



Children Missing in Education policy (CME)

**(Missing and whereabouts not known,
destination school not known or missing out on
education)**

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1.0 Introduction

The Leader of the Council, Elected Members and Officers of the council are committed to ensuring children and young people are at the heart of everything we do and our aim is to be the best we can be and deliver the highest quality of services to the people of Derbyshire.

Our vision is: *“Working creatively together to inspire and empower children, young people and their families and communities to be the best they can be: safe, healthy, happy, learning and working.”*

Derbyshire County Council is extremely concerned about any child missing education, not only in the way that it impacts on the individual’s potential achievement, but also in relation to their safety and welfare.

At Elmsleigh Infant and Nursery School, our mission is for EVERY child to attend school on a daily basis and our intention is for every single child to have the knowledge, skills and purposeful experiences to provide them with the foundations in building a brighter future. The welfare and safety of every child is held in high regard and we endeavour to ensure that all children are happy and safe.

2.0 Legislative Framework

2.1 The Education Act 1996 436A Duty to make arrangements to identify children not receiving education.

(1) A [local authority] must make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age, who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

2.2 The Education (Pupil Registration) (England) Regulations 2006 can be found at: <http://www.legislation.gov.uk/ukxi/2006/1751> 2.3 The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and share information.

In order to fulfil the requirements of the CME Policy, the authority has agreed to work in collaboration to ensure the early identification and intervention of children who are not receiving a suitable education.

All stakeholders have a responsibility for CME.

2.4 The Department for Children, Schools and Families (now Department for Education) document “Working Together to Safeguard Children” published in March 2010 (updated 2018) says: “There is a Children Missing Education Public 04/09/2020 (CME) named point of contact in every local authority.

Every practitioner working with a child has a responsibility to inform their CME contact if they know or suspect that a child is not receiving education. To help local agencies and professionals find children who are missing from education and identify those at risk of going missing from education, guidance was issued in July 2004”.

2.5 Section 157 of Working Together 2013 places a duty on local authorities in relation to their education functions, the governing bodies of maintained schools and governing bodies of further education institutions (which include sixth form colleges); to exercise their functions with a view to safeguarding and promoting the welfare of children who are either pupils at a school or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which includes academies/free schools) by the regulations made under Section 157 of this Act.

2.6 Amendments to the above legislation were made in July 2016 and came into force as of September 2016. DfE Guidance regarding Children Missing Education (CME) was updated in September 2016. <https://www.gov.uk/government/publications/children-missing-education>

3.0 The Meaning of 'Children Missing Education'

3.1 All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

3.2 'Children Missing Education' (CME) are

- Those children who become missing from education and their whereabouts are unknown,
- those not registered at a school and
- are not receiving a suitable education otherwise (i.e. Elective Home Education or alternative provision),
- children on part-time timetables or those who cease to attend the school where they are a registered pupil.

3.3 These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

4.0 Purpose

4.1 The purpose of the CME Policy is to establish a set of principles which all schools, services and partner organisations can sign up to in order to ensure that children living in Derbyshire are safely on roll at a school, placed at alternative educational provision or electively home educated at the parents request.

4.2 The policy has been designed to help the council meet its statutory duties in relation to the provision and the safeguarding and the welfare of children. It does not replace any of the current child protection procedures or existing safeguarding procedures and therefore this policy should be read in conjunction with existing safeguarding and child protection policies and procedures.

4.3 There are certain vulnerable groups who are more likely than others to become children missing education.

They are as follows:

- young people who have committed offences
- children living in domestic abuse refuges
- children of homeless families perhaps living in temporary accommodation

- young runaways
- children with long-term medical or emotional problems
- looked after children
- children with a Gypsy/Roma/Traveller background
- young carers
- children from transient families
- teenage mothers
- children who are permanently excluded from school
- migrant children whether in families seeking asylum or economic migrants
- children moving out of independent schools/academies/free schools
- children whose parent(s) are in the Armed Forces

4.4 We are committed to ensuring that:

- All pupils who may be missing from Derbyshire schools, including independent schools, academies and free schools, are located without delay
- Support is given to other Local Authorities to locate missing children who may have moved into Derbyshire
- Use is made of the DfE's central School2School (s2s) database Public 04/09/2020
- Joint reasonable enquiries are made with schools and designated Local Authority (LA) staff to locate children who are missing from school as soon as possible
- All children living in Derbyshire are in receipt of a suitable education in accordance with their age, ability, aptitude and any special educational needs they may have
- All children living in Derbyshire are safeguarded and their welfare promoted

5.0 Tracking and Monitoring

5.1 Guidance was introduced by the DfE, as of September 2016, to ensure Local Authorities and schools make procedures even more robust to prevent children becoming 'missing'.

5.2 Derbyshire County Council has effective tracking and enquiry systems in place and an appointed named person (CME Co-ordinator) to whom schools, other agencies and the public can make referrals regarding children who they believe are missing. Schools should refer children by day 11 at the latest and earlier if there are concerns identified.

5.3 Data regarding in-year admissions and leavers is collected from primary schools on a daily basis through school2school site and is transferred onto the LA's database (Synergy).

5.4 In the case of secondary schools including academies, independent schools and free schools, notification must be given to the local authority prior to removing a child from school roll either by 'phone or by sending a leaver form securely to the CME team. (See form CME SR2a),

(Appendix 1). Weekly returns regarding in-year admissions are required to be sent to the local authority CME team securely using the joiners' form. (See form CME SR2b), (Appendix 2).

5.5 Form CME SR1a (Appendix 3) should be completed and sent to the CME Coordinator for action to be taken to establish the whereabouts of children who cease attending and their whereabouts or destination school is not known. Schools, the Local Authority (and other agencies where necessary) need to act as soon as possible to make reasonable enquiries. (See schools net CME missing) link.

5.6 Joint working arrangements are in place with services such as Children Services, Housing, Health, Police, Youth Offending Team, Probation and other Local Authorities.

5.7 The CME Co-ordinator can also access information through the CME database (Synergy) regarding children where a destination school is not known and take appropriate action.

5.8 The CME Co-ordinator will maintain the Synergy database for updating, reporting and review

6.0 The Role of Access and Inclusion

The Access and Inclusion Team oversee Derbyshire's vulnerable groups (in respect of access to education) by collating data on children without a school place, children who have been out of education for more than 12 weeks and children on part-time timetables.

They work closely with the CME team to ensure appropriate support is given or that children return to school in a timely manner. The CME leadership team have oversight in relation to strategy and operational practice

6.1 The duties and responsibilities of these teams include:

- Tracking CME through a dedicated CME coordinator
- Ensuring all notifications of CME are recorded correctly on the relevant databases
- Investigate relevant databases e.g. S2S, Lost Pupil database
- Coordinating casework in relation to investigating CME including working closely with relevant services and agencies to determine appropriate provision for the child
 - Ensuring admissions into school through the admissions process and the authority's Fair Access Protocol where required
 - Reviewing and monitoring cases held until re-engagement in education is successfully secured through the Education Planning Group – Pupils Missing out on Education
- Providing relevant reports for the performance groups and relevant boards, including the Service Directors' CME "Line of Sight" meetings.
- Hold regular CME meetings to review complex and urgent cases • Raise awareness of the CME Policy and practice including training events for schools, school governors and partner organisations Public 04/09/2020

7.0 Children for whom there are Child Protection or other Serious Welfare Concerns

7.1 The school's designated safeguarding person for Child Protection will immediately contact the Children's Services through starting point and/or the Police if any of the below apply to a child who may become missing:

- has a Child Protection Plan
- is subject to serious concerns about their health, safety or welfare
- is living in a family where there are concerns about domestic abuse, substance abuse, mental health problems or learning difficulties
- may be in contact with a person who poses a risk of harm to children and young people
- may be at risk of criminal or sexual exploitation
- is subject to a Care Order
- is looked after by the local authority
- may be the victim of or involved in a crime
- may be taken out of the country illegally (e.g. abducted)
- may be taken out of the country for an illegal act (e.g. forced marriage, female genital mutilation, child trafficking)
- is privately fostered

7.2 A subsequent referral should be made to the CME Coordinator on the same day.

The CME Coordinator will check that a referral has been made and if not should alert the relevant agency.

8.0 Children moving in or out of Derbyshire Schools

8.1 Procedures are in place for local authority staff, schools and other agencies in circumstances where:

- A child moves from a Derbyshire school and a destination school has not been identified i.e. the child may be missing education
- Another local authority (LA) contacts Derbyshire County Council to establish if a missing child from their area has moved into Derbyshire
- A child is referred by school, another agency or by a member of the public (anonymously or not) because there is reason to believe that the child is not receiving a suitable education
- Children missing should not normally be removed from the school roll until they have been continuously absent for at least 20 school days and both the school and the LA have made joint reasonable enquiries to locate them.

9.0 When a Child Leaves a Derbyshire School to be Home Educated

9.1 If a parent/carer informs a Derbyshire school, in writing, that they are removing their child in order to home educate, the school should inform the LA's Elective Home Education Team (EHE) prior to removal.

9.2 Where a child is in their last year of school (year 11), school should allow the Elective Home Education Team to consult with the parents prior to removal. See EHE policy.

10.0 When a Child Moves Outside of England

10.1 It is our duty, whenever possible, to confirm that a child who has left a Derbyshire school has arrived at a new school safely. When a child moves outside of England, the school the child is leaving should obtain both a forwarding address for the child and the name and address of the child's new school. If this information cannot be obtained within a reasonable timescale following the move, child should be referred to CME.

11.0 Contact Details:

Any concerns about children missing education should be referred to:

Marilyn Simcock 01629 536520 or Deborah Botham 01629 532877

Children Missing Education (CME)

Michelle Briddon 01629 532817

Children at Risk of Missing Education Email for all CS.CMECo-ordinators@derbyshire.gov.uk

For advice:

Vincent Hendrickson School Attendance Advisor Tel: 01629 535756

E-mail: vincent.hendrickson@derbyshire.gov.uk

Diane Oxborough School Attendance Advisor Tel: 01629 539320

E-mail: diane.oxborough@derbyshire.gov.uk

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending		Child moving out of county	Child moving out of country	School Allocations intake or in-year admissions rounds
School/Academy to attempt to make contact with parent/carers on first day of absence where there is no explanation. Follow your internal school attendance procedures.		Request from the family their new address and details of new School/Academy.	School must request and record details of the new family address and school . You cannot remove from roll without this.	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the Admissions by Day 6 evidencing efforts to engage.</p> <p>If an application is made to transfer school during the year (outside of the normal intake process), the leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated.</p>
<p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is unauthorised.</p>		↓	Where possible school should make every effort to confirm child's attendance at their new school abroad.	
		<p>Make contact with the new school and agree a start date. The leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p>	↓	
		↓	If school does not receive the above a referral should be made to:	
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p>	<p>If without a new school within 10 days, a referral should be made to</p> <p>Children Missing Education</p>	Children Missing Education	
↓	↓	<p>providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school</p>	Looked After Children (LAC)	
<p>Child and family meet the threshold for Early Help. Make a referral to Multi Agency Team via Starting Point evidencing what action has been taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct,</p> <p>Child stays on roll</p>	<p>Referral is made to: Children Missing Education Officer (CME) no later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>For details of how to refer see contact information, and Derbyshire Schools Net. Please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CME has</p>	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p>	<p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	
		<p>Direct referral to:</p> <p>Children Missing Education</p> <p>providing child's name / DOB / and details of parent /carers including any emergency</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in Schools / Academies</p>	

	completed initial checks and confirmed that they can be removed.	contacts, family's new address and a summary of efforts made by school to engage the family.	Gypsy/ Roma/ Traveller	they will have gone elsewhere or remained at their previous School/Academy!!
Parent/Carers indicate they wish to Home Educate (EHE)	Child permanently excluded			
Where there are concerns about the reasons a parent wishes to EHE, immediately consult with EHE (see contact details). Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.	LA Inclusion Team to be contacted by phone on the day of exclusion (see contacts)		If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.	Own admission authorities must inform the admissions team of any enquiry/ application and outcome . This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.transport@derbyshire.gov.uk within five days of adding a pupil's name to the admission register.
↓	↓		If they do not return within 10 days of the expected return date please follow attendance procedures and consider making a referral to CME.	
School/Academy to return completed de-registration form, with copy of the parent letter, to EHE..	The LA will respond and continue to work with you through the process.			Family indicate they are returning home for family, cultural or health reasons
↓	↓			
In agreement with EHE remove the child from your roll. DO NOT remove from your roll if child has EHCP without confirmation from the LA.	DO NOT remove from your roll until advised.			School/Academy need to consider the circumstances of the absence in deciding which code to use. Where schools support or allow such absences, a return date should be agreed. Parent should be informed that if the family do not return on the agreed date attendance procedures will be followed.
Child not in full receipt of education (25hrs)	Tuancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with Starting Point.			
Information should be shared with the Inclusion Team via Derbyshire Schools Net . Levels of provision will be closely monitored and scrutinised.				
SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful if there are safeguarding concerns, with children believed to be at risk of actual harm, they should be reported immediately to Starting Point. A Starting Point referral will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.				
Useful links: Derbyshire Schools Net CME Procedures https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/children-missing-from-education/children-missing-from-education.aspx DfE CME Statutory Guidance https://www.gov.uk/government/publications/children-missing-education DfE Keeping Children Safe in Education Statutory Guidance https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 Derbyshire on-line Safeguarding procedures https://derbyshirescbs.proceduresonline.com/				School Health
				If a child has been out of school for over 15 days due to illness without supporting evidence, consideration should be given to referral to the School Nurse Where a child's illness / mental health issues requires the child to be out of education for a

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

long period, and supporting evidence has been gained, liaise with Out of School Tuition

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- 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 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance