

Children Missing Education and Children Missing from Education Policy

October 2020

This policy will be reviewed September - November 2021

R Richards – Attendance and Prosecution Service Manager

Part 1 of this policy was written with the support of CME colleagues at Worcestershire County Council

Part 2 of this policy is a response to PUPILS MISSING OUT ON EDUCATION – OFSTED NOVEMBER 2013

This policy is endorsed by Sandwell CME / vulnerable children multi-agency partnership.

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PART ONE – Children Missing Education

1 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 in life.

These children are defined by the Department for Education as

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

All local authorities have a duty to identify and return to full-time education those children who are missing education (or those at risk of becoming CME). The duty relates to children of **compulsory school age** who are not on a school admission register and not receiving a suitable education otherwise than at school, for example, at home.

Under Section 19 of the Education Act 1996 a Local Authority may make arrangements for the provision of suitable alternative education for children who for a variety of reasons may not otherwise receive a suitable education.

This policy is intended to inform Local Authority staff, schools, head teachers, governing bodies and other agencies about how we minimise and prevent “Children Missing Education (CME)”. It relates primarily to children who are of statutory school age who do not currently have a school place, or their provision is unknown. It should be read in conjunction with:

- The Education (Pupil Registration) Regulations 2006 Education Act 1996 (section 436A)
http://webarchive.nationalarchives.gov.uk/20131216163513/http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf
- Statutory Guidance for local authorities in England to identify children missing education (DfE 2013)
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/e/OrderingDownload/Statutory-LA-Guide-09.doc>
- Working Together to Safeguard Children
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- The Local Authority's Fair Access Protocol – See Appendices
- Ofsted Report Nov 2013 ‘Children missing out on education’
<https://webarchive.nationalarchives.gov.uk/20141107025216/http://www.ofsted.gov.uk/resources/pupils-missing-out-education>
- Sandwell School Admissions Code
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

- Statutory Guidance on the participation of young people in education, employment or training
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/561546/Participation-of-young-people-in-education-employment-or-training.pdf
- Education (Pupil Registration) (England) Regulations 2006
<http://www.legislation.gov.uk/uksi/2006/1751/contents/made>
- Children Missing Education – Statutory Guidance for Local Authorities (DfE September 2016)
<https://www.gov.uk/government/publications/children-missing-education>

Key Principles

- The Local Authority will actively work in partnership with parents and other services to identify those children who are not in receipt of a suitable education.
See appendix A – Sandwell multi-agency partnership terms of reference
See appendix B – CME Flowchart (Domestic Violence Notifications)
See appendix C – CME Generic Flowchart
- SMBC acknowledges that it is a key responsibility of the Local Authority and its schools to promote the educational achievement of all children resident within Sandwell or attending its schools

2.0 Children at Particular Risk of Missing Education

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

- Pupils at risk of harm/neglect
- Children who have been the subject of a Child Protection Plan
- Refugees and asylum seekers
- Gypsy, Roma and travelling families
- Children who have experienced domestic abuse or other adverse family circumstances
- Children with special educational needs
- Children who have had attendance difficulties or cease to attend school
- Families of armed forces
- Missing children/runaways
- Children and young people supervised by the Youth Justice System

2.2 There are also certain points at which children are most at risk of becoming missing from education, and the most common reasons for this include:

- Children not registered by parents/carers at school when they achieve statutory school age
- Children not registered at school for the start of high school (Year 7)
- Frequent house moves, periods of homelessness or time spent in refuges
- Family breakdown
- Parents “withdrawing” children from school
- Schools off-rolling pupils without the correct checks and procedures being followed
- Exclusion (official and unofficial)

3.0 Parents Responsibilities

Parents have a legal responsibility to ensure that their child is receiving a suitable education either by regular school attendance:

- at a school (publicly funded or independent)
- educated otherwise (elective home education or any other form of alternative provision)

4.0 Safeguarding

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information appropriately. This principle underpins SMBC's policy on Children Missing Education, and there is an expectation that all agencies and professionals will work together to ensure that children are participating in education.

If you are concerned about a child's safety i.e.

- You have a serious concern about the safety of a child
- You think a child is being harmed or is at risk of being harmed
- You are worried that a child is living in circumstances where they are treated badly and not cared for properly.

You MUST contact MASH on: 0121 569 3100
access_team@sandwellchildrenstrust.org

(MASH = multi agency safeguarding hub)

5.0 Responsibility of the Local Authority

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

The CME Officer maintains a list of Children Missing Education. SMBC employs officers whose responsibilities include the identification and support of children missing education.

These officers include:

Service Manager - Attendance & Prosecution Service

CME Officer - Attendance & Prosecution Service

Pupil Tracking Officer – Admissions Service

Outreach and Attendance Support Workers – Attendance & Prosecution Service

The Outreach and Attendance Support workers 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
- Connexions etc.
- Other local authorities

6.0 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 Officer will check Sandwell's E-CAF system information database regarding every child identified as missing in education, to ascertain if there are any other professional involvement and whether there are / have been any other identified concerns.

A case is closed when the 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 Officer will refer to the CME Officer of that authority either by phone or secure email. Lost cases remain open and are subject to regular reviews

6.1 Referral where the child's whereabouts are known

If any agency is aware of a child missing in education they must contact the Attendance and Prosecution Service, see contact details on Page 8 and Appendix (Professional Curiosity).

If a child is found to be residing in another authority, the details will be sent to the new authority's CME / Pupil Tracking Officer.

If a child is found to be residing within SMBC borders the child's details are placed on the CME database, and a home visit is undertaken by the Outreach and Attendance Support Workers to determine the child's needs (if any) from the information available on the referral form.

The Outreach and Attendance Support Workers / Admissions record every child who is not receiving a suitable education on the "Synergy" system (education data base). The Outreach and Attendance Support Workers work with other key officers (e.g. Admissions, YOS) to ensure that the child is returned to a suitable education at the earliest opportunity. In cases where there is a lead named professional the Outreach and Attendance Support Workers will monitor the progress of the case and assist where necessary. Such cases will include where a child has a named social worker or a Statement of SEN.

6.2 Referral where the child's whereabouts are unknown

These types of referrals are normally children who are on a school roll but have ceased to attend. On investigation by the school it has been found that the family has moved address without notifying the school of their destination.

Providing the school have completed the actions on the 'Removal from roll' checklist (which ensures that the school has undertaken reasonable enquiries as prescribed in the Pupil Registration Legislation) a referral will be accepted and the child's name placed on the CME register. The following action will be taken:

- Make enquiries with the Revenue and Benefits Service and other Sandwell partner agencies
- Contact other local authorities regarding whereabouts
- Contact other agencies

If the local authority has not been able to locate the child upon completion of all reasonable enquiries the status will be changed to 'whereabouts unknown' / 'lost'.

7.0 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 for permanently excluded pupils from the sixth school day of exclusion
- Issuing School Attendance Orders (SAOs) to parents who the local authority believes are not securing a suitable education for their child
- Prosecuting parents that do not comply with an SAO
- Prosecuting or fining parents who fail to ensure their school-registered child's regular attendance
- Applying to court for an Education Supervision Order for a child
- Safeguarding duties, for example, visiting a family if they have concerns about a child's welfare and poor school attendance.

Where safeguarding concerns arise the appropriate safeguarding / child protection procedures will be adhered to.

8.0 Schools' Responsibilities

8.1 Schools, including Academies and Free Schools, must monitor pupils' attendance through the daily register. Schools must inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 20 days or more.

8.2 They must also notify the authority if a pupil is deleted from the admission register in certain circumstances under the Education (Pupil Registration) (England) Regulations 2006. Schools also have safeguarding duties in respect of their pupils, and as part of this should investigate any unexplained absences.

9.0 Deletions from Admissions Register

There is statutory guidance governing when schools can delete children from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006.

10.0 Elective Home Education

10.1 Where a child has not previously been on a school roll, parents are not required by law to notify the local authority that they wish to home educate their child; however, where a child attends a school, they must notify the school in writing of their intention. The school must then notify the local authority immediately. It is good practice for schools to notify the local authority where a parent is considering this option so appropriate early advice can be sought.

10.2 When a school receives the notification in writing the school must delete the child's name from the admissions register. The only exception to this is where a child is subject to a school attendance order or the child has a statement of Special Educational Needs. In these cases consent from the local authority must be sought prior to de-registration.

10.3 If the child has a statement of SEN, schools should direct parents to the SEN Service for further guidance and advice plus they should notify the Attendance and Prosecution Service.

10.4 Non SEN cases where parents are considering EHE schools / academies should notify the Attendance and Prosecution Service at the earliest opportunity.

11.0 Monitoring Arrangements – new inspection framework

Statistical data regarding children missing education will be presented to strategic and operational groups for the purpose of operational development and the safeguarding of children missing education. Such groups may include:

- Attendance and Prosecution Service and Admissions Service
- School Fair Access Partnerships (Sharing Panels)
- Quality Standards Programme Executive
- Sandwell Safeguarding Children's Board, as requested

12.0 Contact Details

**Children Missing Education
Sandwell Council House
PO Box 2374
Freeth Street
Oldbury
B69 3DE**

Email:

APS_CME@sandwell.gov.uk

MOVEit – T3335595_AS_**SCHOOLNAME****CMfE-CHILDSINITIALS**

PART TWO - CHILDREN MISSING FROM EDUCATION

This should be read in conjunction with PUPILS MISSING OUT ON EDUCATION – OFSTED NOVEMBER 2013

<http://webarchive.nationalarchives.gov.uk/20141124154759/http://www.ofsted.gov.uk/resources/pupils-missing-out-education>

Sandwell Local Authority is committed to the following principles

- 1.1 All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational need they may have. Children missing from education (CMfE) are at significant risk of underachieving, being victims of abuse, and becoming NEET later on in life.
- 1.2 The Local Authority will ensure robust procedures and policies are in place to enable the LA to meet its duties in relation to these children, including the appointment of a named person to whom schools and other agencies can make referrals.
- 1.3 The Local Authority is committed to supporting / monitoring all children not accessing full-time education in the usual way, including those who are accessing alternative provision full time away from mainstream school, regardless of where they are on roll; and maintain good information about the achievement and safety of any child or young person not accessing education in the usual way.
- 1.4 All children are entitled to 25 hours education including alternative provision

The Local Authority has also responded to the recommendations raised in the **Ofsted 'Pupils missing out on education (2013) Report**

2.0 The report draws attention to the fact that some local authorities are failing to educate children and young people and may be failing in their statutory duty to take reasonable steps to protect them.

The main groups of children and young people who are the focus of the Ofsted report are those who:

- *have been permanently excluded*
- *have particular social and behavioural difficulties and have personalised learning plans: this means that, by arrangement, they do not attend their usual school full time*
- *have mental health needs and access Child and Adolescent Mental Health Services (CAMHS), either as an in-patient or through services provided in the community*
- *have medical needs other than mental health needs*
- *rarely attend school and have personalised learning plans as part of attempts to reintegrate them into full-time education*

- *are pregnant or are young mothers of compulsory school age*
- *have complex needs and no suitable school place is available.*
- *are returning from custody and a school place has not been found for them*
- *are new to the country and are awaiting a school place*
- *are from a Gypsy, Roma or Traveller background and alternative provision has been made*

Ofsted recommendations

The Local Authority will:

- *establish a central record of all children not accessing full-time education in the usual way, including those who are accessing alternative provision full time away from mainstream school, regardless of where they are on roll; and maintain good information about the achievement and safety of any child or young person not accessing education in the usual way.*
- *identify clear lines of accountability for the quality and amount of provision, as well as the educational and social outcomes, for all children and young people of compulsory school age who do not access education in the usual way; taking note of the survey's finding that this was most effective when a named person at a senior level was held to account for this statutory duty.*
- *share information across local authority boundaries in a timely and appropriate way to minimise interruption to a child or young person's educational provision.*
- *ensure that every child is on the roll of a school, regardless of circumstances, unless parents have elected to educate their child at home*

Schools, including academies and free schools, will:

- *with immediate effect, stop unlawful exclusions and provide suitable support for children and young people with behavioural difficulties.*
- *establish clear accountability for the achievement, safety and personal development of all children and young people who are on the school roll but not accessing school in the usual way, and for the quality and amount of provision made for them.*
- *inform the local authority of any part-time education arrangements, regardless of the type of school*
- *keep children and young people on the school roll during periods of illness or custody (or for as long as it is relevant), in line with Government policy and guidance.*
- *respond quickly to any early signs of children and young people's raised anxiety or dips in their progress, attendance or engagement in learning.*
- *give governors sufficient information about children and young people who are not accessing school in the usual way, so that governors can challenge the amount of provision being made and evaluate its effectiveness.*

Health services, youth offending services, police, education services and other partners will:

- agree on joint approaches to sharing information, to be used case by case, so that education provision and safeguarding for any child or young person who does not access education in the usual way is effective.

2.3 Inspection implications

As part of Ofsted's Integrated Looked After Children and Safeguarding inspections of local authorities, they will ask for a report on children for whom the local authority is responsible who are of school age and who are not in receipt of full-time school education at the time of the inspection. This report should include for each child:

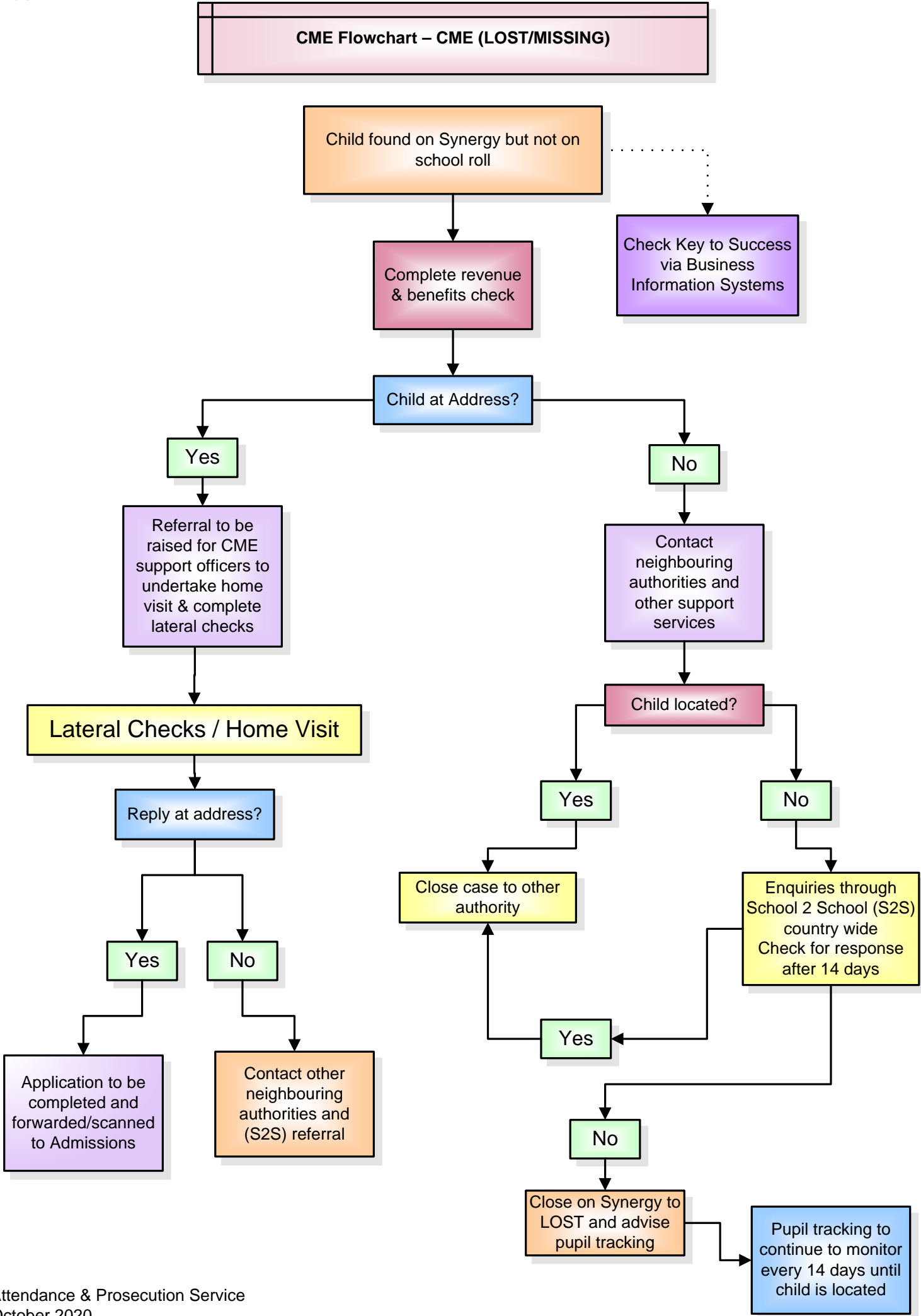
- the child's unique ID, date of birth, Unique Pupil Number (UPN)
- type of educational provision being received, including home tuition
- number of hours provision each week (in particular whether the child is receiving more or fewer than 25 hours)
- if the child has been excluded, the type of exclusion
- the date when the alternative provision began

2.4 Good practice

- *The Director of Education within the local authority is responsible and held to account for ensuring that the authority knows about all children and young people who are unable to access school in the usual way; and that action is taken to ensure that they have the best possible provision for as much time as possible.*
- *Accurate data about any child or young person not accessing full-time education is gathered from all schools and services in the local area, regardless of their arrangements for governance, and analysed fully.*
- *Exploitation Group (MOG) will meet to discuss strategies for any missing children, in whatever setting. (See Terms of Reference)*
- *In Sandwell, this is achieved by the multi-agency Vulnerable Children's Group*
- *Senior officers and elected members provide strong challenge and ensure that provision is flexible rather than simply expecting children and young people to fit into what is already provided.*
- *A responsible person has an overview of case histories, the nature of and reasons for the allocated provision, the timeline of the programmes and their effectiveness in terms of the academic achievement and personal development of the children and young people.*
- *Robust systems for working with other agencies, including CAMHS, the police, the youth offending service and local voluntary agencies, ensure that all parties share responsibility for providing all children and young people in the locality with the support they need to access full-time education – or as near to full time as their health allows.*
- *Responsibility for children and young people in a local area is shared and communicated effectively and taken on by all schools and education services,*

either through multi-agency CME and Vulnerable Childrens' Meeting, locality arrangements or fair access panels linked to behaviour partnerships.

- *Multi-professional teams (including groups of schools) take responsibility for monitoring and acting on the outcomes for children and young people who do not have access to school in the usual way.*
- *The professionals involved in the local area's multi-professional groups have high aspirations for all children and young people and are strongly committed to ensuring that educational provision contributes significantly to helping children and young people move forward successfully, by aiding treatment and recovery or discouraging re-offending.*



CME Flowchart – Not on Synergy

e.g. Incoming notification
Children identified from Domestic
Abuse notifications or other
authority

Out of Borough

Inform child's
school and/or local
authority

Children Missing
Education

Refer to CME
officer to process as
CME
Appendix B2

No Trace

Email to:
Health, Revenue and Benefits, Home Office
Sandwell Homes, Connexions (Age dependant)
Local CME teams

Chase response
after 10 working
days

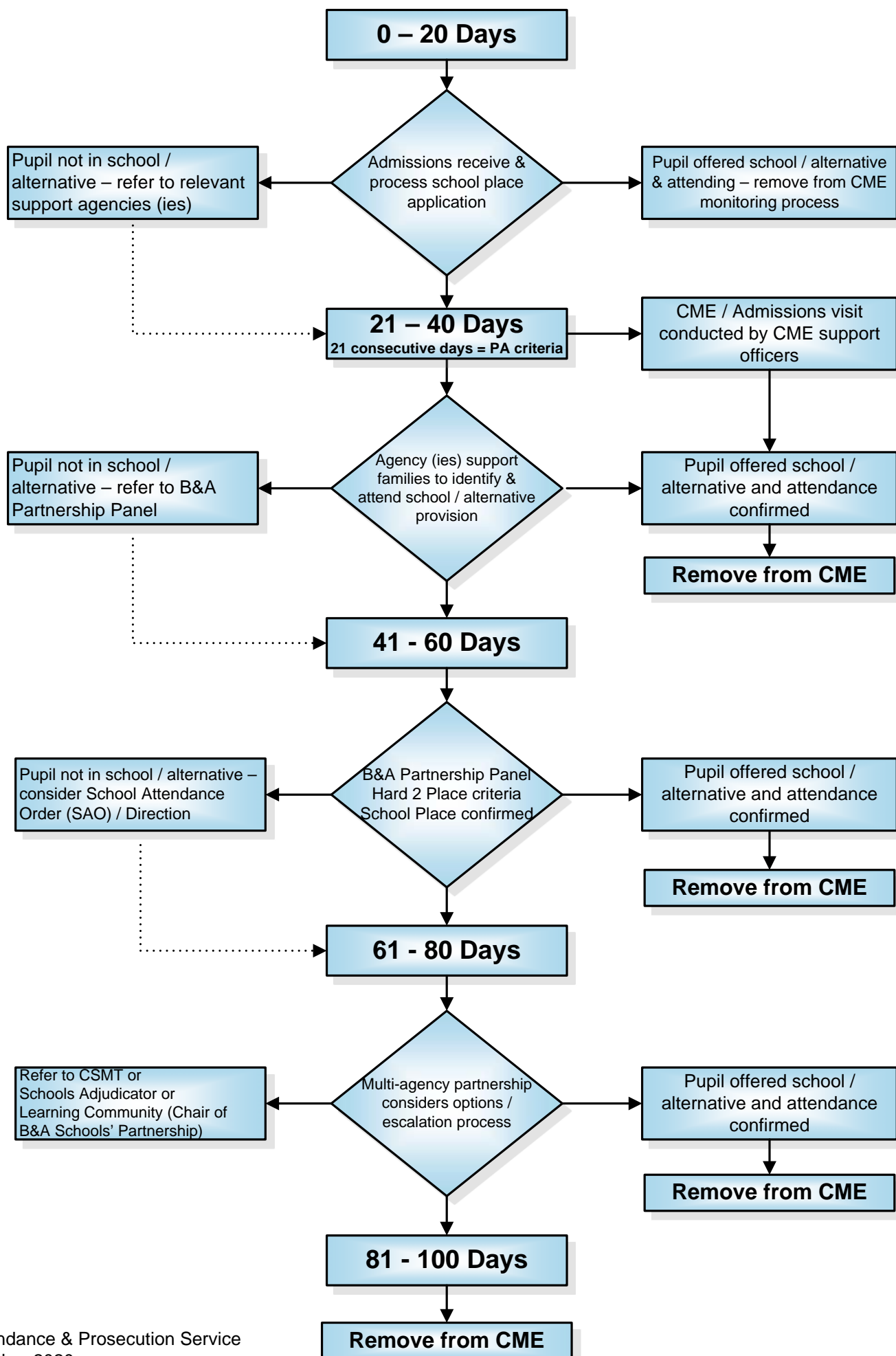
FOUND

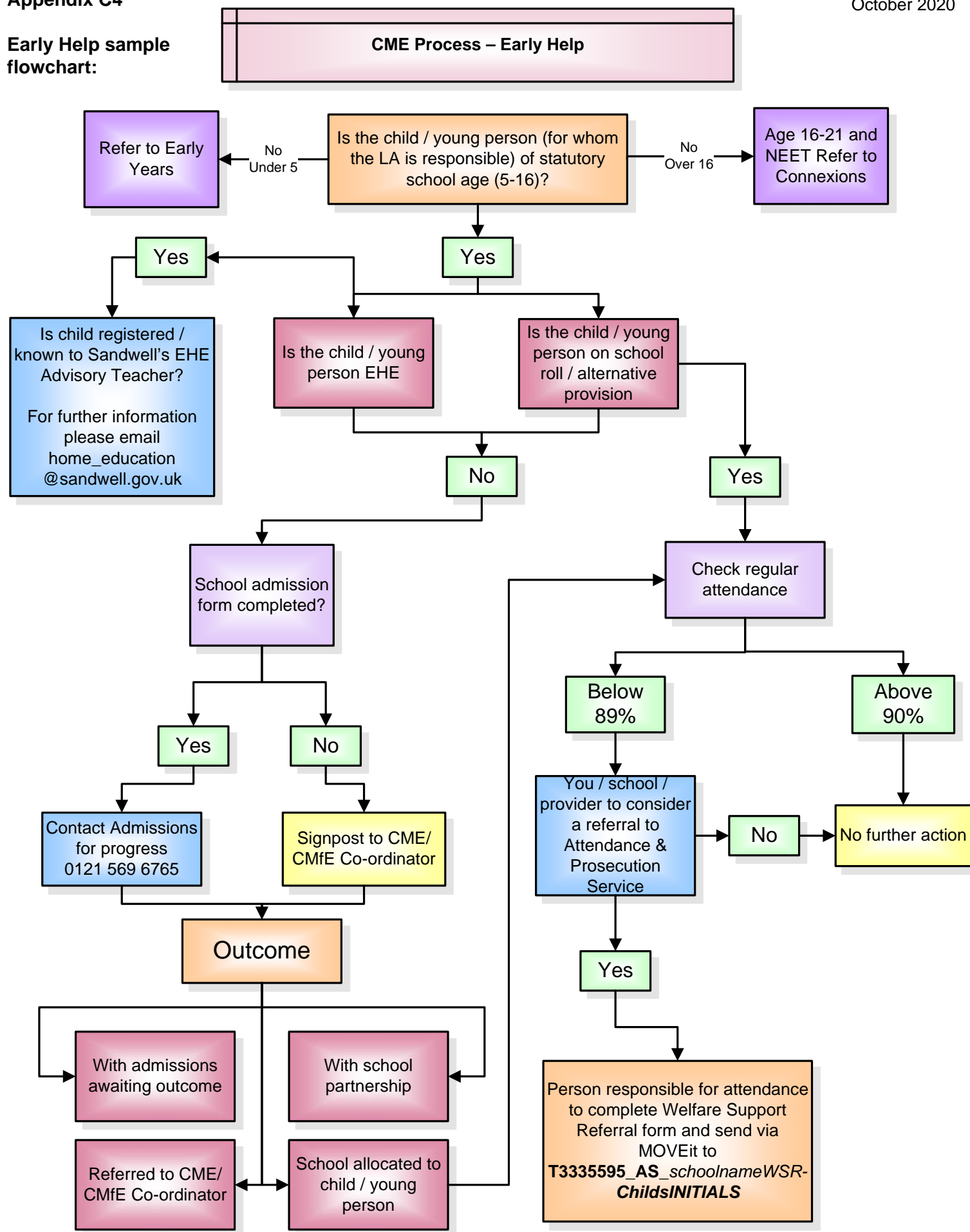
Update Synergy
system and add
communication log

NOT
FOUND

Refer to Pupil Tracking to continue to
monitor half termly and review/
discuss at CME & VCG (Vulnerable
Children's Group) meetings

CME Process (Generic)



Early Help sample
flowchart:

For information:

The **Welfare Support Referral** form is available to download from the Attendance Service's virtual office on the extranet [secured]. If you do not have a username and password, please email: CS.Comms@sandwell.gov.uk or 'Children's Services Communications' [Outlook].

Appendix D

Professional curiosity can safeguard a child - please ask "why are you not in school?"

Please share this information with partner agencies.

Sandwell Safeguarding Children Board requires us to:

- remind you to be professionally curious - *Professor Eileen Munro, London School of Economics*;
- raise the profile of children missing education (CME) and children missing from education (CMfE), plus elective home education (EHE); and
- remind all local authority (LA) employees, and partner agencies engaged with families, of their shared duty and responsibility to identify and refer CME, CMfE and EHE children and young people.

Definitions:

CME (children missing education): children and young people not on a school roll and not in receipt of education at school or otherwise (electively home educated/alternative provision).

CMfE (children missing from education): children and young people on a school roll and not in receipt of full-time education (on part-time timetables etc.)

EHE (electively home educated) by parents/carers.

Department for Education guidance confirms that part-time provision should be temporary only and that there should be a plan of reintegration for the pupil to return to full-time learning as soon as possible (unless medical circumstances prevent this).

All LA services and partners engaged with the public must use any opportunity of family contact to gather information and challenge absence from education. *Examples of services that have opportunities to identify CME/CMfE include: the Early Help services; all partners in the council house one stop shop; and MASH (Multi-Agency Safeguarding Hub), MAET (Multi-Agency Enquiry Team), and youth and social services etc.*

This shared duty relates to all children of statutory school age, including children for whom the LA is responsible:

- Looked after children.
- Children subject to a Child Protection/Child in Need plan.
- Children receiving support from Early Help.

- All statutory school age (5-16) new arrivals to the borough not in receipt of education/full-time provision.
- All registered pupils categorised as persistent absentees – less than 85% attendance. (Less than 90% attendance – as from September 2015.)
- Elective home education (not the same as CME/CMfE).

All LA employees and partners, working with families and the general public, are reminded to routinely confirm education provision and regular attendance plus **refer where necessary to the attendance_service@sandwell.gov.uk - phone 0121 569 8147.**



Attendance & Prosecution Service

Removal from Roll Notification Checklist

This form should be used by education providers where children are being removed from the Admission Register while still of compulsory school age, other than for normal transfer between schools in the summer. Please complete a separate form for each pupil. **EHCP pupils must not be off-registered without the agreement of the Special Needs team.**

As part of our protocols and procedures, it is normal practice for us to share information with a range of professionals, including the Safeguarding Review Unit and Health, who will carry out appropriate checks and reviews as necessary on an ongoing basis.

School should not remove a child from their roll until confirmation has been received from the Attendance & Prosecution Service

Contact the Attendance & Prosecution Service –
0121 569 8147

Please send your completed form via MOVEit
T3335595_AS_SCHOOLNAMERFR-CHILDSINITIALS

An attendance / registration certificate must be attached

A Removal from Roll Notification is NOT required if the student is transferring between Sandwell Schools

Section A: Pupil's Details			
Pupil's Name:	Full name of Pupil		
Pupil's Address:	Full address of Pupil	Post Code:	Post Code
Gender:	Choose gender	All known contact numbers:	Including area code
Date of Birth:	DD/MM/YYYY	School:	Select school from list
Year Group:	Select Year Group	Nationality:	Nationality
Ethnicity:	Ethnicity	Family's First Language	Family's First Language
Parent/Carers: (1)	Select Title Full name of Parent/Carer	Parent/Carers: (2)	Select Title Full name of Parent/Carer
Does the pupil have an EHCP?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Please ensure SEN are aware 0121 569 8240 and SEN_Team@sandwell.gov.uk
Is the pupil on CIN/CP?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Social Worker name and number
Are they known to Early Help?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	COG Contact name and number

Section B: School Actions

(this section is mandatory and must be completed. If no info, use N/A)

Screening School Actions		Date	Action by
MOVED Moved out of Authority <input type="checkbox"/>	Proof of new address from parents and written confirmation of new school base and start date. Attach evidence e.g. emails, telephone calls etc.	Date	Named person
Outcome	Details of Outcome		
MISSING LA unable to locate after 4 weeks <input type="checkbox"/>	Checked possible whereabouts with pupils, staff and extended family/friends. Made three points of contact to include home visit . (plus calling card)	Date	Named person
Outcome	Details of Outcome		
NOTRTN Non-return from leave of absence <input type="checkbox"/>	Has school written to parents to advise off rolling after 20 school days – (attach copy of letter) Have extended family been contacted? Three points of contact including home visit . (plus calling card)	Date	Named person
Outcome	Details of Outcome		
REGOTH registered elsewhere (not Sandwell) <input type="checkbox"/>	Confirmation of new school base and start date. (if applicable)	Date	Named person
Last date pupil attended your school:	Date		
New Address: (if appropriate)	Full address of Pupil	Post Code	
New School Name:	Full school name		
New School Address:	Full school address	Post Code	
Date Admitted:	Date		
Outcome	Details of Outcome		
MEDICL Certified medically unfit <input type="checkbox"/>	Proof of medical evidence supplied.	Date	Named person
Outcome	Details of Outcome		
DECEAS Died <input type="checkbox"/>	Copy of death certificate.	Date	Named person
Outcome	Details of Outcome		
AP Alternative Provision <input type="checkbox"/>	Evidence of interventions and child history. Dates of meeting and minutes held with Louise Morris.	Date	Named person
Outcome	Details of Outcome		
Do you have reasonable cause to suspect that the removal of the child's name from your register will intensify any concerns you may have about them OR might place them at risk of significant harm or in need of support from Children's Social Care?			
No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> If yes – please specify

Section C: Comments / Additional Information

Any other information?

Section D: Retain a copy of this form in school

Name of Person(s) referring:	Name	Position:	Position in school
Contact Number:	Number	Date:	Date
Email Address:	Email Address		
PRINT NAME and signed (Head Teacher):	Name <div></div>	Date:	Date
Have you attached attendance / registration certificate?	<input type="checkbox"/>		

If having completed the above checks and the child's whereabouts remain unknown school to forward copy of the checklist to the Attendance & Prosecution Service.

In accordance with the Department for Education statutory guidance on Children Missing Education 2016 annex A section 8:
A child may be removed from roll when the following conditions have been met:

- 1) That the child has been continuously absent from the school for a period of not less than twenty school days **and**
- 2) At no time was the child's absence during that period authorised by the school
- 3) The school 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**
- 4) The school and local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is

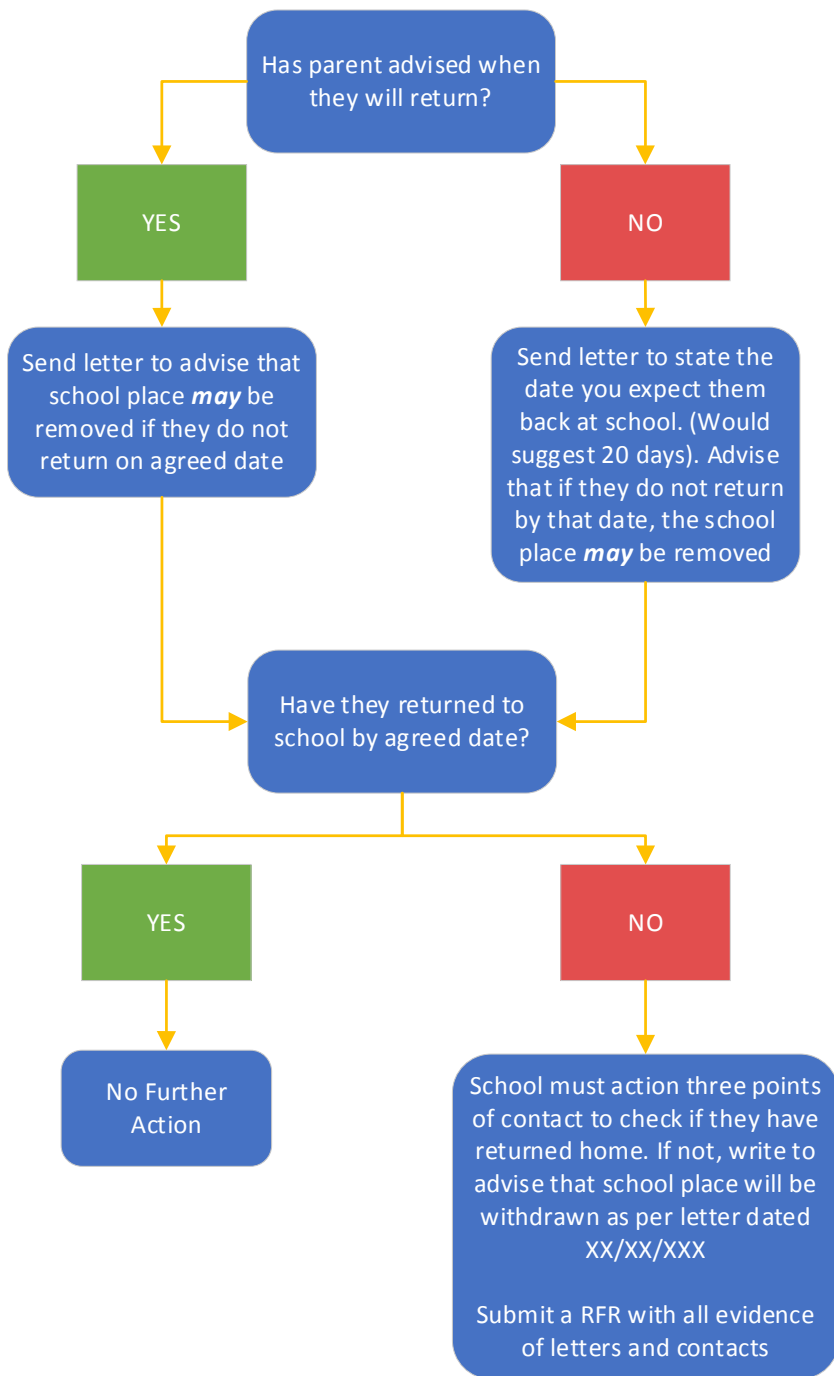
It is unlawful for the name of a pupil of compulsory school age to be deleted from the admission register of any school or academy otherwise than in accordance with regulation 8(1) of the Education (Pupil Registration) (England) Regulations 2006; indeed, a person who contravenes or fails to comply with any requirement imposed on him by the 2006 Regulations is guilty of an offence under section 434 (6) of the Education Act 1996.

Schools/Academies must also complete the Common Transfer Form (CTF) and weekly Pupil Tracking Database (for leavers and starters).

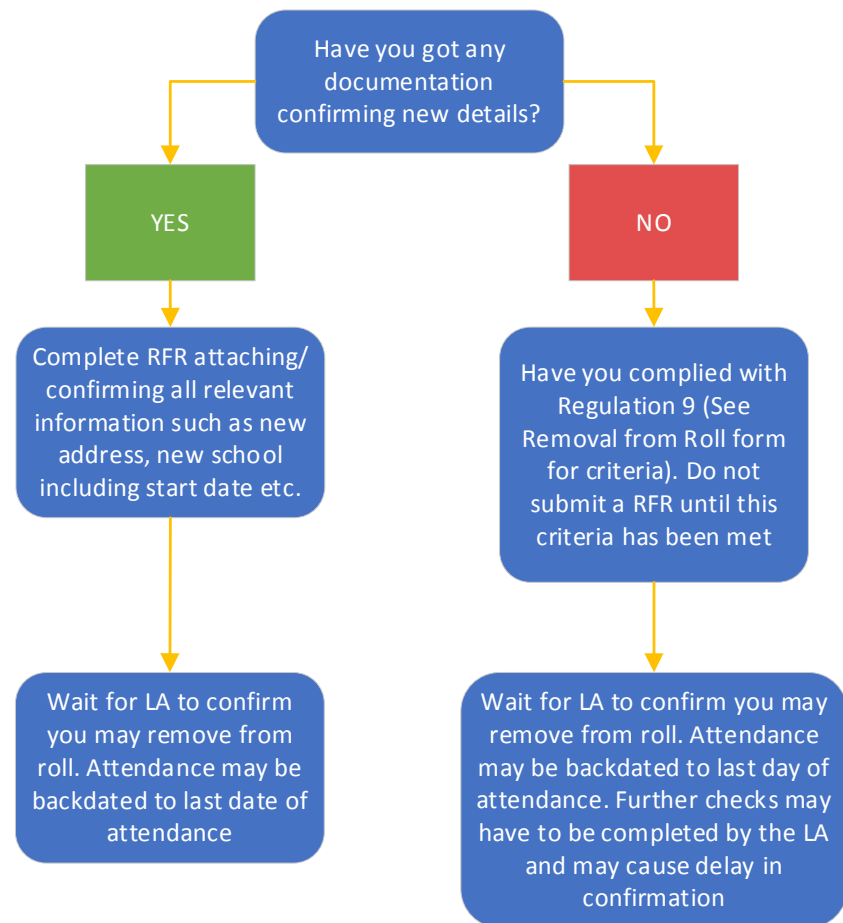
Date placed on CTF/Pupil Tracking and by whom.

REMOVAL FROM ROLL FLOWCHART

Leave of Absence



Moved / Failed to Attend





Attendance & Prosecution Service Elective Home Education Request for Removal from Roll

This form should be used by education providers where children are being removed from the Admission Register for the purpose of **Elective Home Education ONLY**.

As part of our protocols and procedures, it is normal practice for us to share information with a range of professionals, including the Safeguarding Review Unit and Health, who will carry out appropriate checks and reviews as necessary on an ongoing basis.

School should not remove a child from their roll until confirmation has been received from the Attendance & Prosecution Service

Contact the Attendance & Prosecution Service –
0121 569 8147

Please send your completed form via MOVEit
T3335595_AS_SCHOOLNAMEEHE-CHILDSINITIALS

Section A: Pupil's Details

Pupil's Name:	Full name of Pupil		
Pupil's Address:	Full address of Pupil	Post Code:	Post Code
Gender:	Choose gender	All known contact numbers:	Including area code
Date of Birth:	DD/MM/YYYY	School:	Select school from list
Year Group:	Select Year Group	Nationality:	Nationality
Ethnicity:	Ethnicity	Family's First Language	Family's First Language
Parent/Carers: (1)	Select Title Full name of Parent/Carer	Parent/Carers: (2)	Select Title Full name of Parent/Carer
Does the pupil have an EHCP?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Please ensure SEN are aware 0121 569 8240 and SEN_Team@sandwell.gov.uk
Is the pupil on CIN/CP?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Social Worker name and number
Are they known to Early Help?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	COG Contact name and number
Do you have reasonable cause to suspect that the removal of the child's name from your register will intensify any concerns you may have about them OR might place them at risk of significant harm or in need of support from Children's Social Care?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	If yes – please specify	

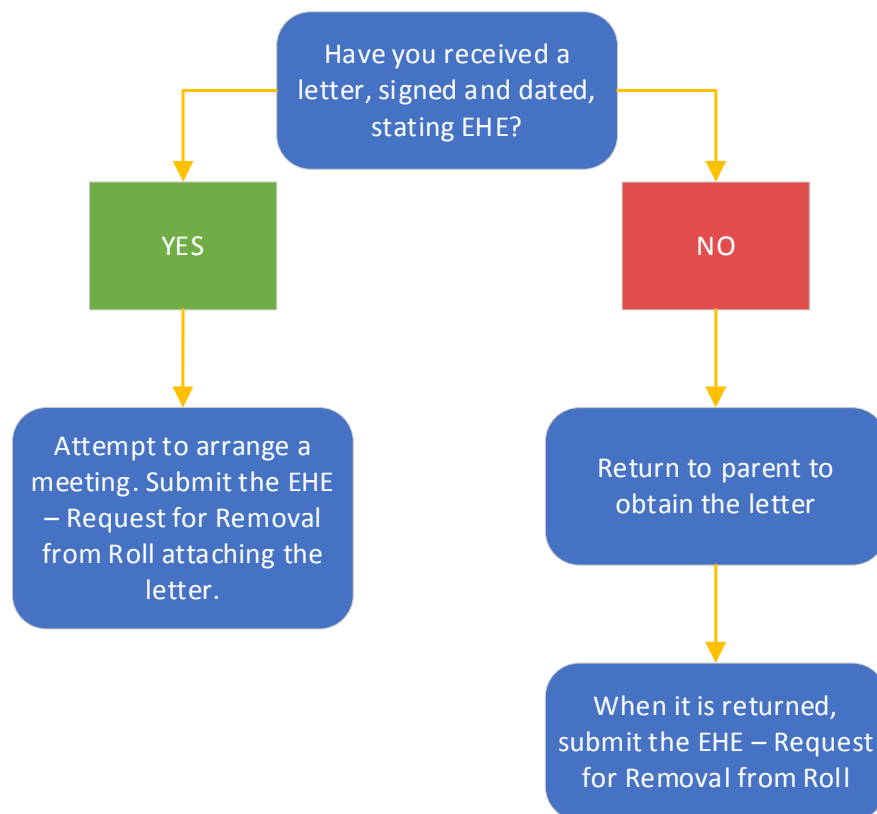
Section B: Comments / Additional Information

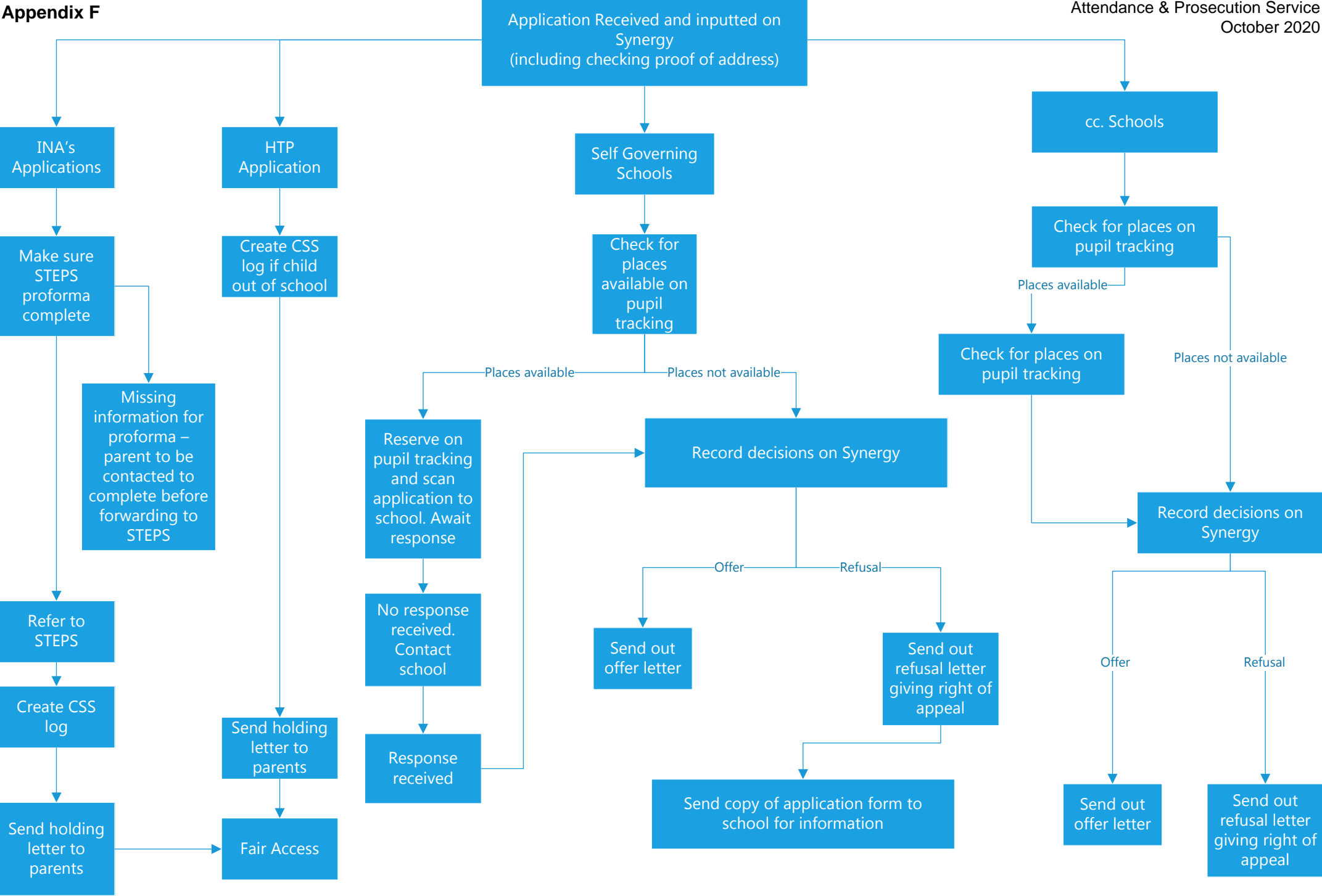
Any other information?

Section C: Retain a copy of this form in school

Name of Person(s) referring:	Name	Position:	Position in school
Contact Number:	Number	Date:	Date
Email Address:	Email Address		
PRINT NAME and signed (Head Teacher):	Name <div style="background-color: #e0f0ff; height: 30px; width: 100%;"></div>	Date:	Date

**PLEASE ENSURE A COPY OF THE LETTER FROM PARENT
REQUESTING EHE IS ATTACHED TO THIS FORM**





Signing in/Leaving Centre

All visitors must report to the STEPS Centre reception upon arrival, sign the visitor's register and be issued with a visitor pass. All visitors will be collected by a member of school staff from reception. All visitors must then sign out prior to leaving the centre.

Visitors with a DBS check must bring this with them when visiting the centre.

Fire Evacuation Procedure

The fire alarm is signalled by the continuous sound of the fire alarm.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff should assume the safety of the children as a priority.

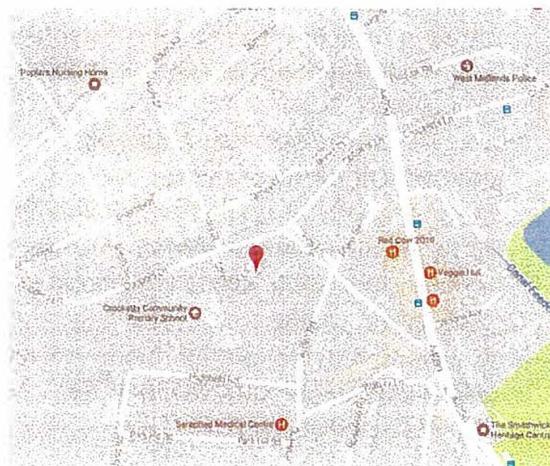
The centre assembly point is on the car park situated at the front of the STEPS building.

When you are at the assembly point, please report to a member of staff. Please also report if you're aware of other members of the staff who may be in the building.

No one may re-enter the building once the alarm sounds until the all-clear is given.

**The Hollies LACE & STEPS
Centre
Coopers Lane
Smethwick
B67 3DW**

Telephone No.: 0121 569 2799



**LACE
Virtual School**

**LACE &
STEPS Centre**

Information for Visitors

**Safeguarding,
Health and Safety
And Fire Evacuation**

This centre is a non-smoking site.

If you need any assistance please speak to a member of the centre staff



Safeguarding

The STEPS Centre is committed to safeguarding and promoting the welfare of its students and requires all staff, visitors and volunteers to share this commitment. The centre follows the guidance outlined in the DfE publication, Keeping Children Safe in Education (September 2016).

The welfare, safety and wellbeing of our students is paramount. STEPS Policy can be requested. Should you have any concerns about anything in the centre, please ensure that you report these to a member of the Centre's Safeguarding Team before leaving the site.

Mrs M Alpanis—STEPS Centre Manager

Mr B Bains— Head Teacher

Mrs K Ross—LACE Operations Manager

If a child discloses anything which causes you concern you should:

- Never promise confidentiality.
- Clarify what the child is telling you, by asking open questions.
- Reassure the child that you will act in their best interests.
- Make notes to include the date, time and place of the disclosure but do not ask the child to sign these.

IT IS YOUR RESPONSIBILITY TO SHARE THIS INFORMATION WITH THE SAFEGUARDING TEAM BEFORE LEAVING THE SCHOOL SITE.

Health and Safety

Health and safety is of the utmost importance of everyone at the STEPS Centre.

It is the centre's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the centre's responsibility as far as is reasonably practicable to extend this protection to children and members of the general public from foreseeable risks.

It is important that all staff within the centre and other persons, who may visit or use any part of the centre adopt the following standards of working:

1. To work safely and efficiently.
2. Not to misuse any machine or substance.
3. To use the approved protective clothing and equipment.
4. To report any defect in any machine, accessory or electric cabling.
5. To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing.
6. To take reasonable care for the health and safety of other persons who may be affected by their work.

Health and Safety Continued

If you require First Aid during your visit, please speak to a member of the administration staff; Michelle Geer, Stewart Quaife or Gemma Hickinbottom.

Should you have any concerns regarding health and safety, please report these to the member of staff supervising your visit.

Car Parking

Car parking is available at the STEPS centre via the gates onto the front car park. Unfortunately, we cannot take responsibility for the cars parked on site.

Policies

The Health and Safety, Child Protection and Safeguarding policies are available upon request.

