

## **Example Children Missing Education Policy**

At Derby Cathedral School we believe that as a Church of England school, everybody has an entitlement to personal, social and intellectual development and must be given an opportunity to achieve his/her potential in learning. Everybody is unique in terms of characteristics, interests, abilities, motivation and learning needs and these wide diversities are taken into account. This ethos is reinforced by our core Christian values.

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

Derby City Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what our school will do to help the LA with its duty.

### **CHILD PROTECTION AND SAFEGUARDING CROSS REFERENCING**

This policy is in line with the following legislation and guidance:

[Working Together to Safeguard Children \(2015\)](#); [The Children Act \(1989\)](#) and [Children Act \(2004\)](#); [Keeping Children Safe in Education \(September 2019\)](#); [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(2015\)](#); [Protection of Freedoms Act \(2012\)](#); [The Prevent Duty Guidance for England and Wales \(2015\)](#); [The Prevent Duty: departmental advice for schools and childcare providers \(2015\)](#); [Mandatory reporting of Female Genital Mutilation – procedural information \(2015\)](#).

It enables our school to carry out our functions with a view to safeguarding and promoting the welfare of children under sections 175 and 157 of the [Education Act \(2002\)](#).

At Derby Cathedral School we recognise that safeguarding can involve a range of potential issues such as:

- Neglect, physical abuse, sexual abuse and/or emotional abuse
- Attendance issues such as poor or irregular attendance, persistent lateness or children missing from education
- Behaviour, including bullying/online bullying (by text message, on social networking sites, and so on) and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse
- Radicalisation and/or extremist behaviour
- Hate crime
- Gender-based violence/violence against women or girls
- Harassment and discrimination
- Impact of new technologies on sexual behaviour, for example 'sexting'/youth produced sexual imagery and accessing pornography
- Substance misuse (drugs and alcohol)
- Issues which may be specific to a local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, fabricated or induced illness, sexual exploitation, trafficking/modern slavery, female genital mutilation (FGM) and forced marriage
- Poor parenting, particularly in relation to babies and young children.

At Derby Cathedral School, everyone working in or for our school will be guided by the principles that: “it could happen here” where safeguarding is concerned and we will always act in the best interests of the child when concerned about a child’s welfare. Any child protection or safeguarding concerns will be referred to the school’s Child Protection Policy.

## **1. Definition**

1.1. For the purpose of this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

## **2. Why children miss education**

2.1. The most common reasons for children missing school include the following:

- Failing to make a successful transition
- Exclusion
- Mid-year transfer of school
- Families moving into a new area

## **3. Children at particular risks of missing education**

3.1. As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children’s social care (and the police if appropriate). The LA officers responsible for CME will check a referral has been made, and will contact children’s social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child’s safety is at risk, the LA will contact the police.
- Children of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the LA Traveller Education Support Services/named CME officer for advice on the best strategies to ensure minimal disruption to the GRT pupil’s education.
- Children of service personnel – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Children who cease to attend school – where the reason for a child who has stopped attending a school is not known, the LA will investigate the situation.

- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

#### **4. Roles and responsibilities**

##### **4.1. The school**

- The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.
- In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity. In our school, this will be done on the first day of absence.
- The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.
- The school will monitor pupils' attendance through our daily register held on Bromcom.
- The school will attempt to make contact with a family on day 1 of absence. During days 0-10 the school will continue to make efforts to engage with the family, recording contact: telephone conversations, texts, e-mails, letters, visits (when appropriate, please discuss with EWO) etc. in a timely fashion. After day 10 of absence, if the child's whereabouts is known a referral will be made to EWO on 01332 641448. If the child's whereabouts is not known, when there is no explanation for absence and checks to establish their whereabouts have been completed, a referral will be made to Children Missing Officer (CME) on 01332 641445 ([cme@derby.gov.uk](mailto:cme@derby.gov.uk)) see *appendix 1 for flow chart procedure*.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for twenty consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The school will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016). (Appendix 2 'Annex A').
- When removing a pupil's name, the notification to the local authority must include: the full name of the pupil; the full name and address of any parent with whom the pupil normally resides; at least one telephone number of the parent; the pupil's future address and destination school, if applicable, and the ground in regulation 8 (above) under which the pupil's name is to be removed from the admission register.
- Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.
- The school will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.
- The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

- Where a child with Special Educational Needs is absent **without authorisation** and this absence places them within the 'persistent absentee' category (below 90%), this should be reported to the Education Welfare Service via referral to the school EWO.

#### **4.2. Derby City Local Authority**

- Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.
- The LA will provide full-time education for permanently excluded pupils from the sixth school day of a fixed period exclusion.
- When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents/carers to assure the LA that their child is receiving such an education.
- The LA will issue School Attendance Orders to parents/carers who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.
- The LA will prosecute parents/carers that do not comply with a School Attendance Order.
- The LA will prosecute or fine parents/carers of school-registered children who fail to ensure their child attends school regularly.
- The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.
- The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- The LA will apply to court for an Education Supervision Order for a CME.
- The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.
- Pupils with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.
- The LA is responsible for liaising and sharing information with other agencies to support children who miss education.
- The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

#### **4.3. Parents/carers**

- Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

- Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.
- Parents/carers will notify the school regarding any absences or changes to the pupils education arrangements.

## **5. Working with others**

5.1. Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen.

5.2. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families.

5.3. To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

5.4. Derby Cathedral School uses a secure internet system, **S2S**, to allow schools to transfer pupil information when a child moves education setting.

## **6. Safeguarding**

6.1. For the purpose of this policy, “reasonable enquiries” are defined as limited, investigative powers that the school may action to determine a child’s whereabouts and whether they may be in danger.

6.2. In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

6.3. The DSL will record that they have completed these procedures and, if necessary, make a referral to the children’s social care or police.

6.4. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent/carers, relatives and neighbours using known contact details
- Check local databases
- Check data transfer systems such as S2S or Key to Success
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the school is located
- Check with the Ministry of Defence Children’s Education Advisory Service in the case of children of Service Personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

## **7. Admissions register**

7.1. The school will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

7.2. Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school.

7.3. Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

7.4. Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions register:

- The full name of the parent/carer with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

7.5. Where a parent/carer notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school

7.6. Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent/carer notifies Derby Cathedral School, the pupil will be deleted from our admission register and inform the LA.

## **8. Removing a pupil from the admissions register**

8.1. Derby Cathedral School will inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g. home-schooled.
- Have ceased to attend school and no longer live within a reasonable distance of the school.
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent/carer has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.

- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
  - There is reason to believe the pupil is not unable to attend school.
  - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of not less than 20 school days, and:
  - The absence was not authorised.
  - There is reason to believe the pupil is not unable to attend school.
  - The LA and school is unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the pupil will not attend the school.

8.2. Derby Cathedral School will notify the LA that a pupil is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the pupil's name is actually removed.

8.3. If a pupil's name is to be removed from the admissions register, the school will provide the LA with the following information:

- The full name of the pupil
- The full name and address of any parent/carer with whom the pupil lives
- At least one telephone number of the parent/carer with whom the pupil lives
- The full name and address of the parent/carer who the pupil is going to live with and the date the pupil is expected to start living there, if applicable
- The name of the pupil's new school and their expected start date, if applicable
- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended), as outlined in section 8 of this policy.

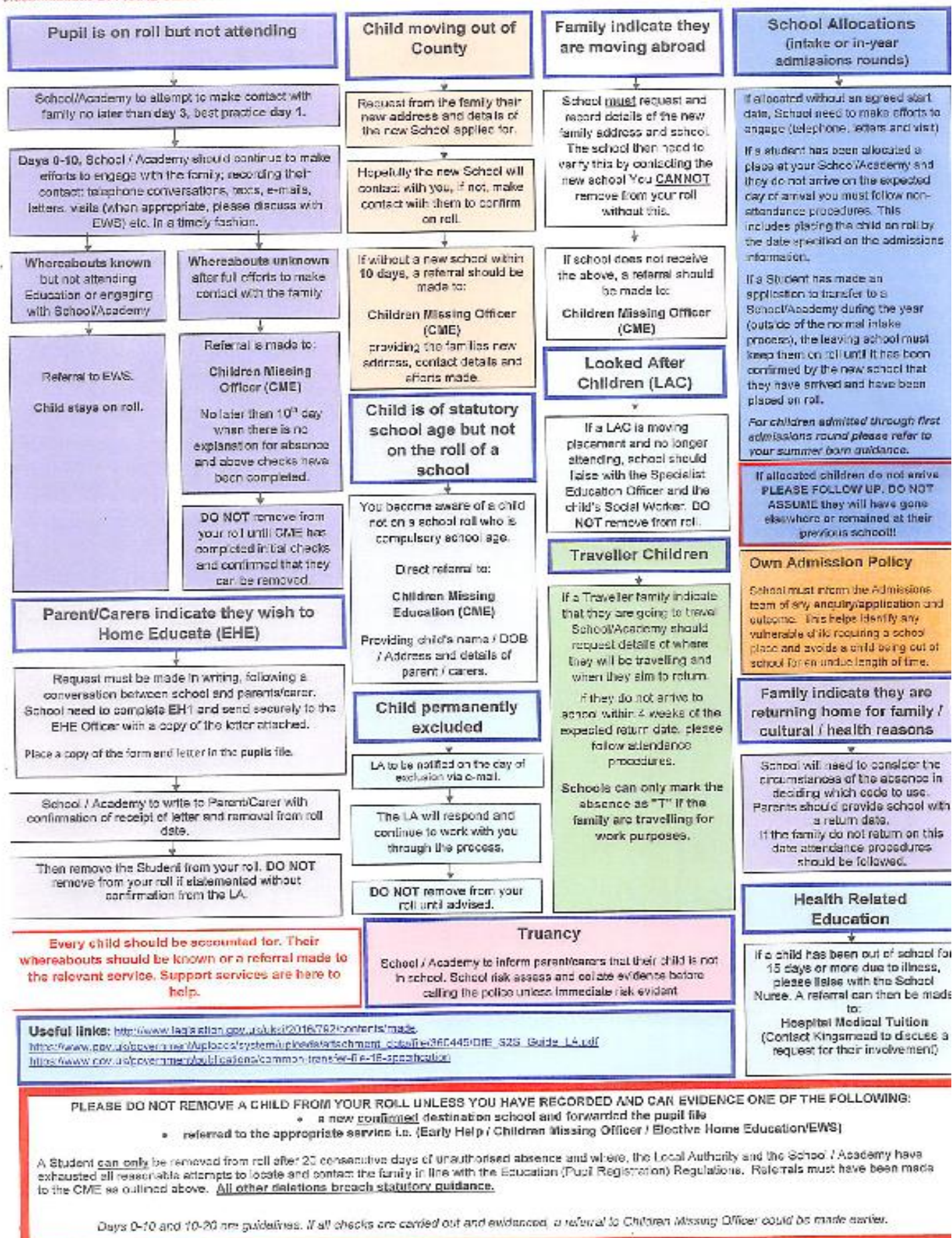
## **9. Policy review**

- 9.1. This policy is reviewed every two years by the DSL and the Headteacher.
- 9.2. The scheduled review date for this policy is September 2021.





# Appendix 1



## Frequently Asked Questions

**What do I need to consider and what information do I need to share when I refer a child/young person?**

- Do school have safeguarding concerns? *If so, please provide details and contact children's social care if urgent.*
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted?: Addresses, telephone numbers (call / text), e-mail addresses of Parents/Carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the Pupil open to: Social Care, MAT, SEN, EWS, Health/School Nurse, School Admissions, CAF/CASS?
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the Pupil? (NB speak to pupils and pupils' friends discreetly, consider accessing social media)

**Home visits:**

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

**What does a home visit involve? What do I need to do?**

Home visits will allow you to gain a sense as to whether the family are still living in Derby. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still at the property?

A colleague passing by the property on their way home from work could look for signs of life. A visit should be carried out after you have exhausted all the emergency telephone contacts, written to the family etc.

**A child/young person has moved out of the City and I do not have a new school to forward the Pupil file to, what should I do?**

If a family has moved out of the area, school should request from Parent/Carers the name of the child's new school and new family address. If a school place is not yet obtained, please request the address and share this with CME Officer. They will liaise with colleagues in the area and will confirm applications have been submitted. Once confirmed they are known to the new area they become the responsibility of the new LA, closing all involvement for Derby. The pupil file can be transferred once a new school is identified.

**What should I bear in mind if a Parent/Carer chooses to Electively Home Educate?**

Although a Parent/Carer has the legal right to Electively Home Educate, this may not always be in the child's best interests, particularly if there are significant concerns. These include concerns over parenting, SEND or other issues. Some parents are not able to deliver an Education to the correct level of the age, aptitude and ability of the pupil. It may be that the Parent has chosen to educate at home as a deterrent for other issue eg a disagreement in school. Please remember to consult fully with any agencies involved and the EHE Officer before deciding to off-roll the child. It is sometimes possible that a more appropriate solution is found than Home Education.

**What do I do if a child is allocated a place at my school and does not arrive?**

If a child has been allocated a place at your school and they do not arrive as expected **they must be placed on the register from the expected date**, please follow your attendance procedures. It is important that these children do not fall through the net. Be mindful of any language barriers. Follow your school attendance procedure accordingly.

**A child is leaving my school and moving abroad, what do I need to record?**

For children who move abroad, we would as a minimum, request the address in writing from parent/carer that the child would be living at along with the school they will be attending, without this a referral would need to be made to CME – we can't record "moved abroad", "left country", "Poland", "USA" etc. without clear confirmation of a destination

*If there were safeguarding concerns school would need to raise them without delay.*

School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. School will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.

If there are no safeguarding concerns and school have the above information, the pupil's file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

Where possible we would ask school, to make every effort to confirm the young person's attendance at their new School. Please be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information under the Data Protection Policy.

**My young person is open to a social worker or attending a refuge do I still need to follow attendance procedures?**

It is important that school have a good relationship with Social Workers to liaise and share information accordingly. However school still need to continue to follow internal attendance procedures. School should not rely on the child's social worker to inform CME etc.

**When can I remove the young person from my roll?**

We would advise that children remain on the school roll until their new school is confirmed or confirmation is received from CME that the pupil is known to another Local Authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between Services/Authorities. **Do not phone admissions teams across the country waiting for children to arrive in a school.**

If a child has moved within Derby City and is living outside of a reasonable distance to travel to their previous school this should be communicated to the EWS.

For missing children please refer to [www.derby.gov.uk](http://www.derby.gov.uk)

**We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!**

School Admissions 01332 642728	Children Missing Officer (CME) 01332 641445 <a href="mailto:cme@derby.gov.uk">cme@derby.gov.uk</a>	EWS 01332 641448	Specialist EWO Children in Care 01332 641439
Specialist EWO Exclusions 01332 715981	Special Educational Needs Team (SEND) 01332 641414	Elective Home Education (EHE) 01332 640360	New Communities Team 01332 641305
First Contact Team 01332 641172	MASH – Multi Agency Safeguarding Hub 01332 641048	Health 01332 868817	EHE Officer 01332 640360

## Appendix 2

### Annex A: Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —  (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;  (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and  (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	<p>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</p>
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>