on the ONE database. If the child is found, the enquiring local authority will be informed.

3.6 Actions required by schools

(i) If a school knows which school a child is moving to the school must ensure that an electronic common transfer file or CTF is sent to the receiving school via S2S as quickly as possible.

(ii) Should a child leave an East Riding of Yorkshire school without notice being given, the school should try to make contact with the parents. If after 5 days of non-school attendance the school has been unable to contact the parents, the school must refer to their education welfare officer on form CME1a who will work with the school and make reasonable efforts to try and identify the child's current whereabouts or destination.

Should the child be subject to a Child Protection Plan, or the school have particular child protection concerns about the child, the school should immediately contact the local children's social care team.

(iii) If after 20 working days such efforts prove unsuccessful the school in consultation with the education welfare service should remove the child's name from its roll and create a CTF using the "destination unknown" code XXXXXXXX or MMMMMMMM if the child has moved to the Independent Sector or out of the country, including Scotland. The file is uploaded onto S2S and the child's details automatically go onto the "Lost Pupil Database" section of the site.

(iv) If a file is sent to a known school or local authority but comes back as rejected by that school or local authority these must be treated as the child now being missing from education and should be uploaded using the code MMMMMMMM to the Lost Pupil Database as above.

(v) Schools must check S2S regularly to look for CTF's of new pupils, which have been sent to them. If a new pupil is admitted to a school and the CTF is not available schools should contact Management Information Centre to request that a search is

made of the Lost Pupil's Database for a matching record using names or former names, date of birth and gender. The pupil's CTF can then be forwarded to them.

(vi) If a school has previously sent a lost child CTF to the lost pupils database and is then contacted by a school at which the lost child has subsequently registered then either:

The school which sent the CTF to the lost pupil's database should create a new CTF and send this to the receiving school and request that the local authority download the original CTF and delete it; or the receiving school should request its own local authority download the original CTF from the lost pupil's database.

4. The role of the Local Authority

It is the local authority responsibility to ensure that all school aged children are in receipt of suitable and efficient education appropriate to their age, aptitude and ability whether at school or otherwise.

4.1 The role of the Education Welfare Service.

The Access to Education officer is the local authority designated officer for children missing education (CME). When a child is referred to the education welfare service by a school or other agency the case will be open until the child is back in school, or it is confirmed that the child is no longer living within the authority. This includes a referral from any agency in or out of county via Form CME3.

The education welfare service and the Police undertake truancy sweeps. School age pupils found out of school will be stopped and enquiries made as to their educational status. If necessary the pupil will be escorted back to school. If the child is found to be without a school place the education welfare officer will refer the child to the education welfare officer children missing education, who will implement the relevant procedures. Information concerning pupils identified during truancy sweeps is shared with colleagues from the youth offending service and the youth support service.

The education welfare service has a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations.

When another local authority contacts East Riding of Yorkshire local authority regarding a child who is believed to have moved into the area the Access to Education Officer will check the local authority ONE database to establish if the child is on roll at a school in the East Riding Authority, and if they are attending.

If a child cannot be identified as having registered at a school and has an East Riding address the education welfare officer for that locality will make a Safe and Well visit to that address. This will be to establish if the child is residing there and what education arrangements have been made for the child. Support will be offered to

enable the child to receive suitable education. Outcomes of this enquiry will be feedback to the referring authority via the Access to Education Officer.

If a child has been found missing from education, it is important that any process to access education is as speedy as possible. The ideal is to re-engage children with mainstream provision and for many children this will be the correct option. Parental and child preference should be taken into account. The education welfare service will also take part in fair access panel meetings also known as FAP's.

The Access to Education officer will record information regarding all children and will also:

- take referrals of children missing education from east riding schools and other agencies
- investigate referrals made by other local authorities, logging the checks undertaken and the outcomes of procedures
- work on children missing education reports provided by ONE
- undertake safe and well checks or requests from colleagues
- cross reference cases against social care database to check safeguarding issues
- liaise with schools re children missing education in regard to cases and offer advice and support
- provide training for other agencies expanding the knowledge and processes of children missing education
- attend sub group and practitioners meetings for children missing education
- work on policy and procedures updating when necessary keeping up to date with supportive legislation
- work with the police on cases where necessary
- react to information received from colleagues in other agencies, recording the checks undertaken and the outcomes
- take cases where children have been identified during truancy sweeps undertaken with the Police under section 16 Crime and Disorder Act 1998
- undertake relevant training to keep up to date with issues i.e. prevention of exploitation (sexual and other)

Local authorities can intervene if they have reason to believe that parents are not providing a suitable education and may issue a School Attendance Order (SAO) (under section 437(1) of the Education Act 1996). They may also apply to the courts for an Education Supervision Order (ESO) under section 30 of the Children Act 1989.

Local authorities may apply to court for a child assessment order under s.43 of the Children Act 1989 if they have reasonable cause to do so (which will only be where there is a risk of significant harm to the child).

4.2 The role of the Admissions team

- The co-ordination of normal admissions to infant, junior and primary schools
- The co-ordination of admission for pupils transferring from primary to secondary school.
- processing requests for in-year admissions to school,

To contribute to the work of ensuring that all pupils are on a school roll and attending school, the Admissions Team works as follows:

- Prioritises work on the allocation of school places for children in public care
- Ensure that advice about admissions and support with the application procedure is readily available for families recently arrived from overseas
- carefully considers each request for a transfer of school, ensuring that parents are aware of the implications of a change of school and discouraging the request where appropriate; ensuring, at every opportunity, that parents are advised not to withdraw their children from school without first having secured an alternative school place
- contributes to the maintenance of an efficient pupil database which, following liaison with schools and parents as necessary, records the school places offered and those taken up or declined
- shares information with other local authorities and admission authorities regarding individual pupil placements within their schools
- investigates, with parents, schools and the education welfare service as necessary, those cases where pupils fail to take up school places or where it becomes evident that a child is out of school
- ensure admissions to schools are carried out without unreasonable delay
- take part in regular Fair Access Panel meetings

4.3 Elective Home Education

In the event of a parent informing the school that they are removing the child to educate them at home, the school should inform the Access to Education officer (Tel: 01482 392146) and the roll removal letter from the parent should be forwarded. The local authority will then make arrangements to satisfy itself that the education being provided is 'suitable and efficient'.

4.4 Looked After Children

East Riding of Yorkshire Council acts as a corporate parent to its looked after children. The local education authority has two education welfare officers responsible for looked after children whose roles are to enable young people in the looked after system to successfully access their education provision. They will log this progress through the use of Personal Education Plans or PEP's. All schools will have a designated teacher for looked after children. These teachers are ideally placed to assist when identifying those looked after children currently in school who may be at greater risk of going missing from education. If a looked after child goes missing from their care placement, the relevant Local Authority Child Care Team will follow the guidance set out in East Riding Safe Guarding Children Board Procedures and Guidance Section 5.7 *Children and Young People who Run Away/Go Missing*. This requires them to record the child as having an unauthorised absence and liaise with the Police in the area from where the child went missing to agree the strategy for finding the child and providing them with any necessary support.

4.5 Children with Formal Child Protection Plans

The local authority social care team has responsibility for children with formal Child Protection Plans (used to be defined as being on the Child Protection Register). If a child goes missing, the children's social care department will take steps to locate the child. This may involve contacting child protection managers in other local authorities.

The unexplained absence of any child who has a Child Protection Plan must be treated as the highest priority and the social care team contacted and advised.

4.6 Children in Need

Where a child has been assessed by the local authority social care team as being 'in need' and their family is working with the social care team, the team will liaise with the Police in the area from where the child went missing to agree the strategy for finding the child and providing them with any necessary support.

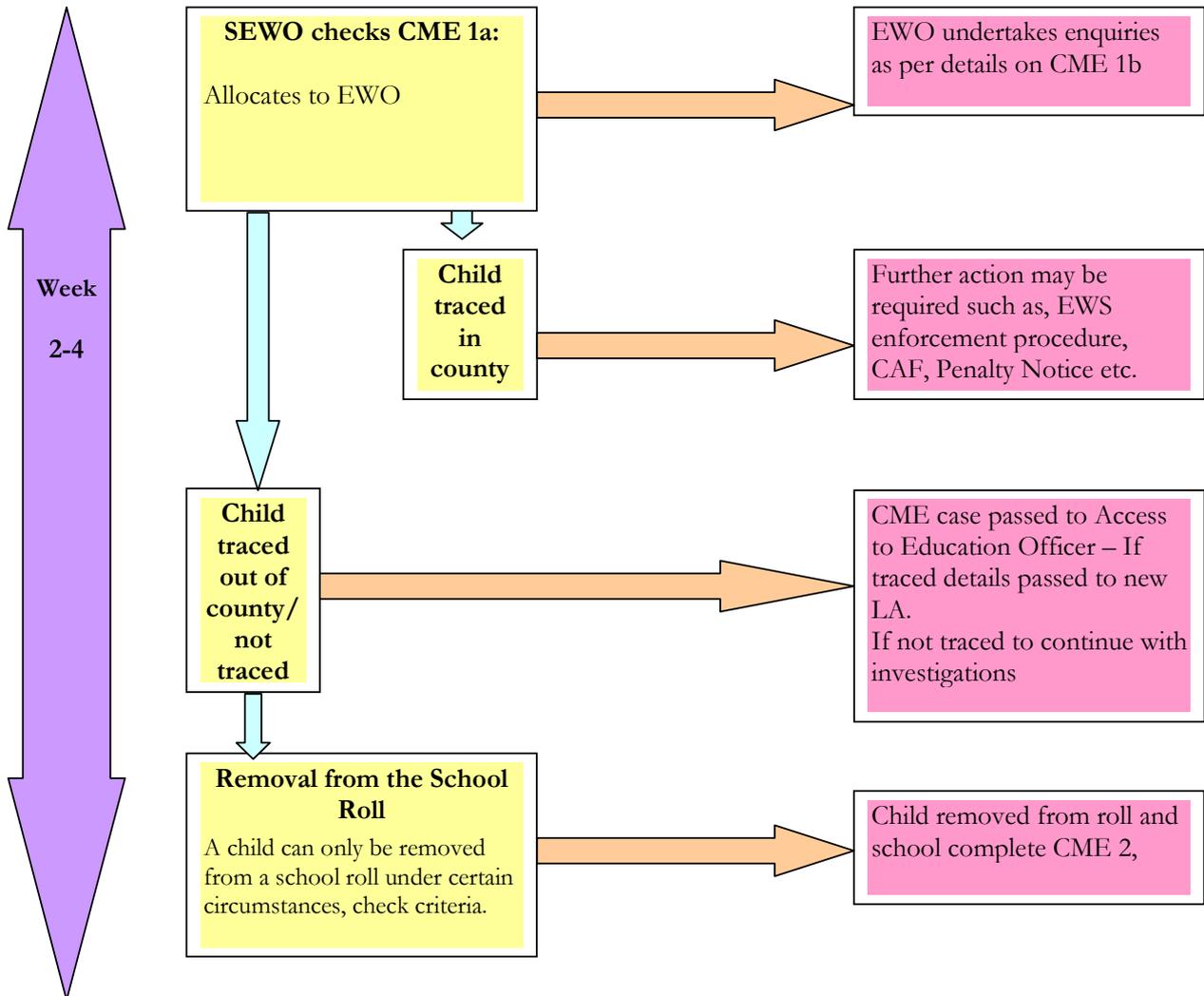
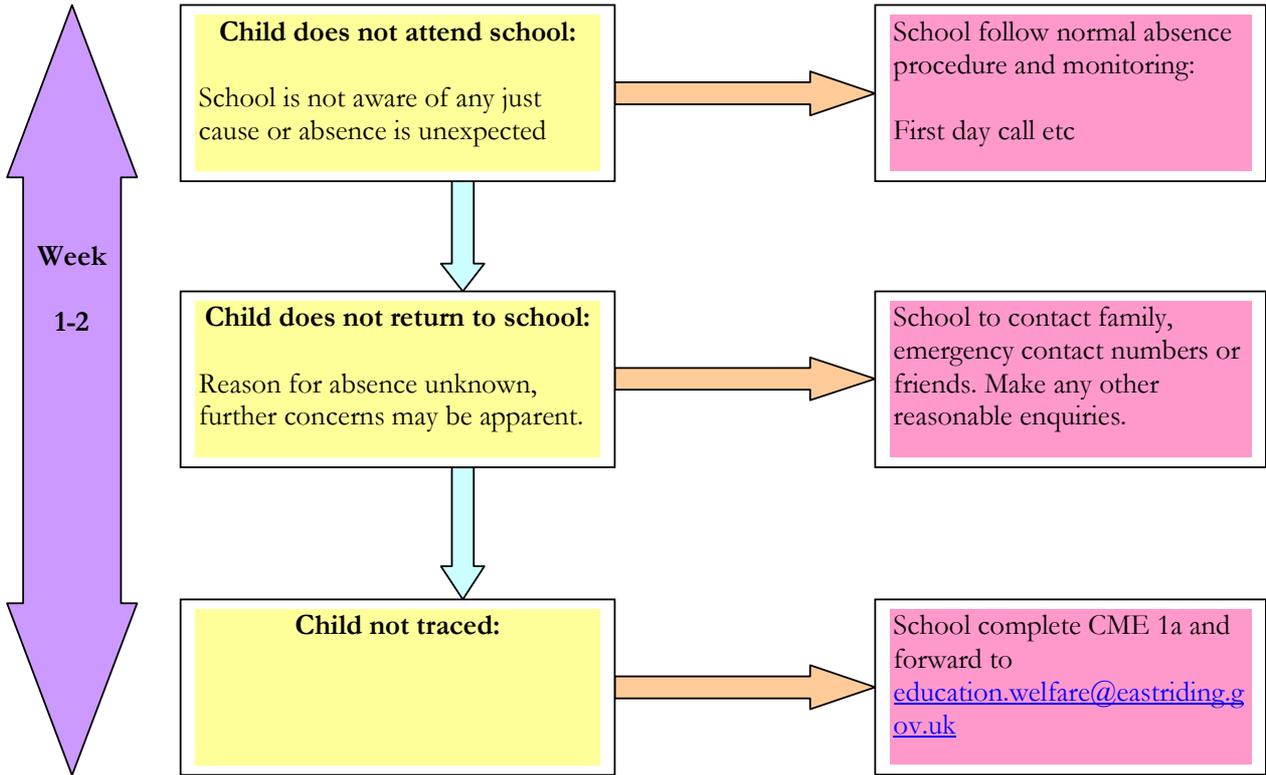
4.7 Other agencies

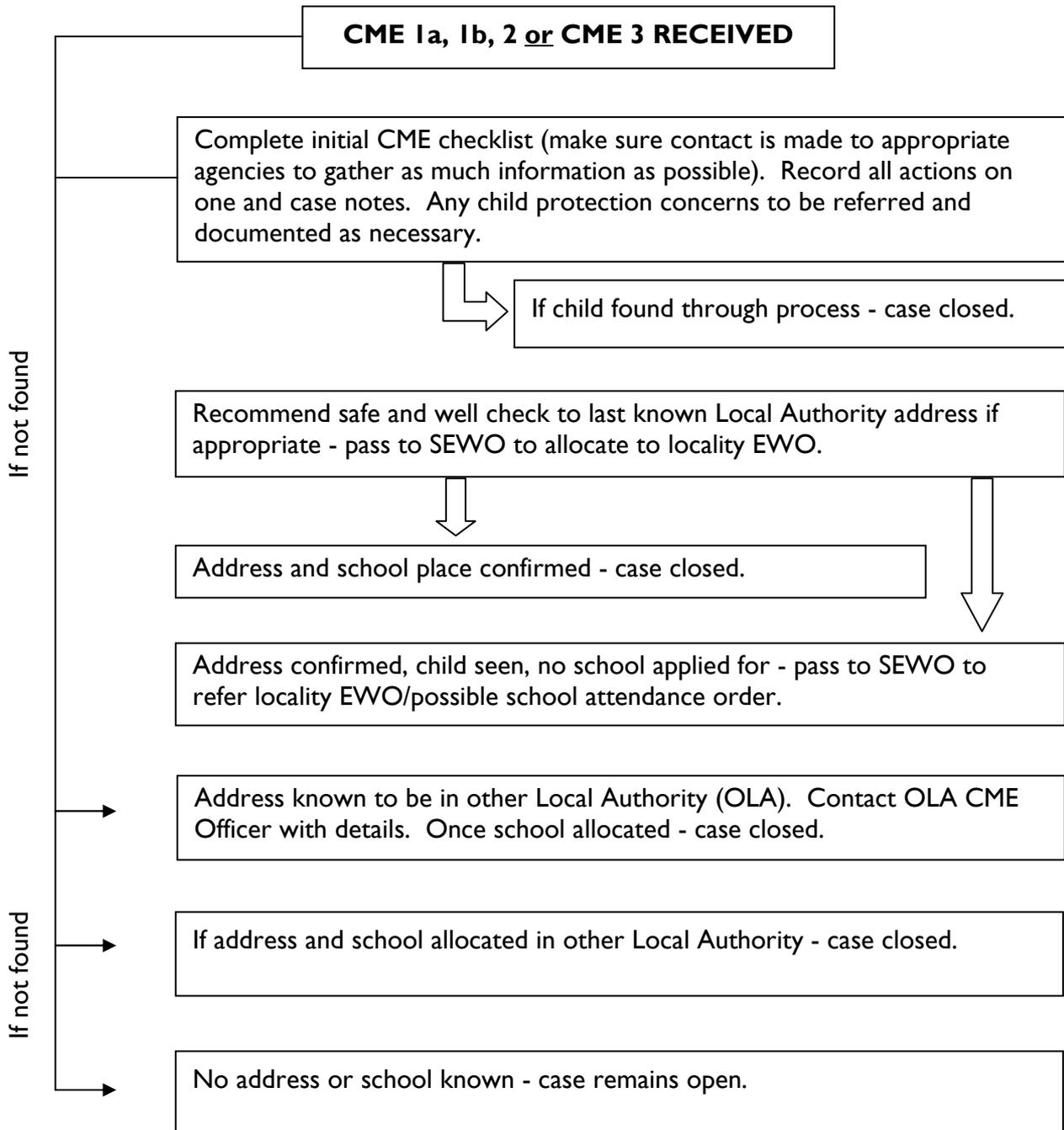
If a member of staff from any another agency or setting identifies a young person, who appears to not be on roll at a school or not be attending school regularly, that member of staff should complete form CME 3. It should be emailed to the

13

education welfare officer for children missing education for further checks to be made. The education welfare officer will notify the referrer of the outcome of the enquiry.

See below appendices:





Referral for Pupil Whose Whereabouts are Unknown or Missing from Education (CME 1a)

SECTION A: To be completed by School during the first 2 weeks of absence (Week 1)

Pupil Details						
Surname		Forename		DOB		Gender
Address				Names of Siblings		
Parents Names						
Contact No.	Home		Mobile 1		Mobile 2	

Action	Date	Notes/Comments
Telephone call to parents:		
Written to parents, SMS parents or emailed?:		
Response to actions:		
Any other relevant information		

Referral Details			
Name of School			
Name of Referrer		Job Title	
Contact Number			
Date Referred to EWS		Date Received by EWS	

Email to the education welfare service on education.welfare@eastriding.gov.uk who will complete section B

Education Welfare Actions for a Pupil Whose Whereabouts are Unknown or Missing from Education (CME 1b)

SECTION B: To be completed by Education Welfare Officer during the second, third and fourth weeks of absence (Weeks 2, 3, 4)

Case Allocated To:			
Education Officer:	Welfare	Contact	

Action	Date	Notes/Comments
Telephoned Parents, SMS, Emailed?		
Home Visit Undertaken		
Other Actions		
Pupil Located?		
Action Taken	CAF	Notes/Comments

If, after all enquiries have been exhausted, the whereabouts of the pupil is still unknown, the Education Welfare Officer MUST discuss the removal of the pupil from the school roll with the school. A Common Transfer File (CTF) must be created.			
Confirm school has created a Common Transfer File (CTF)	No	Date	
Removal from roll MUST comply with DfE regulations and the L.A's procedure. Education Welfare Officer MUST ensure the school is aware of the relevant forms and procedures to follow as detailed on form CME2.			
Confirm School has filled in form CME2 (Notification of Removal of a Child's Name from a School Roll)	No	Date	

Once sections A and B are completed, the entire form is to be returned with CME 2 by the relevant Education Welfare Officer to: education.welfare@eastriding.gov.uk

Notification of Removal of a Child's Name from a School Roll (CME 2)

S2S must be completed each time you remove a pupil from the school roll (except when ending statutory education or at end of year transfer). At the same time e-mail this form to the Education Welfare Service. We would advise that you keep a copy for school records.

Pupil Details							
Surname		Forename		DOB		Gender	
Address							

Reason For Removal From School Roll			
Has the school been notified of Elective Home Education?	No	Date	
Has the pupil been continuously absent for 4 weeks or more?	No		
During the 4 week period, was a referral made to the Education Welfare Service?	No	Date	
Date on which the pupil was removed from the school roll			
Date on which the Common Transfer File was uploaded to S2S			
State which code was used when the file was uploaded			
If a different code was used, please state the code used			

Referral Details			
Name of School			
Name of Referrer		Job Title	
Contact Number			

To be returned by the EWO with CME 1a&b to education.welfare@eastriding.gov.uk

Referral for Pupil Whose Whereabouts are Unknown or Missing from Education (CME 3)

To be completed by agencies who are aware of a child who is resident in East Riding of Yorkshire and not on the roll of a school. If more than one child, a form must be completed for each.

Pupil Details						
Surname		Forename		DOB		Gender
Address						
Parents Names				Ethnicity		
Contact No.s	Home		Mobile		Other	

School Details			
Name of School			
Date Last On Roll		Child's School UPN	
Contact Number		Email	

Action	Date	Notes/Comments

Referral Details			
Name of Agency			
Name of Referrer		Job Title	
Contact Number		Email	
Date Referred to EWS		Date Received by EWS	

To be forwarded to

CONTACT LIST

Education Welfare Service

01482 392146

Children Missing Education (CME-East Riding)

(01482) 392230

(01482) 392146

Children Missing Education (CME-Hull)

(01482) 318384

Elective Home Education

(01482) 392230

(01482) 392146

Admissions Team (East Riding)

(01482) 392131

Admissions Team (Hull)

(01482) 318381

Child Protection Officer – Schools

Local Authority Designated Officer (LADO)

Allegations against professionals

(01482) 392139

Early Help & Safeguarding Hub

(01482 395500)

Looked After Children

(01482) 392 147/146

Education Inclusion Service (EIS)

(01482) 392254

Work Related Learning Team

(01482) 392153

Minority Ethnic and Traveller Attainment Service (METAS)

(01482) 392146

Home Tuition Service

(01482) 392209/2142

Names and numbers of local social care teams can be provided if requested.