Children Missing In Education Policy

Action	Date	Signature
Policy Written	September 2026	HKChapman
Review Date	September 2027	

Through our love of God and of each other, our children will thrive personally and academically in a happy, safe place of faith and high expectation for all

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PART 1: Local Authority Responsibilities

Rationale

Cambridgeshire County Council is committed to:

- ensuring that all children who go missing from education in Cambridgeshire are quickly identified;
  supporting other local authorities to locate their own children missing from education should such children move to Cambridgeshire;
  ensuring that when a parent indicates that they are expressing their parental choice to move their child to another school, there will be clear and rigorous monitoring and accountability to ensure that any such move takes place as quickly as possible through the processes covered within the In Year Fair Access Protocol.

The County Council believes that it can best achieve this if its procedures:

- are underpinned by the relevant statutory requirements in relation to children missing education;
- interconnect with the DfE central S2S (school-to-school) system and Lost Pupils website;
- are complementary to the In-Year Fair Access Protocol
- are supported by a range of cross-referencing practices and safeguards; and
- are consistent with, and supportive, of local child protection best practice.

Introduction

1. This guidance explains how the local authority discharges its responsibilities with regard to children missing education.
2. It outlines how the processes to identify and track children missing education are administered and informs relevant staff of their operational responsibilities.

Legal Background

3. This statutory guidance sets out key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). The guidance also refer to Education (Pupil Registration) (England) Regulations 2006 **(Amended 2016)**
4. "Suitable education" is considered to be efficient, full-time education suitable to the age, ability and aptitude of the child and to any special educational needs which he/she may have.
5. The statutory duty applies in relation to children of compulsory school age who are:
   i) not on a school roll;
   ii) not receiving a suitable education whilst being electively home education (EHE).
6. The purpose of the statutory duty is to ensure that children missing from education are identified quickly and effective tracking systems are put in place to ensure that action is taken to provide them with suitable education.

7. To meet the statutory duty the local authority is required to show:

- **Strategic Management and Leadership** – including clear written policies, arrangements and processes that are embedded within the authority's governance, strategic planning arrangements and cross-service, multi-agency arrangements for safeguarding and regular monitoring by senior managers, elected Members and relevant partners.
- **Networks and Points of Contact** – including clearly identified stake-holders, defined notification routes, a named central contact and clear roles and responsibilities for officers to whom duties are delegated.
- **Information systems** – including a database of children currently not in education (together with details of actions being taken) and robust monitoring procedures to ensure that data is kept fairly and securely.
- **Provision-brokering services** – including agreed processes for securing the support and involvement of others services and agencies, agreed processes for securing provision for children who are identified as missing education, monitoring arrangements and information systems concerning the availability of school places and other alternative provision.
- **Effective Pupil Tracking systems** – including a record of all children who leave education without a known destination, rigorous follow-up procedures, agreed procedures with schools, clear arrangements to ensure the proper transfer of Common Transfer Files (CTFs) through S2S, a named administrator with responsibility for the Lost Pupil Database, arrangements to regularly upload and download from the Lost Pupil Database.

8. The essential responsibilities of the local authority in relation to children who are missing education are to:

- receive information about a child who is, or is believed to be, missing from education;
- log details;
- check whether a place of education is already known;
- make enquiries of the last known school attended or other last known provider;
- Identify vulnerabilities and refer to appropriate agencies;
- make other reasonable enquiries – for example, with health, social care, housing and benefits agencies, etc;
- locate and contact the family;
- identify as far as is possible the child's needs;
- identify and access available provision – for example, local schools with places, etc;
- facilitate access back to a suitable educational provision

9. Local authority procedures and processes should be alert to vulnerable groups such as:

- young offenders;
- children with a history of poor attendance/behaviour;
- children of homeless families living in temporary accommodation;
- young carers;
- families which are highly mobile – for example, Travellers;
- teenage parents;
- children living in women's refuges;

- children with long-term emotional or medical problems;
- children who have been identified as at risk of sexual exploitation

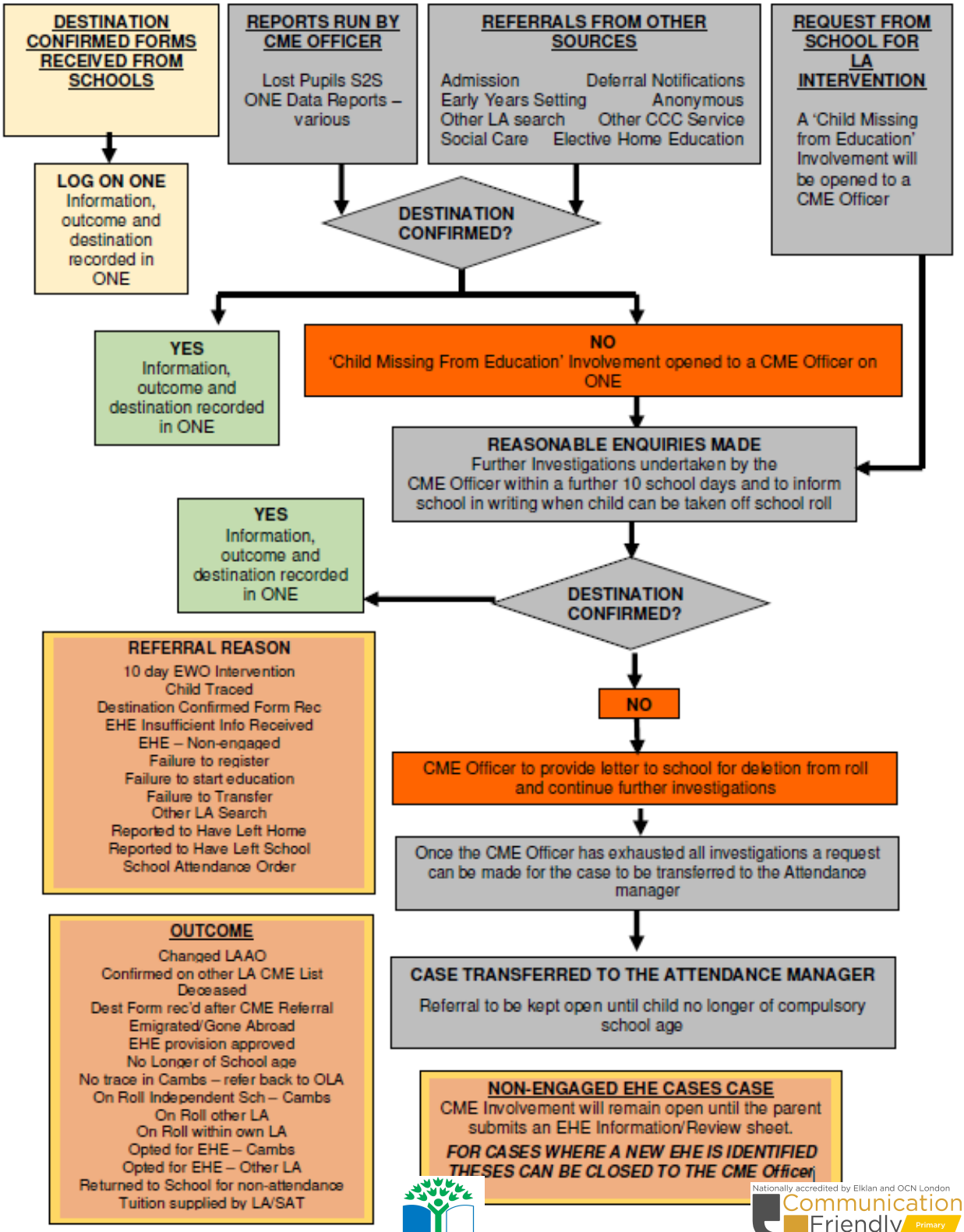
- children who have a history of running away from home;
- children of asylum seekers;
- children of new immigrant families who have not yet settled into a fixed address.

10. Local authority procedures and processes should also be alert to movements across local authority boundaries and should ensure that any potential gaps are identified and closed. The local authority named administrator will maintain a record of named Children Missing Education (CME) contacts in other authorities and will liaise and communicate with these as the need arises.

11. Whilst the statutory duty is concerned with children who are not receiving education there may be occasions when a child identified as such may have been the victim of crime. In such instances, the police should be notified.

12. CME referrals may be made to the local authority by a range of sources including Schools, Admissions, other local authorities, the health service, domestic violence referrals (made by the police to the local authority), the Nationality and Immigration Directorate, the general public, etc.

PART 2:
CME/DELETING PUPIL FROM SCHOOL ROLL OVERVIEW FLOWCHART



PUPIL ABSENT FROM SCHOOL - Cambridgeshire School Process for Children Missing from Education

Pupil on your school roll does not attend school/return on expected date of return
School must contact parent/carer the same day

Following allocation of school place from admissions, school to attempt to contact parent.

CONTACT MADE?

NO

CHILD IS VULNERABLE / CONCERNS:
Please note: if there is social care/child protection involvement then a referral to the Local Authority should be made immediately (do not wait for 10 days) and the linked social worker informed. If necessary, request the police do a Safe and well check

NO VULNERABILITIES/ CONCERNS:

School should conduct a home visit and hand deliver the 20 day letter and send via email

CHILD RETURNS TO SCHOOL

NO - School continue to attempt to locate the child. Refer after 10 days

YES - SCHOOL KEEP A RECORD OF INTERVENTIONS

School complete an online '**Request for Children Missing from Education Investigation**'. School and LA will work together to continue to carry out reasonable enquires to identify child's whereabouts. A 'Child Missing from Education' Involvement will be opened to a CME Officer. After a further 10 days should such efforts prove unsuccessful then the school, in consultation and agreement with the CME Officer should remove the child's name from its roll and create a missing common transfer file (CTF) with XXXXXXX as the destination. Schools will receive written confirmation from the CME Officer that they can remove the child from school roll. The 'CME' Involvement will remain open to the LA.

YES

ATTENDING ANOTHER SCHOOL

If you are aware of the pupil's destination and have confirmation of the new educational placement **and** the pupil is on roll at the new provision, the school is required to complete on online '**Deletion from Register - Destination Confirmed Form**'

PARENTS OPTING TO ELECTIVITY HOME EDUCATION

Home Education
On receiving a confirmation letter/email or verbal communication from the parent of their intention to home educate the school needs to refer to the local authority via the '**Elective home education deregistration online referral form**'

STILL RESIDING WITHIN THE LA – SCHOOL ATTENDANCE POLICY SHOULD BE FOLLOWED

N.B A CME referral will not be accepted unless a home visit has been completed

Vulnerable child – examples:

Child in Care or accommodated child	CP or CIN register or subject of a CP investigation
Has or is in the process of being referred to MASH	Has significant additional support/leaning needs
Has medical issues including mental health	Is a victim of bullying
Has cultural issues	Is at the centre of a custody dispute
A house where you're aware of domestic violence	Is open to Early Help
Has a history of running away	Is a young carer
History of substance misuse personally and/or within the family	

Footnotes:
1. If at any time during the process the school or any agency believes the child may be at risk, CP procedures must be implemented.
2. If the child is on the CP register the social worker or team manager must be notified immediately
3. Records should be kept of all actions taken, decision reached and outcomes

SCHOOL CHECKLIST

Use the recommended checklist below as a guide to taking proportionate action when a child is absent with no contact.

Schools should triage each case to determine the priority and urgency of particular interventions, for example home visit.

Keep a chronology of all your attempts to contact the family, copies of emails, voice mail messages, home visits, letters sent / hand delivered etc and the outcome of these checks. Include the phone numbers and email addresses you've tried.

First Day Response

☐ **Contact all emergency contact numbers as well as parent/carer.**
☐ **Check with siblings in other schools.**
☐ **Check what other staff may know.**

Suggested steps the school should take if the child has been identified as vulnerable

☐ **As Above - plus.**
☐ **Do a home visit and leave 20 day letter and send via email (appendix 6)**
☐ **Contact relevant agencies involved with the family / child.**
☐ **Make all reasonable and practical efforts to locate the child / family. This could include speaking to neighbours, known friends of the family, extended family, community members, GP, Police etc.**

Day 2 – 10

☐ **Continue to make all reasonable and practical checks to contact the child, parent/carer, family.**
☐ **Strongly advise that by no later than the 3rd day of absence to do a home visit and leave 20 day letter and send via email (appendix 6)**
☐ **Check with health professionals e.g. school nurse.**

(Day 2 – 5 for vulnerable child)

As above with day 1-10 plus:

☐ **Continue to liaise with named person such as a Social worker, family worker etc.**
☐ **Check with the police, if appropriate.**

Day 10 (Day 5 for vulnerable child)

☐ **Complete the online CME referral with as much detail as possible & attach your chronology.**
☐ **Continue to work alongside the CME Officer allocated the CME until the child is found or the CME Officer advises school they can take off roll.**
☐ **If you gain further information after the child is off roll, notify the CME Officer who was working on the case.**

Term Time Leave Absence

If a child does not return to school on the date specified by the parent/guardian, school must try to contact the parent to identify the whereabouts of the child and circumstances. If parent fails to engage, school should send the 20-day warning letter via post and email, unauthorizing the absence/s with an O code. Should parents fail to make contact within the next 7 days, school to make a CME referral to the LA and await further instructions from the CME Officer.

CME Referrals will only be accepted if the appropriate levels of investigation has taken place

1. Schools are advised to have a designated person with responsibility for children coming off roll and children missing from education.
2. When a parent indicates that they are leaving a school, the school will ask them to fill in a form indicating their destination. This form will be held by the designated person – see appendix 2 (Parental request to remove child from school roll form)
3. Should a child not attend school from the first day of absence and for following 10 days the school should make initial enquires to attempt to trace the child. **However, with vulnerable children the school are required to inform the Local Authority and linked social worker immediately.**
4. Should the school not be able to trace the child after 10 days the school should promptly notify the Local Authority where the 15 reasons set out in Regulation 8 of the Education Pupil Regulation 2016 apply (see appendix 4).The CME Officer will then work with the school and carry out reasonable enquiries to try and identify the child's current whereabouts/destination and where/if he/she is currently accessing education.
5. After a further 10 school days, should such efforts prove unsuccessful then the school, in consultation and agreement with the CME Officer, should remove the child's name from its roll and create a "missing" common transfer file (CTF) with XXXXXXX as the destination. **(Schools should be aware that this process is mandatory and is based on the relevant regulations.)** This missing CTF should be immediately uploaded onto the DFE S2S secure site where it will be held in the Lost Pupils website.
6. Should a Cambridgeshire school, which has previously sent a missing CTF to the Lost Pupils website, be contacted by a school at which the missing child has subsequently registered then it should advise the receiving school to request its own local authority to download the original CTF from the Lost Pupils website AND notify Cambridgeshire CME team that the child is now being educated by another LA.
7. **Deletion from school roll if child's location is not known** - under current regulations, schools cannot back date deletion from the register to the last date the pupil attended under any circumstances. Schools must show on their register the full 20 days of absence. Within this timeframe, both the school and the local authority are required to carry out reasonable enquiries to locate the child. Enquiries into an absent student's whereabouts should be carried out promptly by the school to avoid any delay in their removal from the register. If another ground for removal is determined to be met during the period, then the child can be removed from roll before the twentieth day, for example o where the child is found to be ordinarily resident more than a reasonable distance from the school
    - o or enrolled at another school
    - o or child is confirmed by the LA as being registered as EHE
    - o moved abroad and confirmed by parent to have emigrated

COMMON TRANSFER FILES (CTF's)

Schools should send the CTF to the S2S Lost Pupils website/forwarding school using the appropriate destinations below:

- **Confirmed forwarding School (not Independent):** Obtain the schools DFE number on the Establishment Finder Website (https://get-information-schools.service.gov.uk) for to the new forwarding school
- **Independent Schools:** mmm,mmmm
- **Elective Home Education:** mmm,mmmm
- **Missing:** xxx,xxxx

PART 4: Cambridgeshire School Process for admitting a child who may be missing from another school/LA and join a Cambridgeshire School

1. Should a Cambridgeshire school admit a new child, the school should request from the parents details of the child's previous school in order that the child's CTF may be requested and downloaded. If having made contact with the previous school it is apparent that the school has posted a CTF file to the Lost Pupils website then the school should contact the IT and Digital Service Team on 01480 379859. The IT and Digital Service Team will then download the file and forward it to the receiving school. It is common practice to ask the parents for confirmation of the child's particulars (for example, a copy of the child's birth certificate);
2. Should the receiving school be unable to obtain confirmation of the child's previous school and subsequently be unable to download a CTF from that school the receiving school should not enter the child on their system without first requesting a check of the Lost Pupils website. This can be done by contacting the IT and Digital Service Team on 01480 379859 and requesting that a search be made of the Lost Pupils website for a matching record using names or former names, date of birth or gender.
3. If confirmation of the child's previous school has been obtained the UPN for the pupil will be included on the CTF file. If the child has been identified as a Child Missing Education a new UPN should not be issued, instead a temporary UPN should be issued. The IT and Digital Service Team may be able to assist schools in identifying any previous UPN through searches on the Key to Success website. The IT and Digital Service Team may be contacted on the number above.
4. It should be stressed that these procedures will only function effectively if all Cambridgeshire schools are committed to adhering to the principle that:

   Whenever a child joins or leaves a school then a Common Transfer File must accompany him/her.

PART 5 CME - Central Administrative Procedures

Local Authority procedures for identifying and tracking children missing from education are managed and coordinated centrally through the CME Business Officer.

1. The CME Business Officer will receive '**Deletion from register – destination confirmed' online forms,** direct to the generic CME email account, from schools. These are to be logged on ONE for information only.
2. The CME Business Officer will receive '**Request for LA Intervention' online forms,** direct to the generic CME email account, from schools. These are to be opened to Local Authority Attendance Officers on ONE.
3. The CME Business Officer will **run the following reports** to identify those children potentiality missing from education and where the school did not refer to the LA:
    - **Lost Pupils –** This report from the DFE S2S Lost Pupils website identifies all Cambridgeshire children whose CTF file has been uploaded to the site as a missing pupil.
    - **School History Analysis** This 'One' SSRS report identifies all children whose school history end dates fall between a specified date range and has no subsequent school history.
    - **Transfers** This 'One' SSRS report identifies all children in transfer years (Yr 6 to Yr7 and Reception to Yr1) where the allocated base is different to the current base or there is no base.
    - **INY (In Year) Application Monitoring With Reg (Registered) Base** This 'One' SSRS report identifies all children who apply for a school place within an academic year (midyear application). It identifies the school place allocated and where there is no subsequent registered school base.
    - **Year 6 Pupil on roll at a Cambs school with no Secondary school place applied for** This ONE report is supplied by Cambridgeshire Admissions Team

If the CME Business Officer traces the child they will log this on ONE for information only via a CME Involvement form and communication log. If they cannot trace the child, then an open CME Involvement on ONE will opened to a Local Authority Attendance Officer to investigate.

4. **Referrals from other sources**
   The CME Team may also be alerted to a child missing education from other sources within and outside of Cambridgeshire eg.
    - Domestic Violence Reports
    - Elective Home Education Office
    - Health Services
    - Other children's services
    - Independent Schools within Cambridgeshire
    - Other Local Authority Referrals. (*If an address has not been supplied then this will be referred back to the other LA. The other LA is made aware that we are*

unable to accept receipt of this referral until an CME Officer has confirmed the family are resident in Cambs.)

If the CME Business Officer traces the child they will log this on ONE for information only via a CME Involvement form and communication log. If they cannot trace the child, then an open CME Involvement on ONE will opened to a Local Authority Attendance Officer to investigate. The CME Business Officer may have to add the child to ONE.

5. **School Year Deferrals**
   The CME Office is notified of approved deferrals by the Transport and Admission Officer. These are then logged and tracked to ensure that children who defer their start date transition up to a year later i.e start Reception, Infant to Junior, Yr 6 to Yr 7 did start at the agreed date.

The CME Business Officer will attempt to locate the child by undertaking the following where applicable :

- Contacting the last school attended for further information
- Use ONE to search and follow up investigations using:
- the social network
- school admissions
- any open/closed referral within Education Team i.e. SEN, Education Inclusion Officers, YOS
- Immigration/Border Control checks
- Get information about pupils website
- Other LA checks
- Other LA School checks
- Send a message to all LA's via the S2S messaging service
- RAF Bases in own LA and surrounding LA's
- Investigating the origin of the UPN of the child

PART 6: Children Missing from Education Officer Procedures

Receiving Referrals

- CME Officer will be allocated 'Request for Intervention Referral forms' via a CME Involvement on ONE. These cases will be investigated by them and all investigations logged on ONE.
- The CME Business Officer, following various reports, referrals from other sources and referral from other Local Authorities (Part 5) will open a 'CME Involvement' on ONE and allocate to a CME Officer.

The Investigation and recording on ONE

- Following the referral being assigned, the CME Officer will begin/continue their enquiries, following the checklist (Appendix 1). As the CME Business Officer may have already contacted the last known school attended it may not be necessary to contact the school again. Further contact with the school may, however, be necessary if more detailed background information is required. It is expected that a minimum of a home visit (if safe to do so) / letter to last known address / phone calls to last know numbers are made within 10 days, if this has not already been undertaken.
- Details of the investigation and any outcomes will be recorded in the communication logs on ONE within 5 working days (24 hours for CP/Social Care cases). This record must include details of the investigations from the checklist (Appendix 1) and any further enquires that may be a result as part of the investigation.
- Children in care who are being supported by Virtual School can also be supported by CME Officers. Please see separate guidance consisting on how schools and Local Authority professionals support children in care.
- ONE Communication logs must contain detail as below:
    - the phone/mobile number rang and outcome
    - the address of the home visits and outcome
    - all unsuccessful phone calls visits, enquires made and details of numbers, address etc
    - the email and email addresses used to contact parents.

During the Investigation the following statuses can be selected on the Involvement form:

- Active
- Awaiting update from SAT
- Home Visit Required – Active
- Monitoring
- EHE – Monitoring
- New Term Check – Active

- SAO – Monitoring
- Admissions Appeals

- Admissions – Appeals
- EHE – No consent
- Awaiting update from Other LA

Outcomes of investigation

Child on a school roll or home educated
If a child is on roll at an identified school or is being home educated, either within Cambridgeshire or in another local authority. After confirming the information is correct the CME Officer should close the CME Involvement on ONE and add a Communication Log stating the name of the school the child is currently attending or the authority where he/she is being home educated. The CME Officer will write to the school who made the CME referral with the appropriate CME Template letter.

EHE - Non-engaged EHE Case - The CME Involvement will remain open to the CME Officer until the parent submits an EHE Information/Review Sheet and this is approved by legal panel. For Cases where a new EHE is identified the Involvement can be closed to the CME Officer.

Child moved to an identified town/city/authority outside of Cambridgeshire but the school has not yet be confirmed
If the CME Officer learns that the child moved to an address in an identified town/city or an identified authority outside of Cambridgeshire but is unable to ascertain further information (in particular, the name of an identified school) he/she will contact that authority and refer the case to them. If written confirmation is received that the forwarding Local Authority CME Team accepts responsibility/acknowledges the child being in their area then the Cambs CME Involvement can be closed as 'Confirmed on other LA cme list'

Unable to trace whereabouts of child following extensive investigations
If the CME Officer fails to obtain the whereabouts of the child following extensive investigations the CME Officer can request, following supervision, that the case is transferred to the Central CME register.

Child traced in Cambridgeshire but without a school place/or place not taken up
If the CME Officer identifies a child residing in Cambridgeshire who is not on a school roll or being electively home educated then the CME Officer is to provide support to apply via the admissions process for a school place, and if appropriate, consider a Fair Access referral. On the occasion parent fails to engage then a referral by the CME Officer to Attendance Legal Panel for the consideration of a School Attendance Order.

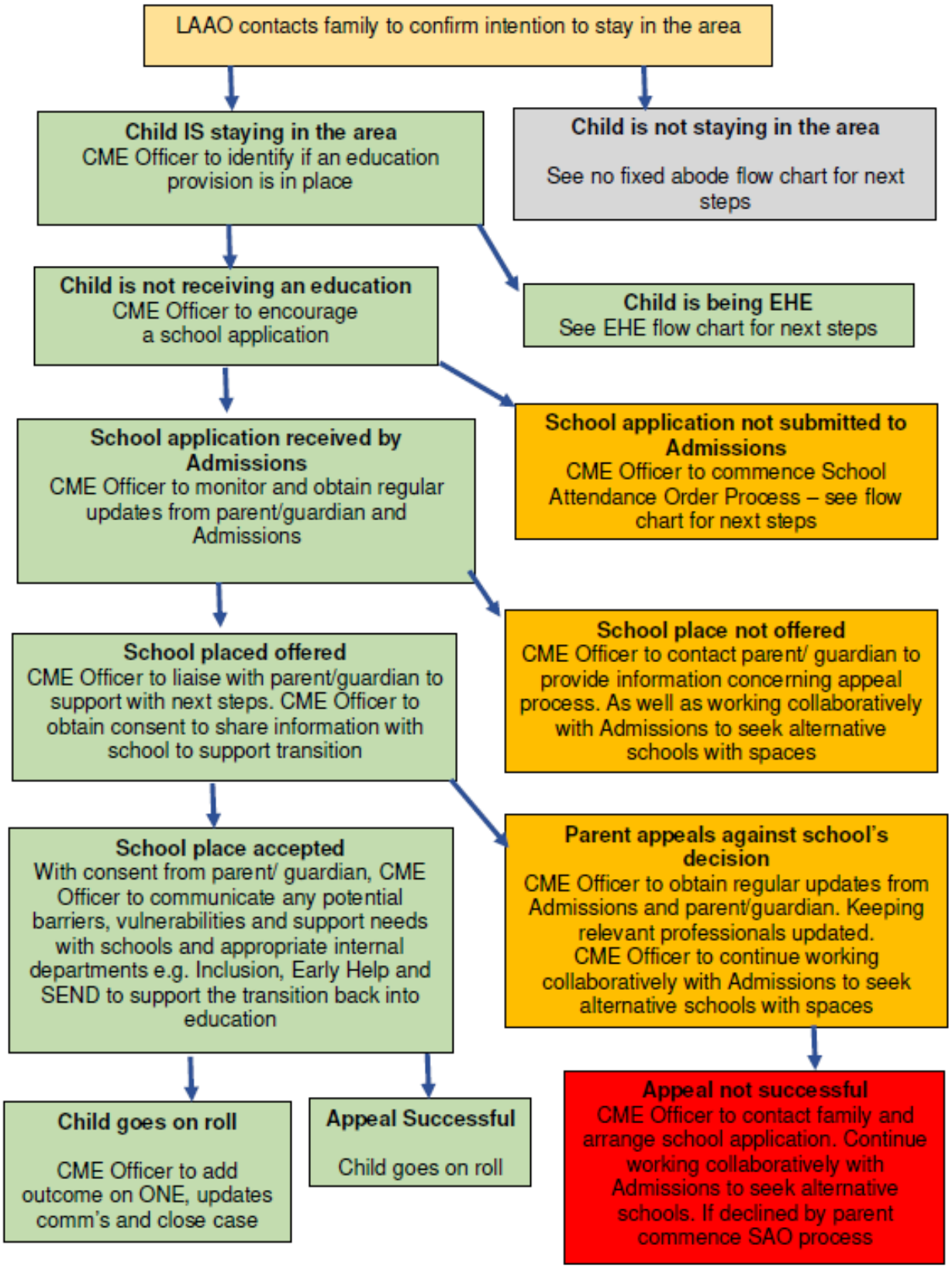
Traveller without a date of return who are open as CME/ failed to provide EHE information sheet
If a family is **actively travelling** and you **have confirmation of this with no set date of return** and no EHE information sheet has been received, then, following supervision this can be requested that the case be transferred to the Central CME register. If a family is **actively travelling** and they

have stated a return date of six weeks or less, the ONE status is changed to 'New term check' and then CME Officer is to conduct a follow up in six weeks' time to identify an outcome. If the family have still not returned then, following supervision, this can be requested that the case be transferred to the Central CME register. If during your investigation you have identified an 'active' correspondence address please raise this with your Manager for further discussion.

Pupils without a school place – currently have EHCP's

Case is to remain open and status amended on ONE to 'Awaiting update from SAT'. CME Officer then requests an update from the SAT team on a regular basis. If the SAT team are providing tuition, and you have an email from SAT confirming that they are accepting responsibility then the CME ONE Involvement can be closed with an outcome of 'Tuition supplied by LA/SAT'.

Child Arrives Out of Area



Child is not staying in the area - No Fixed Abode / Passing Through

Referral from Other LA/Information Received that a family is currently in Cambs with no Fixed Abode. CME Involvement form opened on ONE CME Officer

Make Contact with the Family via phone/email to ascertain a descriptive location and intention for staying in Cambs.

No plans to stay and passing through Cambs
Will be in Cambs for less than 4 weeks. CME Referral is not accepted and passed back to referring LA and get written confirmation from the LA that they are accepting the referral back

Plans to stay in Cambs for longer than 4 weeks but no fixed abode
Referral is accepted and CME Officer needs to establish intention to provide an education. CME Officer to provide signposting information reference Traveller Liaison Service and to ascertain any safeguarding concerns e.g temporary location water supply

Parent states child will be EHE
Note: Child is not registered for EHE at this point. CME Officer to complete the EHE Information Sheet online form on behalf of the parent signing with Officer name. This will be assessed by the EHE weekly audits

Parent states child is not receiving an education (CME). CME Officer to provide information regarding admissions applications

If EHE **approve the education provision** the child will be registered as EHE. using a temporary address of the nearest community building

If EHE **is not approved**, the CME Officer will contact parent with outcome of decision. CME Officer to ascertain additional information and/or to provide support regarding admissions application

If additional information on education provision is obtained refer back to EHE as above

Parent declines/ does not apply for a school place

CME Officer completes the school application on behalf of the parent online. CME Officer to use a temporary address of the nearest community building

No further contact is received, door knock to be conducted and SAO IP completed, if necessary
SAO letters to be hand delivered by CME Officer

Child goes on roll. Close CME Involvement

PART 7: Audit / Quality Control

Aim: To ensure the LA statutory duty for children missing from education is being followed.

- CME Officer will have regular case supervision with their managers to discuss next steps of cases/progression.
- Once a year a report of all open cases will be run to identify those children who are travellers and for audits to be undertaken by CME Officers as to whether they have returned to their respective sites
- On an annual basis the CME Business Officer will check all open CME children on the 'Get information about pupils' website to identify those children who may have newly recorded CENSUS data, and follow up accordingly

CONTACT DETAILS EMAIL: cme@cambridgeshire.gov.uk

Appendix 1

Child Missing Education Checklist

Child's Name		**D.O.B**	
School last attended		**Date of last day attended**	
LAAO		**Date CME referral made**	
Last known address:			

EWO checks (as appropriate)	Date / Time	Name Contacted	Outcome
Home Contact/Visit			
Letter to last known address			
District Meetings			
Housing			
Social Services			
Health			
Police			
Refuge			

Neighbours			
Relatives			
Other (please state)			

Appendix 2

Parental request to remove their child/children from the school roll

Name of child/children:	
DOB (s):	

Reason	
I have registered my child/children at another school.	**Name of school:** **Start date:**
We are moving	**Date:** **New address/contact:**
We are moving abroad	**Date:** **Country and contact address:**
I am going to educate my child/children at home and have informed the school in writing.	**Start date:**
Other:	

Name:			
Relationship to child:			
Phone Number			
Email address			
Signed		**Date**	

School use only

Date taken off roll	
Has pupil's CTF been placed on S2S website? Code?	

'REQUEST FOR CHILDREN MISSING FROM EDUCATION INVESTIGATION'
Online referral form

This form can be found on the Attendance Service new Learn Together page:

https://cambridgeshire-self.achieveservice.com/service/Request_for_children_missing_from_education_LA_intervention

Instructions
Referrals should be made after 10 days once a school has completed their own investigations, unless there are concerns regarding the child's vulnerability, then a referral can be made via the Online Form immediately to support the school with their investigations. If there is Social Care involvement then the LA and the linked Social Worker should be informed immediately.

Do not remove the child from school roll until advised to in writing by the CME Officer investigating the case. The DfE states the LA should be notified **in advance** of deletions from the register.

Appendix 4

Deletions from Admission Register (Regulation 8) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2016)

The changes affect all non – standard transitions and will now require schools (including academies and independent schools) to inform the Local Authority when a pupil is about to be deleted from the school roll, when any of the following grounds apply (section 8 of the 2006 regulation):

The Local Authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO) - A pupil who is subject to a School Attendance Order (SAO) must not be removed from roll unless the Local Authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

Action: The school is required to email 'cme@cambridgeshire.gov.uk to refer the case and should not remove the pupil from school roll until confirmation received from Local Authority.

The pupil has been registered at another school (no dual-roll agreement)
A pupil who becomes registered at a new school can be removed from the roll of the previous school from the last date of attendance.
The pupil must not be deleted from roll **until the new school placement and date of registration and enrolment have been confirmed**
Action The school is required to complete the '**Deletion from Register - Destination Confirmed Form** and upload pupils CTF.

The pupil is on dual roll and ceases to attend one of the schools
A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement. This does not include pupils attending full time at Pupil Referral Units, who should remain on the roll of the school and be marked as 'D' – dual registered.)

Action: The school should discuss such cases directly with their linked **LAAO**

The parent(s) have elected to home-educate (EHE) Parents have a right to withdraw their child from a school to take responsibility for the education of their child. The child must not be removed from the school roll until the parent has given written notification or verbal communication of their decision to educate the child at home. Parents may use this option when there are problems for their child at school and where it appears there isn't an alternative solution. In such cases as well as those pupils deemed as vulnerable, if possible the school should contact their linked LAAO before receipt of the withdrawal letter, in order for the LAAO to talk to the parent about the importance of making an informed decision.

It is definitely not appropriate for school staff to encourage EHE in any circumstance. ***(Section 3.12 Elective Home Education Guidelines for Local Authorities 2007 & 2013***

Action: The school - not the parent - has a legal duty to notify the Local Authority when deleting a child from roll under this criteria. Schools will notify the Elective Home Education Office by sending a copy of the signed parent letter or email (if provided) and complete '**Elective home education deregistration online referral form** If the pupil is registered at a 'Special school', the name shall not be removed from the admission register of that school without the consent of the LA.

The pupil 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 and the school has **NOT** received **confirmation from a new school.**

Action – In cases where there is **no** confirmation of a destination the school is required to commence CME investigations in the first 10 days with a referral to the Local Authority for joint investigations after 10 days. **However** in the case of pupils who are vulnerable a joint investigation with the LA should commence immediately. Referral in such cases should be made via the '**Request for Children Missing from Education Investigation**'

The pupil has **not returned to school within ten days** following the expiry **of an agreed extended leave of absence** (more than 10 days) and;
· The head teacher has established that the pupil's absence is not the result of sickness or any unavoidable cause.
· The head teacher and the LA have failed, after jointly making reasonable enquiry, to ascertain where the pupil is.
NB. If the child is vulnerable joint investigations with the LA should commence immediately.

Action - For a pupil to be removed from roll ALL of the above 2 criteria must be met. Referral in such cases should be made via the online '**Request for Children Missing from Education Investigation**'|

The pupil 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;

Action – it is expected that schools follow the practice described within medical needs guidance

The pupil has been **continuously absent from school** for a period of not less than **4 weeks (20 school days)** and the head teacher / Local Authority have **failed, after jointly making reasonable enquiry, to locate the pupil.** In cases where the pupils is deemed vulnerable the joint investigation should commence as early as possible within the first 10 days

Actions – Schools are required to refer to the **LA** to support investigations **and the pupil can only be removed from school roll on the advice of the LA.** In this case, the pupil's CTF should be uploaded in accordance with the Local Authority's Children Missing Education Procedures. Referral in such cases should be made via the online "**Request for Children Missing from Education Investigation**'

The Pupil has been given a custodial sentence for four months or longer as a result of a final order - A child who is taken into custody for four months or more as a result of a final order can be taken off roll, unless the school has reason to believe that he/she will return to the school at the end of the period.
Schools must not deregister a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

Actions - Schools must consult with the LAAO and Youth Offending Service and the pupil can only be removed from school roll on the advice of the LAAO. In this case, the pupil's CTF should be uploaded in accordance with the Local Authority's Children Missing Education Procedures. Referral in such cases should be made via the online **Request for Children Missing from Education Investigation**'

Death of pupil – In the terrible occasion that a pupil dies, the school should remove the child from school roll upon notification of the death.

Action –school to email: cme@cambridgeshire.gov.uk

The pupil is above compulsory school age - This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.

Action – if the child is as risk of becoming NEET then school to refer to Senior Transition Adviser (STA)

The pupil has been **permanently excluded** from the school and the deadline for lodging an appeal has elapsed or the parents have notified the school in writing that they do not intend to appeal;

Secondary Academies should contact Anna Wahlandt, Alternative Education Provision Manager, when a pupil is to be permanently excluded. For primary schools Rebecca Salmon and her team are the point of contact

Nursery child leaving school - The pupil had been on school roll to receive Nursery Education and after completion, has not **transferred to a place at Reception** class at the school.

Action – in cases where at transfer the pupil is of statutory age and there has been no information received from parent regarding educational destination then school to start CME investigations and Referral in such cases should be made via the online '**Request for Children Missing from Education Investigation**'. Again the referral needs to be made in the first 10 day if concerns regarding the pupil's vulnerability exist.

Appendix 5
'DELETION FROM REGISTER - DESTINATION CONFIRMED FORM' ON LINE FORM

This form can be found on the Attendance Service new Learn Together page:

Desitintaion confirmed:
https://cambridgeshire-self.achieveservice.com/service/Deletion_from_register_destination_confirmed_form

Appendix 6 20-day deletion warning letter

St John's CE Primary School
Sallowbush Road
Huntingdon
Cambridgeshire
PE29 7LA
Tel: 01480 375026
office@st-johns-pri.cambs.sch.uk
https://stjohns.demat.org.uk/

To be sent to each parent/carer (wherever possible) via post/email and BROMCOM
(Parent's name and last known address)

Date

Dear (Parent Name)

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

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

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

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

In line with our safeguarding procedures, all details will be sent to the Children Missing Education Tracking Officer at Cambridgeshire County Council for further investigation. Should you return to Cambridgeshire, you will need to make a formal application to Cambridgeshire County Council, School Admissions for another school place for <child's name>.

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

Yours sincerely
Headteacher
Copy to: Attendance Officer