

# CHILDREN MISSING EDUCATION POLICY



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# Children Missing Education or at Risk of CME

## Introduction

This policy is intended to inform local authority (LA) officers, schools, governing bodies, corporate partners and other involved agencies about the policy and procedures to be followed in order to identify and maintain contact with children missing education (CME). It should be read together with;

- The Education (Pupil Registration) Regulations 2006
- The Education (Pupil Registration) Regulations 2006 amended 2016
- Education Act 1996 (section 7, 8, 14 and 19)
- Children Missing Education – Statutory Guidance, DfE 2016
- Education and Inspections Act 2006 (section 4 and 38)
- School Attendance – Statutory Guidance, DfE 2019
- Hounslow Education Welfare Service Non-Attendance and Term Time Leave Guidance
- Keeping Children Safe in Education – Statutory Guidance, DfE 2019
- London Borough of Hounslow. Safeguarding Children Board Interagency Policies and Procedures

Children Missing from Education (CME) in this document refers to all children of compulsory school age who are not on a school roll, in alternative education provision or in Elective Home Education. The children will have been without any educational provision for a substantial period of time.

Children Missing Education should not be confused with:

- children who are **on roll at a school but are not in regular attendance**. In this case, referrals should be made to the Education Welfare Service (EWS), procedures are set out in the Hounslow EWS Non-Attendance and Term Time Leave Guidance
- children who are receiving Home Education (known as **Elective Home Education**)
- children whose parents have applied for a school place, and the referrer has confirmation the application is being dealt with via the **Hounslow Admissions Department**

This guidance: -

- helps the local authority meet its statutory duties relating to the provision of education and the safeguarding and welfare of children missing education (CME).
- relates to current 'Legislation' and 'Related Guidance' (as detailed in Appendix A)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

The procedures outlined in this document are based upon a corporate approach, where staff understand their responsibilities and contribute to reducing the number of children missing from education in Hounslow.

CME is a complex issue requiring a strategic approach between partners to safeguard those missing from education and at risk of CME. The local authority has a legal duty under the Children Act 2004 to locate and place CME in order to safeguard all children in Hounslow.

By identifying and working with these families, London Borough of Hounslow aim to reduce the number of children and young people who are missing from education. Statistics shows that children who suffer from a history of poor attendance, or have periods of missed education, are more likely to face future issues in relation to:

- Homelessness
- NEET (Not in Employment, Education or Training)
- Anti-social/ Criminal behaviour /Child Criminal Exploitation
- Social disengagement
- Mental health issues
- Substance abuse
- Neglect and emotional abuse
- Sexual exploitation/ involvement in the sex trade /Child Trafficking
- Teenage parenthood
- Physical health issues
- Forced marriage
- Poverty
- Radicalisation

The Children Missing Education Guidance dated September 2016 relates to the following legislation:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

These are the main changes to legislation from 1 September 2016:

- **All schools** (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations (see appendix B). This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- When removing a pupil's name, the notification to the local authority **must** include:
  - the full name of the pupil;
  - the full name and address of any parent with whom the pupil normally resides;
  - at least one telephone number of the parent;
  - the pupil's future address and destination school, if applicable; and
  - the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see appendix D).
- Schools **must** make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1)m sub paragraphs (f) (iii) and (h) (iii) see Appendix D
- All schools **must** notify the local authority **within five days** of adding a pupil's name to the admissions register at a non-standard transition point. The notification must include all the details contained in the admissions register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point. – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

## **Section 1 Identifying children missing from education and at risk of becoming CME?**

### **1.0 Who is responsible?**

There is a fundamental principle that all officers of the local authority and other partners have some level of responsibility around the issue of CME. If anybody is aware of any child or young person who does not appear to be

accessing education appropriately, they should make a CME referral. (See Section 5 – CME Form 1).

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of every individual to ensure that children are re-engaged back into education provision as a matter of priority. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The cost of not identifying that a child is CME or notifying the appropriate professionals and responding quickly can be very high.

“Frontline staff in each of the agencies which regularly come into contact with families and children must ensure that in each new contact basic information about the child is recorded. This must include the child’s name, address, the name of the child’s primary carer and child’s GP and the name of the child’s school if that child is of school age. Gaps in this information should be passed to the relevant authority in accordance with local arrangements”

**Lord Laming Report (p 17.97) Inquiry of Victoria Climbié published 28.1.03**

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. The “*Working together to safeguard children*” (last update 21.2.19) statutory guidance provides advice on inter-agency working to safeguard the welfare of children <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

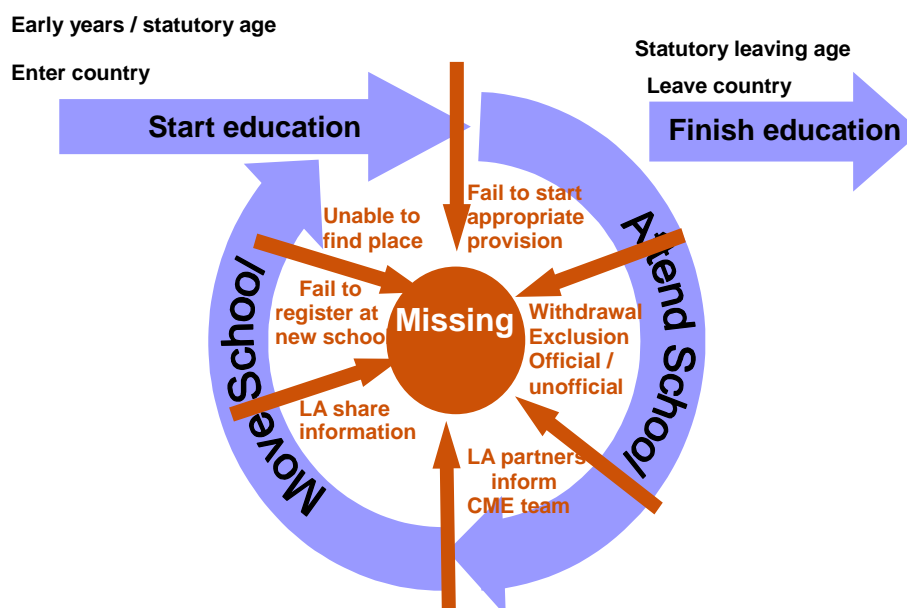
The local authority should undertake regular reviews and evaluate their policies and procedures.

## **1.1 Why Children Go Missing from Education**

There is the potential for children to fall out the education system or not enter into the system as a result of some change in their circumstances. Children only go missing if there is no systematic process in place to identify them and ensure that they re-engage with appropriate provision.

It is acknowledged that the London Borough of Hounslow experiences high mobility amongst its population. Consequently, without an appropriate local authority response there is the potential for significant numbers of children to be at risk of becoming CME or disappearing all together from education provision and contact with professionals able to support them while ensuring they have access to universal services and remain safe.

There are established views why children go missing from education as indicated in this previous DFE illustration below



However, the reasons are more extensive than often stated. Examples of how children become CME include situations where children:

- fail to start appropriate provision, and hence never enter the education system.
- fail to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between local authorities.
- do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools (ie year 2 to year 3, year 6 to year 7).
- have a family/carer that does not alert the local authority of the fact they are resident in Hounslow or does not know how to access education provision.
- cease to attend due to withdrawal from provision by parents and schools off roll the children (e.g. parents no confidence in school, behaviour and truancy issues, fresh start).
- school transfer more difficult to achieve than parents thought (e.g. school places, term-time agreement, school reluctance to admit, timescale key stage 4, curriculum capacity).
- are on the point of permanent exclusion from school and they leave or are persuaded to seek a fresh start in another school.
- are permanently excluded from schools out of the borough, particularly independent schools.
- are on alternative curriculum arrangements which are not monitored effectively.

- have SEN placements that are not completed due to one or more parties not complying with arrangements or able to meet needs.
- are looked after children within family arrangements, unaccompanied from abroad, placed in Hounslow by other Local Authorities and not known to Hounslow education LAC team.
- are in the youth justice system and returning from secure accommodation.
- are placed in Hounslow by other local authorities without notification e.g. temporary housing, safety move and witness protection schemes.
- are let down by system failures between partners where information is not shared effectively regarding children in Hounslow (e.g. education sections, schools, parents, social care, health, housing, other local authorities, Home office, Immigration Office, asylum/refugee dispersal arrangements, temporary accommodation, data bases etc.).
- “dip in and out” of elective home education at the request of parent/carers or do not follow the published local authority Procedures to inform the local authority that parents have decided to Electively Home Educate.
- have parents who take extended leave/holiday and schools take them off roll or families leave the UK or Hounslow area for a period, then return and the local authority are not notified so as to monitor their return to school.
- are bullied in and around schools and difficulties cannot be resolved in school.
- young runaways who leave their normal residence, to live on the streets or in temporary emergency situations.

High mobility is an identified factor in Hounslow and this impacts upon CME. Children from at risk vulnerable groups are more likely to become CME, these include:

- newly arrived from abroad
- “looked after children”
- highly mobile families
- homeless families
- refuge placements following domestic violence,
- travellers
- young carers
- children growing up in circumstances where parenting is ineffective or requires support (e.g. child protection concerns, substance abuse, low literacy and poor social skills, domestic violence, poverty, criminal activity in the family)
- children who are privately fostered
- unaccompanied asylum seekers

There is a network of professionals who can contribute to the identification of this potentially extensive group of children who might end up CME. Colleagues in agencies working with children and families should be alert to



any children of statutory age (5-16) who appear to be out of education. Examples include:

- GP or health care practitioners providing services to children or families
- housing and housing Providers
- children's social care
- police & youth offending service
- education (maintained schools, independent schools, academies, free schools, foundation schools, voluntary aided schools, elective home education, other professionals, pupil referral units, special schools, and colleges)
- children's centres
- non-statutory agencies working with families or carrying out home visits

Other important partners are:

- HM Revenue and Customs
- UK Border Force Agency
- Department of Work and Pensions
- public protection/ fire service
- Crime and Disorder Reduction Partnership agencies
- voluntary and community organisations, including faith groups and youth services
- women's refuges
- local authority CME Officers and related teams

Identification of CME might be by members of the local community (e.g. concerned neighbour, family member, employer). It is important that we are able to support them to notify the appropriate members of the local authority staff (CME Officer 020 8583 2768) when they do identify a child or express concern about a situation.

## **Section 2 CME the Notification Process**

### **2.0 Partner agencies and practitioners**

In addition to the need to identify CME there is a responsibility on **all professionals** to notify the CME Officer where there may be a child missing education. All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer this enables comprehensive data records to be established and might enable the child to move swiftly into appropriate provision.

**If you are aware of a child missing education you should notify the CME team either by email to [cme@hounslow.gov.uk](mailto:cme@hounslow.gov.uk), by telephone on 0208-583 2768, by the referral form (Appendix CME Form 1) available on Hounslow Council's website at:**

**<http://www.hounslow.gov.uk/cme>**

CME notifications can be received from a variety of sources, they include: -

- parents, carers, pupils and family members;
- Hounslow school's data exchange with local authority, interrogation of data bases, school census returns (previously known as PLASC)
- Colleagues from Admissions, YOS, SEN, Virtual College Team;
- 14-19 Team - Connexions, Elective Home Education, councillors;
- Partnership work with police, housing, health including hospitals, GPs, CAMHS, Social Care, support agencies and colleagues supporting newly arrived families from abroad;
- Other Local Authorities and out borough schools;
- Community sources - neighbours, concerned citizens, complaints, shops, faith groups, local networks, voluntary organisations.

Upon notification of a child missing education the Hounslow CME Officer determines that the child is not registered with an educational provider:

The CME Officer will check the centrally held database, for any details. Further checks will also be made with School Admissions, LAC Team, Traveller Education Service, Social Care Teams, and the Elective Home Education Team. In particular cases, it may be necessary to check with individual schools in a local area.

It is important that those responsible in the local authority for updating areas of the database to ensure the data is accurate and up to date. Partners in other agencies may also hold important information regarding the location of children. In order to safeguard children, it may be necessary to request information from those partners (e.g. housing, CAMHS).

## **2.1 Follow up to notification and initial assessment**

When a child is identified as a child missing education the parent/carers are contacted by email, letter or telephone to request that they inform the local authority of the arrangements they are making for the education of their child. If the CME Officer does not receive a response, the CME Officer will carry out a home visit. Where safeguarding concerns have been highlighted, an urgent visit will be made and if appropriate a referral will be completed to the appropriate team.

If there is a reason to suspect a crime has been committed, the police should be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to act without delay.

Where despite support and advice a parent is uncooperative about engaging with the local authority regarding education provision and the child remains out of education the local authority must consider issuing an attendance order naming a school.

To ensure joined up working is identified in relation to good practice and integrated working processes, the CME Officer will check in order to identify which other professionals are currently or have previously worked with the child. The CME Officer will then update the professionals who are involved with the family. If it is identified that there are no other professionals involved, the CME Officer can offer the family a Child and Family Assessment (CFAN), this will help identify the agencies who will be able to support the family.

In Hounslow, all maintained schools are required to update their management information system (MIS) system as soon as a child leaves the school roll. The pupil census returns, and pupil level data exchanges enable monitoring of the leavers and starters. This notifies the local authority of any CME.

If a child goes absent from school, but remains on their roll, the school should make a referral to the EWS, in line with the EWS process, CME and Off Role Procedures. The CME Officer will become involved once it has been established the child is no longer registered at any education provision, and their whereabouts are unknown.

## **2.2 Education provision for CME**

The majority of pupils will be allocated a school place by the Admissions Team. For pupil's who would find it difficult to obtain a school place outside of the normal admissions round, the School Admissions Code requires each local authority to have a Fair Access Protocol which is agreed with the majority of schools in its area, to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. If a child has been identified as not being in education, information needs to be gathered from the relevant agencies to determine if the child meets the criteria for a normal admission or Fair Access.

## **2.3 Inter-Borough Procedures for Notifying CME**

There is a potential CME issue regarding children who reside in one borough and attend a school in another borough. When families move, leave the country, children move schools or fail to return to school this can be more difficult to monitor and follow up.

Hounslow CME have protocols and working arrangements with neighbouring local authorities to track children, ensure they find new education placements receive support and remain safe during any transition periods. Schools have systems outlined on page 17 (S2S, CTF, LPD) that ensure pupil records are transferred successfully between schools.

## **2.4 Checking residency**

Children identified as missing or at risk of going missing from education are often part of a transient or mobile population it is important that Hounslow services carry out checks to determine whether a child referred to CME is still resident in the borough. The details of any child found to be resident outside

the borough of Hounslow are referred to their responsible local authority. For pupils who are resident in Hounslow, the CME Officer will try and make contact with the family in the first instance, or in some cases School Admissions will also write to them. If no response is received, the CME Officer will carry out a home visit to encourage the family to complete a School Admission Application, or if an allocation of a school place has already been made, to establish why the family have not made contact with the school.

If residency cannot be determined checks may be carried out against electoral roll data, enquiries with Health. This is often done in collaboration with colleagues from Hounslow's Housing Department.

### **Section 3 Roles and Responsibilities in relation to CME**

#### **3.0 Children Missing Education Officer**

The CME Officer co-ordinates the identification, referral, tracking and placement of CME in Hounslow. The CME Officer works in partnership with the key stakeholders to ensure that CME who are at risk of CME, are referred and followed up. The stakeholders include: Schools, School Admissions, the SEN team, Education Welfare Service, Safeguarding and Child Protection, Traveller Education, Exclusions & Fair Access, Elective Home Education, Housing, Primary Care Trust colleagues, Health, Virtual College staff, Social Care, Family First Intensive Support Service, Early Help Hub, Youth Service, Connexions, Youth Offending Service (YOS), the Police, alternative education providers, and other children support services. Partners need to be alert to notifications and information from the local community as residents and employers become concerned about local children not in education

The CME Officer will manage the co-ordination of the referral process and ensure notifications are recorded and actioned as appropriate and that referral channels are understood by all stakeholders.

Whichever route the information comes through, it is the responsibility of the Children Missing Officer to:

- Ensure accurate compilation of data and actions related to identifying CME.
- Maintain and update the CME registers report on the education database.
- Undertake the tracking process of pupils when their whereabouts are unknown.
- Co-ordinate casework, contributing to assessments to determine appropriate provision for a child and providing updates on the CME register for Senior Officers.

- Bring complex CME cases to the Fair Access Panel.
- Circulate the CME notification referral form and process to all agencies, including the Intranet each academic term
- Each year send the schools a reminder that they must obtain full details and to remind them of the CME and off roll procedures
- Issue an Attendance Order if the family do not engage. It enables the local authority to name a school for the parent to ensure the child attends. This legal sanction can be applied where a parent refuses to enrol their child in a school or fails to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school. This is used as a last resort in CME situations.
- The CME Officer, with support from the research & statistics information team, can carry out checks using the education database, pupil census data and other databases to try to ensure that those children and young people who were previously on a school roll and are no longer on that roll have been admitted to another educational provision.

Contact details for CME are:

CME Officer Tel: 020 8583 2768 School, Organisation & Access to Education, London Borough of Hounslow, Hounslow House 7 Bath Road, Hounslow TW3 3EB. E-mail: [cme@hounslow.gov.uk](mailto:cme@hounslow.gov.uk)

### **3.1 Role of Schools in partnership with EWS/CME**

Schools are key players in reducing the number of CME and enabling all partners to respond to those at risk of becoming CME. Schools safeguard children from harm and ensure they remain engaged in education provision with access to services and support by:

- following the regulations dated September 2016 relating to admission and attendance registers completing off roll procedures in line with guidance procedures.
- ensuring absences are promptly followed up.
- developing reintegration strategies following long term absence or exclusion;
- ensuring that the School Admission Register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any change whenever they occur, so as to assist both the school and local authority when making enquiries to locate CME.

The EWS Telephone: 020 8583 2622 Email: [EWSDuty@hounslow.gov.uk](mailto:EWSDuty@hounslow.gov.uk) work to promote, support and, where necessary, enforce school attendance to assist schools in developing policy relating to attendance and to establish links between home and school in order to support the education of children. EWS are able to support schools in this respect and ensure the local authority are alert and responsive to CME. A clear understanding of responsibilities is important as the risk factors increase significantly when children are not in regular education provision.

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in the Education (Pupil Registration) (England) Regulations 2006 (see Appendix B).

When a pupil is to be deleted from the admission register, the school must clearly indicate the full name of the child, the full name and address of the parent with whom the pupil normally resides, at least one telephone number of the parent, the pupil's new address and destination school, if applicable, the date and the reason for the removal from roll. If the name of the new school is known, the name of the school and leaving date should be indicated in the schools MIS system. An electronic Common Transfer File (CTF) of the pupil's records should be generated and sent to the new school within 15 days via s2s. Section 3.4 on page 17 describes in more detail the s2s and Lost Pupils database systems. If a child's name is removed from the school roll the local authority must be informed. Pupils registered in a special school can only be deleted from roll with permission of the local authority or direction from the secretary of state unless they are permanently excluded or deceased.

When a pupil is expected to join a school and they do not arrive, the school should firstly try to make contact with the parents by phone or in writing. If after 3 days, no contact has been made, the school should contact the Admissions Department to find out if the child had been registered elsewhere. After two weeks, the school should complete a referral to the Education Welfare Officer (EWO) via Hounslow Front Door Children's Services if Year 7 non starter, or a referral to the School Admissions Department if reception, who will follow the procedures for 'missing pupils' outlined below. For In-Year Admissions the school should notify Hounslow School Admissions if a pupil fails to start. The pupil **should not be removed from roll** until the CME Officer has ascertained the pupil's whereabouts and has confirmed that the pupil is registered at another school or is being educated otherwise.

If a pupil is absent for a prolonged period (other than notified extended leave of absence), or fails to return from a holiday the school should follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the matter should be referred to the EWS via Hounslow Front Door Children's Services after 3 days of absence with no contact from family, for a contact visit.

If after the contact visit the whereabouts of the child cannot be established, EWS will make enquiries with the CME Officer to establish if the family have moved away or if the school should follow non-attendance procedures. If they have moved away the CME officer will follow the procedures for 'missing pupils' outlined below. The pupil **should not be removed from roll** until the CME Officer has ascertained the pupil's whereabouts and has confirmed that the pupil is on roll at another school, applied for a school place via another local authority or is being educated otherwise.

In order to **safeguard children** it is important that all school staff understand their respective roles and responsibilities when children are absent from school. Schools have a clear set of procedures for following up absences and they work in partnership with the EWS to investigate unexplained absence, monitor absence patterns, put support interventions in place where necessary to bring about more regular attendance. Legal sanctions are ultimately available to the local authority where there is no improvement. or parents fail to engage or co-operate.

### **3.2 Assessing vulnerability**

If a child does not appear at school and there is no explanation, a member of the school staff will need to consider what to do next. Their actions should depend on the level of perceived vulnerability of the child or young person.

### **Procedures for schools and the local authority**

#### **3.3 Reasonable Enquiry in the context of CME**

##### **School: Set of Actions:**

The following actions completed and recorded would contribute to a reasonable school enquiry if a child/young person stops attending a school without a known forwarding address and school:

Within 1-3 days of absence:

- Check with all members of staff who the child/young person may have had contact with;
- Check with the pupil's friends/ neighbours/ family contacts;
- Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually);
- Attempt telephone contact with all known emergency numbers;
- Speak to other agencies that have been working with the family for example Children's Services, Youth Offending;
- Check with any schools known to have siblings or relatives on their roll;
- Email parents and contacts on the school's up to date contact form;
- Write to the address of both parents (if they live separately and it is appropriate to do so);
- Contact school admissions or CME officer in the new area to establish if any application has been submitted. (if applicable, using the CME

- local authority contact list);
- Has any soft information been obtained? E.g. “we have heard they have moved to Scotland or other students say they have gone on holiday;
- Conduct a home visit if you have been unable to successfully locate the child’s whereabouts and it is safe to do so (if school have a member of staff who has a responsibility to conduct home visits) Speak to neighbours if possible.

Within days 3-10

- Contact your Education Welfare Officer if referred to them or for advice;
- Refer to EWS for a contact visit if no contact has been made by parent and reason for absence unknown (on a CFAN via Children’s Services Front Door)

### **Local authority: Set of Actions**

The following actions completed, recorded and audited would contribute to a reasonable enquiry if a child/young person leaves the area without a confirmed address or new school.

It is reasonable to expect that the local authority through EWS & CME will:

- Make contact with the parent, relatives and neighbours using known contact details;
- Make a home visit(s) and make enquiries with neighbour(s);
- Check local databases within the local authority, such as Housing Providers, council tax, school’s admissions, Youth Justice Services, Children Social Care;
- To allow searches to be made on other local databases e.g. housing, health, police and social care, HMRC, health services, police, refuge, etc;
- Check with UK Visas and Immigration (Border Force if there are Child Protection concerns;
- Check with agencies known to be involved with family;
- Check with local authority from which child moved originally;
- Check with any local authority to which a child may have moved (see below);
- Feedback enquiry outcome to school;
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children’s Education Advisory Service (CEAS).



### **3.4 The Use of S2S and the Lost Pupil Database (LPD).**

The DfE has made available to all maintained schools in England and Wales a secure way to electronically transfer the common transfer file (CTF) to any other maintained school. This system is called school to school (s2s) and is a free service for schools and local authorities.

There is also a lost pupil's database to store the CTF of pupils who either move outside the English maintained system or leave a school without providing information about their new school. This database gives the functionality for local authorities to search for information on pupils arriving into their local authorities for whom no CTF has been received. This database is being incorporated into the identification, referral and tracking (also known as Information Sharing Index) (IRT or ISA) projects.

The S2S system is now only available through the DfE sign in portal which links to several different DfE services including, S2S, GIAS and Collect:

How does the process work?

All schools have their own secure area on the s2s site which can be accessed by their individual school login and password through the DfE sign in <https://services.signin.education.gov.uk/>. If a school is unsure of their login and/or password details, then they can reset the details through the link below <https://help.signin.education.gov.uk/contact/email-password>

Information on s2s and the LPD is available on the DfE Website <https://www.gov.uk/school-to-school-service-how-to-transfer-information> or from Neal Richards, Senior Management Information Officer in the Education and Early Intervention Team on Tel: 020 8583 2617 or email [neal.richards1@hounslow.gov.uk](mailto:neal.richards1@hounslow.gov.uk).

Schools can look up information on schools in England by using the DfE database Get Information About Schools <https://www.get-information-schools.service.gov.uk/> This will give the address and website of the school as well as its DfE number.

DfE Enquiries - 0370 000 2288

### **3.5 Corporate management & Local Children's Safeguarding Board**

Monitoring by Senior Management is an important element of the CME strategy. The CME Officer produces monthly reports available for the local authority Lead Officer for Child Protection as part of monitoring children who are missing and reporting to the Local Children's Safeguarding Board.

## **Section 4 Role of Services working with pupils at risk of CME**

There is an expectation under the Children Act 2004 that all agencies will work together to promote the safeguarding and welfare of children and to share information so that children and young people do not 'slip through the net' and become missing.

There is a fundamental principle that all professionals and practitioners of London Borough of Hounslow and partners have some level of responsibility around the issue of CME. In terms of ensuring that children are identified and monitored, referred appropriately, with needs assessed and coordinated interventions put in place. Therefore, as notification can be received from within the local authority, external agencies, the public, schools, children and young people and other local authorities, it is vital that all agencies understand and use the referral route appropriately and consistently.

### **Who do I contact?**

If you are aware of a child of compulsory school age who is **not attending an educational provision**, please complete our CME referral form and submit to [cme@hounslow.gov.uk](mailto:cme@hounslow.gov.uk)

If a family have **moved into Hounslow** and have school age children who are in need of educational placements, and you would like to check if an application has been received, please ensure that contact is made with the School Admissions Duty Team on 0208 583 2721 or 0208 583 2711 or email [Admissions@hounslow.gov.uk](mailto:Admissions@hounslow.gov.uk) . All school admissions are made online, secondary transfer and reception are made through the School Admission's Portal, In Year Admissions for primary and secondary are now also available via the link below. Support is available to families from the Admissions Team. [https://www.hounslow.gov.uk/info/20026/school\\_admissions](https://www.hounslow.gov.uk/info/20026/school_admissions)

If a child has been permanently excluded and parents would like advice, contact should be made with the Access to Education Team Leader on 0208 583 2784 or by email to: [Exclusions@hounslow.gov.uk](mailto:Exclusions@hounslow.gov.uk)

Should a parent wish to electively home educate their child, they need to put their request in writing to the school, if they would like some advice, they can contact the Elective Home Education Team (EHE) by email: [ElectiveHomeEducation@hounslow.gov.uk](mailto:ElectiveHomeEducation@hounslow.gov.uk)

CME matters concerning Hounslow Looked After children can be discussed with the Virtual College Principal on 0208-583 2745, the Social Worker or CME Officer.

The SEND team can be reached on Tel: 020 8583 2672, or by email at: [sen@hounslow.gov.uk](mailto:sen@hounslow.gov.uk).

The 14-19 Service (including Hounslow Connexions) can be contacted on 0208-583 5151

## **Section 5: Forms and Appendix**

### **Forms:**

- CME 1    CME General Referral Form**
- CME 2    CME Moved Away Form**

### **Appendix:**

- A            CME Related Legislation and Guidance**
- B            Grounds for deleting a pupil from the School Register**
- C            Children Missing Education Procedure (CME - Moved Away)**
- D            Children Missing Education Procedure (newly arrived to LA)**



**NOTIFICATION OF A CHILD WITHOUT A SCHOOL PLACE**

<b>Date:</b>	
<b>To: Children Missing Education Officer</b>	
<b>Address: Hounslow House, 7 Bath Road, Hounslow TW3 3EB</b>	
<b>Email: <u><a href="mailto:cme@hounslow.gov.uk">cme@hounslow.gov.uk</a></u></b>	
<b>Telephone: 020 8583 2768</b>	<b>Fax: 020 8583 2777</b>
<b>The child/young person named below is believed to be without a school place:</b>	
<b>Name:</b>	
<b>Date of Birth or approx/ previous school: age if not known:</b>	<b>Gender: M/F</b>
<b>Any other children (please state dob/previous school):</b>	<b>Gender: M/F</b>
<b>Address:</b>	
<b>Parent Name/Contact Number:</b>	
<b>Ethnicity (if known):</b>	<b>GP (if known):</b>
<b>Any other information: (please share any other information that will help the CME Officer)</b>	
<b>Name of Referrer: (name of individual referring Contact Number:</b>	
<b>Agency / neighbour/community/ local authority: (please state what organisation or agency attached to, or state neighbour or family)</b>	

**Please note referrals are treated confidentially if requested, please give as much information as possible, if name not known please quote address**

**Children's details**

	Child's Forename	Child's Surname	Date of Birth	Gender
First child				
Second child				
Third child				

Parent/Guardian: Mother \_\_\_\_\_ Father: \_\_\_\_\_

Unique Pupil Number .....

Current home address:  
.....

Current School Name:  
.....

School Contact Name/Contact Number: .....

Date Child Last Attended: .....

Have you referred the child to any of the following, please specify:

	Please tick	Date referred
Social Care/ Families First – please notify social worker		
LAC - please notify the Virtual College		
EWS/EWO		
EHCP/Statement – please notify your SEN Contact		
SEN		
EP		

**Up to date information:**

Contact numbers for parents:

New address they are moving to:

Who will they be living with e.g. Parents/Grandparents/other relative/Friend:

Date they are moving to new area/country:

Admissions Authority or school they are approaching for a new school place:

**Current email address of parents:**

**Date school file sent to new school (to be completed if this form is being retained by school for reference only):**

**Date sent to CME:**

**Additional Information supplied by parent/pupil:**

**Signature: ..... Date: .....**

**Forms or the information gathered should be sent to the Children Missing Education Officer in typed word format only, once checks have been made by school. This information can be emailed or sent using this form, email [cme@hounslow.gov.uk](mailto:cme@hounslow.gov.uk).**

**Please complete Part B before sending form to CME.**

### **CHILDREN MISSING EDUCATION - Part B**

**Please complete all school reasonable enquiries below before you send the referral to Children Missing Education, it will only be accepted if the following checks have been undertaken by the school:-**

<b>Within First 3 Days</b>	<b>Date Completed</b>	<b>Details</b>
Check with all members of staff who the child/young person may have had contact with.		
Check with the pupil's friends/ neighbours/ family		
Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually)		
Attempt telephone contact with all known emergency numbers.		
Speak to other agencies that have been working with the family, such as Children Services, Youth Offending for example.		
Check with any schools known to have siblings or relatives on their roll.		

Email parents and contacts on the school's up to date contact form		
Write to the address of both parents (if they live separately and it is appropriate to do so)		
Contact school admissions or CME officer in new area to establish if an application has been submitted. (if applicable, using the LA CME Contact list)		
Has any soft information been obtained? e.g "We have heard they have moved to Scotland other students say they have gone on holiday for example		
Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so. (if school have a member of staff who has a responsibility to conduct home visits) Speak to neighbours if possible.		
<b>Within days 3-10</b>	<b>Date Completed</b>	<b>Details</b>
Speak to your School Education Welfare Officer if referred to them or for advice		
Refer to EWS for a contact visit if no contact has been made by parent and reason for absence unknown (on a CFAN via Children's Services Front Door)		

### CHILDREN MISSING EDUCATION - Part C

To be completed by London Borough of Hounslow staff

CME Reference:

EMS Reference

**New local authority and contact person**

<p>Sent to :</p> <p>Local authority :</p> <p>Date sent:</p>
---

Please respond to [cme@hounslow.gov.uk](mailto:cme@hounslow.gov.uk)

**Relevant Legislation and Guidance**

This policy is written in line with guidance from the Department of Education's revised guidance of Children Missing Education dated September 2016

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

There are various statutory duties upon LEAs and parents (supplemented by guidance) relating to the provision of education and the safeguarding of the welfare of children and which may be relevant to children missing education. The principal provisions are as follows:

**Section 14(1) of the 1996 Education Act** provides that a local education authority must make sure there are sufficient schools for providing education in their area. For these purposes, the schools must be sufficient in number, character and equipment to provide all pupils with the opportunity of appropriate education (s. 14(2)). "Appropriate education" means education which offers such variety of instruction and training as may be desirable in view of the pupils' different ages, abilities and aptitudes and the different periods for which they may be expected to remain at school (s. 14(3)).

**Section 7 of the 1996 Education Act** provides that the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise.

Furthermore, **Section 437 (1) of the 1996 Education Act** provides that if it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they must serve a notice in writing on the parent ("a school attendance order") requiring him to satisfy them within the period specified in the notice that the child is receiving such education.

**Section 19 (1) of the 1996 Education Act** requires every local education authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. For these purposes, "suitable" education is defined as "efficient education suitable to the age, ability, aptitude and to any special educational needs the child (or young person) may have." (s. 19(6)). This can include provision for excluded pupils, young carers, school phobic children, school aged mothers, pupils who are unable to attend school because of medical reasons.

Moreover, section **19(4A) of the 1996 Education Act** provides:



“In determining what arrangements to make under subsection (1) in the case of any child or pupil, a local education authority shall have regard to guidance given from time to time by the Secretary of State.”

**s. 175 of the Education Act 2002** (which came into force on June 1 2004) imposes a duty upon LEAs and governing bodies to exercise their functions with a view to safeguarding and promoting the welfare of children. For these purposes, “functions” includes the powers and duties of LEAs and governing bodies.

**The Children Act 2004** (which received royal assent on November 15 2004) includes various provisions relating to safeguarding and promotion of welfare of children, including:

(a) a duty upon each children’s services authority to promote co-operation between it and various other bodies to improve the well-being of children so far as relating to (amongst other things) education training and recreation training;

(b) a duty upon various bodies (including children’s services authorities) to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children and

(c) provision for the Secretary of State to put into place information databases for the purposes of arrangements under s.175 of the Education Act 2002 or (a) and (b) above, and a framework for the sharing of information contained in such databases for such purposes.

**The Education (Pupil Registration) (England) Regulations 2006** sets out the legal requirements on schools and local authorities in respect of the keeping of admission and attendance registers. These regulations include the legal requirements for recording pupil attendance and absence at school and the circumstances that permit a child’s name to be removed from the school admission and attendance register. (amended on 1<sup>st</sup> September 2016)

### **Related Guidance**

Guidance for LAs for schools on monitoring attendance is contained within.  
<https://www.gov.uk/schools-colleges-childrens-services/school-behaviour-attendance>

Good practice for Gypsy/Traveller Achievement and for Supporting Asylum Seeking and Refugee children which are part of the Department's Aiming High strategy to raise Minority Ethnic Achievement: Aiming High: Guidance on Supporting the Education of Asylum Seeking and Refugee Children - A Guide to Good Practice

Ref: DfES/0287/2004 (Issued April 2004); Aiming High: Raising the Achievement of Gypsy/Traveller pupils - A Guide to Good Practice Ref: DfES/0443/2003 (Issued July 2003). Details of how to obtain copies of these publications can be found on:

<http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/0443%202003MIG1977.pdf>

This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418686/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf)

**Alternative Provision Statutory guidance for local authorities**", New alternative guidance has been written which was effective from 1 January 2013. This guidance replaces previous guidance Commissioning Alternative Provision: Guidance for local authorities and schools.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268940/alternative\\_provision\\_statutory\\_guidance\\_pdf\\_version.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf)  
dated January 2013

New guidance "**School attendance Departmental advice for maintained schools, academies, independent schools and local authorities**" was issued in **October 2014**. This advice is non-statutory, and has been produced to help schools and local authorities maintain high levels of school attendance and plan the school day and year. The document also provides information about the interventions available to address pupils' poor attendance and behaviour at school. It would be helpful to read this alongside the statutory guidance on parental measures for school attendance and behavior. The guidance also provides guidance to using the correct codes when recording attendance on in the school registration system.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

**School Admissions Code - Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

This Code comes into force on **19 December 2014** and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

## APPENDIX B

### **Grounds for deleting a pupil from the school admission register**

#### **Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended**

1 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

2 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.

3 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

4 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

5 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that:

- (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his 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 is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

10 8(1)(j) - that the pupil has died.

11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

(i) the relevant person has indicated that the pupil will cease to attend the school;

or

(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

12 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.

13 8(1)(m) - that he has been permanently excluded from the school.

14 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

15 (1)(o) where:

(i) the pupil is a boarder at a maintained school or an Academy;

(ii) charges for board and lodging are payable by the parent of the pupil; and

(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

ABBREVIATIONS

Appendix C

CAMHS	Child & Adolescent Mental Health Services
CATE	Continued Access to Education – Part of Woodbridge
CEAS	Children’s Education Advisory Service
CFAN	Child and Family Assessment/Notification Assessment Form
CME	Children Missing Education
CTF	Common Transfer File
DFE	Department of Education
EAL	English as an additional language
EHH	Early Help Hounslow
EHCP	Education Health and Care Plan
ESBD	Emotional, Social and Behavioural Difficulties
EPS	Education Psychology Service
EWO	Education Welfare Officer
EWS	Education Welfare Service
FA	Fair Access
FAP	Fair Access Panel
ISI	Information Sharing Index
LA	Local Authority
LPD	Lost Pupil Database
MIS	Management information system (database)
MoD	Ministry of Defence
PLASC	Pupil Level Annual Schools Census
PRS	Pupil Referral Service – Woodbridge Park
SEN	Special Educational Needs
S2S	School to School (electronic data transfer)
YOS	Youth Offending Service

# CHILDREN MISSING EDUCATION PROCEDURE (No-contact or moved away)

# APPENDIX D

