

Children Missing Education Policy

**This guidance applies to all
maintained, academies and independent
schools**

September 2016

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The main focus of this document is the policy on Children Missing Education (CME) in Bracknell Forest. This should be seen in the context of the wider responsibility of the Local Authority to safeguard and promote the welfare of all children living within the authority boundaries.

All agencies have responsibility to ensure children are not missed irrelevant of the circumstances.

1. Children Missing Education

S436A of the Education and Inspections Act 2006 says that a local education authority must make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age but—

- (a) are not registered pupils at a school, and
- (b) are not receiving suitable education otherwise than at a school

“Suitable education” in relation to a child means efficient full-time education suitable to age, ability and aptitude and any special educational needs.

“All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

The Education (Pupil Registration)(England) Regulations 2006, as amended by The Education (Pupil Registration)(England) (Amendment) Regulations 2016 state the grounds on which a pupil of compulsory school age may be deleted from the attendance register.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. School and college staff should follow their procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. (DfE Keeping Children Safe in Education September 2016)

Going missing from education is damaging to the well-being of a child and potentially puts the child at risk of harm. This guidance should be used in conjunction with appropriate safeguarding best practice. When a child’s safety is deemed to be at risk of harm then actions should be taken without delay. Being missing from Education may be an indicator of harm particularly if a child is missing and their whereabouts unknown.

All schools **must** at all times work with the local authority Children Missing Education Officer to establish the whereabouts of a child and must not remove the child from roll without consultation with the Local Authority.

Schools/Academies should note that a Head Teacher can be prosecuted for removing a child from roll without complying with the pupil registration regulations (see Section 434(6) Education Act, 1996).

Within Bracknell Forest we also work towards ensuring that those children who are on a school roll but who are not statutory school age are also monitored where possible. (see Page 11)

2. Children at Risk of Missing Education

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

- Children not registered by parents/carers at school when they reach statutory school age.
- Children not registered at school for the start of secondary school (Year 7).
- Frequent house moves, periods of homelessness or time spent in refuges.
- Family breakdown.
- Parents “withdrawing” children from school.
- Schools taking pupils off roll without the correct checks and procedures being followed.
- Exclusion.
- Children being “home educated”, but not officially registered as such. This is now known as Elective Home Education (EHE).

2.2 Certain groups of children are more likely to be affected by the factors listed above, including:

- Children in public care (Looked After Children).
- Children who have been the subject of a Child Protection Plan.
- Refugees and asylum seekers.
- Gypsy, Roma and Travelling families.
- Children who have experienced domestic violence or other adverse family circumstances.
- Children with special educational needs.
- Migrant families.
- Children who have had attendance difficulties.
- Children who are victims of or who are vulnerable to sexual exploitation.

2.3 The cost to children missing out on education can be very high – to themselves, their families, and society as a whole. Children who do not engage in education are unlikely to gain any formal qualifications, and a fragmented educational history can result in low levels of functional literacy and numeracy in adult life.

Missing out on learning is also linked to other problems in later life, including:

- Unemployment
- Homelessness
- Criminal and anti-social behaviour
- Sexual exploitation
- Substance abuse
- Teenage parenthood
- Mental health and self-esteem issues
- Physical health issues (including those linked to poverty)

2.4 When considering the information in respect of a child or young person who is deemed to be missing from education the following enhanced risk factors should be considered:

Families who are:

- fleeing domestic violence
- who are homeless, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast
- involved in anti-social behaviour
- not yet established in the UK and may not have fixed addresses or be familiar with the education system
- who can be highly mobile, eg in the armed forces, Gypsy, Roma and Traveller families
- teenage parents
- at risk of radicalisation

or children who have

- long term medical or emotional problems.
- parents with mental health problems
- parents with learning difficulties
- permanently excluded from school
- under the supervision of the youth justice system
- affected by substance or alcohol misuse
- unaccompanied asylum seekers
- victims of bullying or discrimination on the grounds of race, faith, gender, disability or sexuality
- at risk of sexual exploitation, including children who may have been trafficked to, or in the UK
- at risk of 'honour' based violence including forced marriage – particularly 15-16 year old girls from Indian, Pakistani or Bangladeshi families.
- at risk of female genital mutilation (FGM)
- children looked after/children in care
- privately fostered
- young carers
- are at risk of radicalisation

If there are concerns about the welfare or safety of a pupil who is leaving, or has left a school the designated safeguarding lead person should discuss these with Children Social Care.

However, if:

- You have concern about the safety of a child as indicated by, but not limited to, the checklist in section 2.
- You think a child is being harmed or at risk of being harmed.
- The child is currently open to Children's Social Care or there is historic involvement

You **MUST** contact Children's Social Care on:

Multi Agency Safeguarding Hub - **MASH: 01344 352005**

Emergency Duty Team (outside office hours): **01344 786543**

3. Schools' responsibilities if a child goes missing from education (Maintained, academies and independent)

All Schools **must**

- Monitor pupils attendance through their daily register. If a pupil fails to attend, the school should undertake reasonable enquiries to establish the child's whereabouts. (refer to page 6)
- Inform their allocated local authority representative, Education Welfare Officer, at half termly intervals (SLA), of any child who fails to attend regularly (persistently absent) or has missed 10 school days or more without permission.
If a school does not have a Service Level Agreement (SLA) with the local authority then they should contact their allocated Education Welfare Officer. An email is sent to the Independent schools half termly as a reminder by the CME Officer.
- Inform the CME Officer if a pupil is absent from school for not less than twenty consecutive days irrespective of the reason, using the CME Referral Form.

The CME Officer will expect the school to have conducted reasonable enquiries to locate the pupil and establish the reason for absence prior to referral. These enquiries should be detailed on the CME referral form. (Annex B).

Academies and independent schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

If there is firm evidence that the child and their family have left the area unexpectedly and their whereabouts are unknown or there are concerns regarding the child's welfare, schools should make an immediate referral to Education Welfare Service and Children's Social Care. If a parent reports that their child has gone missing from home the police should be contacted.

If a child goes missing from education that is subject to a CAF, the school must inform the lead professional as soon as possible. If the child is subject to Child in Need or Child Protection Plan, the Social Worker must also be informed by the school immediately. Any child where there are historic Child Protection concerns must be referred to Children's Social Care again by the school.

Before referring a child to the CME Officer a school is expected to carry out their own enquiries.

Reasonable enquiries to find the child include:

- Checking with all members of staff who the child/young person may have had contact with
- Checking with the pupil's/ parents friends, siblings, and known relatives
- Making telephone calls to any numbers held/identified including emergency contacts
- Sending a letter to the last known address (if appropriate)
- Carrying out home visits at different times to check who is at the home address and other known addresses, and check with neighbours and known friends.
- Asking for the address the family is moving to
- Checking which school a child is expected to attend
- Requesting copies of flight information

The CME Officer will require a completed Children Missing Education Referral Form (Annex B). This will include the following information:

- Name of the child
- DOB
- Last known address
- New address
- New school name and address
- Telephone contacts and emergency contacts
- Parents or family members email addresses
- Names of parents or carers and details of other known family members
- Names and dates of birth of any known siblings
- Details of the child's attendance and last date attended
- Any information which may have been gathered whilst the child was at school that may assist regarding the child's whereabouts

There are several situations in which a child may become missing from education, and the following paragraphs set out the procedure where:

- The school is informed that a child is leaving, but no new school is confirmed within five days
- The school is informed that a child is going abroad, but is not given full details of the child's new home address and new education provision.
- A child stops attending, or fails to return from holiday, without explanation.
- A child is allocated a place at a school, but there is no contact from the parents/carers, or the child does not start as arranged.
- A child is permanently excluded from school.

In all cases, a child MUST NOT be removed from roll unless his/her new educational provision has been confirmed and the appropriate correspondence sent to the Local authority OR the Children Missing Education Officer has accepted a referral and has taken over responsibility for tracking the child.

When a school is informed that a child is leaving, and relocating to another school within the UK, every effort should be made to complete a School Exit Form which should be signed by the parent. **If there is no contact from a new school within 5 school days** and after the school has completed all reasonable enquiries a referral to the CME Officer using the CME referral form (Annex B) may be made. Any information the school has obtained about the destination of the family should be supplied. The CME Officer will advise when the child can be removed from the school's roll (it will normally be possible to backdate the removal to the last day of attendance).

If a child is to attend a school abroad, and the school is in receipt of new home and school details then a School Exit Form may be completed and forwarded to School Admissions. If details of the school or education provision cannot be ascertained and recorded, are not known or confirmed then the school is to complete a CME Missing Pupil Referral Form.

If a child stops attending, or fails to return from holiday, without explanation, the school must make all reasonable enquiries to establish why. If, after 20 consecutive school days and all reasonable enquiries have been made and the child has not been located a referral is to be made to the CME Officer.

When a child is allocated a school place but fails to start, the school should make all reasonable enquiries to establish why. If this is not successful, the school should contact the School Admissions Team (School.Admissions@Bracknell-Forest.gov.uk or 01344 354023) to establish if the child has been registered elsewhere. If the child has not been located the school should contact the Education Welfare Service for advice.

If a home visit establishes that the child of compulsory school age is at the address, on a school roll and not attending school, the attendance procedure will continue to be applied leading to action by the Education Welfare Service if other measures are unsuccessful.

If the home visit does not establish that the child is at the address, and other risk factors are present, a referral to CSC should be made. If no other risk factors are present, the CME Officer should contact the CSC consultation line for discussion and agree next steps.

When a child is permanently excluded, the school should ensure that they follow the Statutory Guidance: *'Exclusion from maintained schools, Academies and pupil referral units in England'*, **DfE (2012)**

Schools should ensure that the Local Authority is notified so that exclusion procedures can be applied.

With the exception of transition pupils, school leavers and mid term transfers the Children Missing Education Officer will advise when the child can be removed from the school's roll

Completing the CME Referral Form (Annex B)

This form is mandatory and **must** be completed in full by a member of staff with access to the information required on the form. **This form must be signed by the Headteacher after completion. Incomplete forms will be returned.**

It is **vitaly important** that as much information as possible is included in this section so that the CME Officer can make appropriate enquiries. If you have letters or emails of communication from the family you **must** send copies with the referral. If necessary to maintain confidentiality certain information may be sent under separate cover.

Independent schools

Independent schools are required to inform the home local authority (of the child) when a child starts at their school. The local authority of the child will retain this information.

Independent schools must also inform the home local authority (of the child) if a child leaves the school and the school have confirmed the child's destination. For Bracknell Forest residents the school should do this by completing and returning the School Exit Form to the relevant email address.

If after all reasonable enquires have been carried out as outlined in *section 3 - schools responsibilities if a child goes missing from education (maintained, academies and independent)* the independent school has still not located the child, the school should complete a Children Missing Education Referral Form and send to child.missing-education@bracknell-forest.gov.uk

4. The CME Officer

The CME Officer will:

- Research all available data bases within the local authority, including Mosaic, and ONE.
- Where appropriate visit the last known address
- Contact BF Homes, Health, CSC, Welfare, Benefits, Thames Valley Police, Youth Offending Service requesting any information they may have as to the child's whereabouts
- Inform MASH where concerns regarding the child's welfare and safety exist or where the child has previously been subject to Social Care support.
- Contact other Local Authorities, if there is information as to the potential whereabouts of the child, asking them to make reasonable enquiries
- Contact the Local Authority admissions team to establish if a further school application has been made

If the location of the child is established and the parent wishes the child to remain at their current school, it should be dealt with as a normal attendance issue. If the parent wishes to transfer to another school the child **must** remain on roll until a new place is secured and confirmed. The parent will be advised that a school application must be made through the Local Authority Admissions team.

If the child is not located and no other risk factors are present, the CME Officer will advise the School **in writing** to remove the child from the school roll and continue enquiries through the CME office.

When a child is removed from the school roll, (subject to Bracknell Forest Guideline), the school with upload/download the Common Transfer File (CTF) and the CME Officer will upload the student on the School to School (S2S) database immediately after initial enquiries.

The CME Officer will undertake enquiries which will be monitored by the CME panel. These enquiries include:

- Contact Housing, Health, Social Care Direct, Welfare Benefits, Police etc.
- Check the DFE School to School (S2S) Lost Children Database to see if the CTF has been downloaded by another school
- Upload to the S2S database as soon as initial enquiries as above have been completed and the child has still not been located

The CME spreadsheet is reviewed bi-monthly by Senior Admissions Officer or Assistant Team Leader, Education Welfare Service during which time enquiries are still being undertaken. If, after one calendar month or less from referral all reasonable enquires have been made and sufficient information has not been obtained to locate the pupil, the details will be referred to Children's

Social Care. When referred, the pupil's details will be moved to the 'closed' file of the database and no further action will be taken by the CME Officer and that CSC will then follow their single contact referral process.

If at any time after the child has been removed from the roll the school receives information regarding the child's whereabouts or are contacted by a receiving school, the CME Officer must be informed.

If the child is located by the CME Officer after they have been removed from the school roll, the officer will inform the referring school in writing so that the school can amend their records.

5. Advice for Professionals and Agencies

Children at risk of harm are everybody's responsibility. Those children who go missing from education are at greater risk of harm. Where an agency or professional is working with a child and becomes aware of them not attending education provision they should contact any known school or provider in the first instance to raise their concerns.

Where a professional is working directly with a family and is aware that the child does not have a school place they should look to support the family in making an application for a school place. The School Admissions Team can provide advice and guidance in regards to appropriate schools and the application process.

If the professional is unable to establish the current education provision they should contact School Admissions in the first instance. Thereafter advice may be sought from the Education Welfare Service or the CME Officer.

6. Leave of Absence

In accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2013, Bracknell Forest Council advise that leave of absence shall not be granted during term time other than in exceptional circumstances. It is however, up to individual schools to decide on their policy in regards to term time absence. This policy must be agreed by school governors.

Parents must be informed of the school's policy via the website, or in writing following a request for leave. This should include information in regards to Penalty Notices, parental prosecutions and the risk of losing the school place if they are absent from education. If a parent does request leave, the school should inform them of their decision in writing.

7. Extended Leave/Temporary return to home country

In accordance with The Education (Pupil Registration) (England) (Amendment) Regulations 2013, Bracknell Forest Council advise that leave of absence shall not be granted during term time other than in exceptional circumstances.

The same advice applies in regards to requests to return to home countries or extended travel abroad. It is the schools decision to grant or not any extended leave period. Schools should consider the impact of travel and education provision the parent intends to put in place during this time when considering requests.

If a school is informed that the student is away from the UK on extended leave and is continuously absent from school for a period of not less than 20 consecutive days, the school must at the time of being informed of this information inform the parent that in line with guidance, and after consultation with the CME Officer the student will be removed from the school roll.

The parents are to be informed in writing that on return to the UK a new school place is to be sought through School Admissions.

8. Gypsy, Roma and Travellers

Schools should ensure that they work with travelling families to establish if they are travelling or being withdrawn from a school. If the family informs that they will **not** be returning to the school, the school should make all reasonable efforts to establish where they will be going to school. If they are unable to establish the location of the family then the school should refer to the DfE guidance regarding the travelling community.

9. Elective Home Education

The responsibility for a child's education rests with their parents. Parents have a duty to secure an appropriate full-time education for their children. Most parents choose to send their child to school; some choose to do this by educating their child at home. Parents are responsible for making sure that their children are educated during compulsory school years, (between 5 and 16).

The parents should be made aware that the communication by email or letter to the Headteacher should clearly state that the parent is taking full responsibility for the education of their child and the date on which the child is to be removed from the school roll. This may not be a retrospective date, but can include the date the communication was made.

If the letter does not clearly stipulate the above, the pupil **must not** be removed from the school roll and written clarification should be obtained from the parent.

If a letter is received with clear intentions that the parent wishes to elect Elective Home Education, then this **must** not be referred to the CME Officer.

Schools should forward the correspondence from the parent to the Team Manager, Education Welfare Service (education.welfare@bracknell-forest.gov.uk or 01344 464721) when children are removed from roll in these circumstances. The school should complete the school exit form and send to both School Admissions and Education Welfare at the same time as removal. The Team Manager will initiate the EHE procedures and establish the child as "registered" EHE.

10. New School Admissions (in-year admissions)

Any parent applying for a school place for their child in Bracknell Forest **must** complete a school admission form and this will be processed via the School Admissions Team. Once a new pupil has been admitted to the school, the school should make a telephone call to the child's former school to inform them of the admission as the child may have been reported missing. The child's common transfer file should be downloaded from DfE School to School (S2S) Missing Children database or from the last school the child attended.

If a parent fails to make contact with the school following information from the School Admissions Team that an offer has been made then the school should make all reasonable attempts to contact the parent. If they cannot be located then the school should refer back to the School Admissions Team.

If the school is informed by another school of a child they have admitted onto roll and that the school believe may be on the CME database, the school should contact the CME Officer with full details.

The CME Officer may receive queries from other Local Authorities or agencies seeking to locate a child and check they are in education. If there is evidence to indicate that the child is in Bracknell Forest, but not in a school the CME Officer and EWS will contact the family to facilitate engagement with education.

11. School Transition (statutory school age)

The School Admissions Team and the Education Welfare Service (EWS) work closely together to ensure that all families of pupils who may start or transfer school have made an application. This includes at age 4 (entry to reception), transition from Infant to Junior school where appropriate and transition at Year 6.

Where no form has been returned for a place at secondary or infant to junior transition the School Admissions Team will make every effort to contact the parent and will also work with their current school to obtain a completed application. Schools should ensure that if the child is from a service family they work with the family to obtain the destination school. If no application is received their details will be passed to the Education Welfare Service in September for further investigation. All schools are advised of the names of children allocated to them at the start of the summer term and again at the start of the autumn term with any agreed changes.

If a parent has refused a school place for their child at transition and no other education provision has been agreed then the School Admissions Team will inform the EWS for further investigation.

All pupils allocated to a School will be deemed to be on roll there from the first day that they are expected to attend the school. The Education (Pupil Registration)(England) (Amendment) Regulations 2016

Children may fail to attend their new school for a number of reasons:

- A School place has been found for the child in another LA
- The family have opted to place their child in private education
- The family have elected to educate their child at home
- The family are unhappy with the place that has been allocated and are refusing to send their child to that school
- If a child has moved address and not informed their present school

If by the end of the first week of the new academic year a pupil has failed to attend a school, the school should contact any new school that is identified and confirm that the child is on roll and attending. If not then the school should make reasonable efforts to establish the location of the child by contacting the parents, the EWS and the School Admission Team.

In those cases where the school is unable to establish if the child is attending an alternative school or provision, advice should be sought from the Education Welfare Service. While this investigation is being carried out, the child should remain on the roll of the school in line with the provisions set out by The Education (Pupil Registration)(England) (Amendment) Regulations 2016

A child should not be removed from the school roll unless in accordance with Bracknell Forest guidelines and The Education (Pupil Registration)(England) Regulations 2006, as amended by The Education (Pupil Registration)(England) (Amendment) Regulations 2016.

12. Children Not on Roll in a Bracknell Forest School

Over the course of any academic year many children will move into the Bracknell Forest area and schools may be approached for a place. If so, school should direct the family to the School Admission Team to complete an application form.

If a school is made aware of any child who they believe to be of school age but who is not on a school roll or being educated otherwise, they should try to establish as much information as

possible and then contact the EWS or the CME Officer immediately. This may include knowledge of siblings or family relations of other pupils.

Schools should ensure that reception staff are fully aware of this guidance and the information that they need to gather from parents.

13. Children not of statutory school age

If a child who is not statutory school age but has been offered a place in a reception class but does not start, the usual checks should be made to find out where they are. If after all of these checks have been exhausted then the CME Officer will try to make contact and complete Annex D

If a parent of a child who is starting school for the first time in reception refuses the school place offered the School Admissions Team will withdraw that offer and will make every effort to obtain the destination of the child. However if this cannot be confirmed they will inform the EWS when the child becomes statutory school age.

If a school or provider is aware of a child **not** of statutory school age goes missing from education provision without notice, for example from a pre-school or school nursery placement, the provider must still act to establish the location of the child. Although there is no statutory responsibility to attend educational provision, the school should satisfy itself that there are no safeguarding concerns related to the removal from provision.

As such, Bracknell Forest Council guidance is that the provider should carry out reasonable enquiries to establish the location of the child, as detailed in section 3 of this guidance. After making reasonable enquiries, if the location of the child cannot be established, the provider should consider if there is cause to believe the child is at risk of harm. If they believe the child is at risk of harm a referral should be made to the MASH. If they are unsure the provider should contact the CME Officer for further advice. Annex F shows a flow diagram to follow for advice in regards to children at non-statutory provision.

14. CME Panel

Bracknell Forest Councils Children Missing Education Panel (monitoring and placement group) will take the strategic lead on the development and implementation of the local authority's policy to ensure the Local Authority meets its statutory duties in relation to the Education and Inspection Act 2006, (Part 1, Section 4) which places a duty on local authorities for them to make arrangements to identify children missing education in their area.

Full terms of reference and membership can be found at Annex E (See page 22)

15. Special Schools or Pupils in Custody

Schools should note that pupils registered at a special school cannot be removed without the permission of the Local Authority. Likewise a child who is detained as part of a Court Order cannot be removed if the period of the Order is less than 4 months.

16. Removing a Child from a School Roll

Schools are reminded that they must, at all times, act in accordance with The Education (Pupil Registration)(England) (Amendment) Regulations 2016, and Bracknell Forest guidelines.

Pupils may be removed from roll only in consultation with the School Admissions Team, or the CME Officer. This means that the Local Authority **must** be involved before removing a child from school roll in order to allow them to conduct their statutory duty and carry out reasonable enquiries as to the child's location.

Schools must also be aware of the safeguarding concerns in relation to removing a child from the school roll and their responsibility to act on any safeguarding concerns. **If in doubt schools must make referrals to MASH on 01344 352005 or the Emergency Duty Team (outside office hours): 01344 786543.** Schools should also be aware that if a child goes missing who has siblings who are not of statutory school age, these children may also be at risk and they should consider safeguarding concerns.

When a child is removed from the school's admission register, the school should indicate the date and the reason for removal from roll on SIMS. Where the new school is known, this should be indicated, including the new school's seven digit local authority identifier.

When the new school is unknown and the child is removed from roll in accordance with this procedure, the "Reason for Leaving" on SIMS should show "Unknown Destination". The common transfer file should also be completed, and coded XXX XXXX (destination unknown) or MMM MMMM (moved to independent sector or out of England and Wales). It can then be uploaded to S2S in the normal way. These records are securely stored in an area of S2S known as the Lost Pupils Database. The school will complete the CTF and CME Officer will upload to S2S.

If a child moves out of the area, or wishes to transfer school, the school should not remove from roll until they have established the future whereabouts of the child and a new school place has been agreed. A school exit form must be completed and forwarded to School Admissions.

The Education Welfare Service is able to support schools at all times with advice and guidance in relation to children missing from education. Schools are advised to contact the service before proceeding if they are in any doubt.

17. Audit

There is a requirement for information and data to be subject to regular review by the Children, Young People & Learning Directorate and the Quality Assurance Sub-Group of the Bracknell Forest Safeguarding Children's Board (LSCB). An annual report should be presented to the full LSCB.

The CME register is reviewed quarterly by the CME Panel. The review will look at cases which remain open and check all appropriate steps have been taken to locate pupils. A report is presented annually to the Council on the CME work which has taken place in the previous year.

18. Pupils not found

There are times when a child may not be located despite the best efforts of the school and CME Officer. This is usually when a child has moved abroad and all reasonable enquiries have been exhausted. Those children not located within one calendar month or less of referral to the CME Officer, will be referred to the Multi Agency Safeguarding Hub (MASH) by the CME Officer.

These referrals will be treated as single contact referrals and managed within the Children's Social Care system.

19 Contact Information

At Bracknell Forest Council the designated officers with responsibility for Children Missing Education are: Assistant Team Leader, Education Welfare Service, and Senior Admissions Officer.

Day-to-day responsibility for administration of the Children Missing Education procedure lies with the Children Missing Education (CME) Officer. If you require further information or wish to make a referral or if you know of any child who is not receiving an education, or you know of a child who

has gone missing from school, or you want to discuss any concerns about such a situation, please contact:

Lisa Macdonald
Children Missing Education Officer
Education Welfare Service
7 Portman Close
Bracknell RG42 1NE
Telephone: 01344 464720

Email: children.missing-education@bracknell-forest.gov.uk

In the event that the CME Officer is unavailable due to unforeseen circumstances then either Assistant Team Leader, Education Welfare Service or Senior Admissions Officer may be contacted on 01344 464717 or 01344354143 respectively. These officers will work with Headteachers/Principals of maintained schools, academies and independent schools to ensure roles and responsibilities are clear, appropriate checks are undertaken and advice is adhered to in relation to deletions from the school roll and in line with current legislation.

School Admissions	Tel: 01344 354023
MASH:	Tel: 01344 352005
Emergency Duty Team (outside office hours):	Tel: 01344 786543

For further information regarding **the DfE School to School Database** please visit:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360445/DfE_S2S_Guide_LA.pdf

Pathway for Children Missing Education

School only

DAY 1 - 20 Schools must monitor pupils' attendance through their daily register. Schools should contact the family of the missing student, or any named contacts, to investigate why the pupil is absent from school when the reason is unknown.

Schools should keep a written record of all actions taken.

If there is a safeguarding concern this must be reported to the school's safeguarding lead or child protection officer as appropriate.

Where the child is subject to CAF, CiN or CP the lead professional must be informed immediately.

Schools that have an agreed Service Level Agreement (SLA) in place will discuss with their designated Education Welfare Officer those pupils who fail to attend regularly or have missed then school days or more without permission.

Schools not purchasing an agreed Service Level Agreement should consult their allocated EWO directly.

Academies and Independent schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

Schools and local authority

DAY 20

Where a pupil is absent for no less than twenty *consecutive* school days school must complete a Children Missing Education Referral Form – Annex B

Following receipt of the completed form the CME Officer will make all reasonable enquiries to locate the child and family and place this child on the vulnerable to CME list.

The CME Officer will inform the school the time at which the child can be removed from the school roll.

THIS FORM MUST BE FULLY COMPLETED BEFORE RETURNING



Children Missing Education Referral Form

This form is to be used in conjunction with 'Children Missing Education' policy

School	School Year :
Last date attended	
Child's Full Name	
Date of Birth	
Male / Female	
Ethnicity	
First Language if not English	
Current/Last known address inc. postcode	
New home address including the date from which they will reside	
Area believed to have moved to	
Destination school and expected start date	
First Parents/Carers Name(s) with whom the child is residing	
First parent telephone number(s)	
First parent email address(es)	
All other Parents/Carers contact details (use separate sheet if necessary)	
All other Parents/Carers Email addresses (use separate sheet if necessary)	
Significant other eg, aunt, uncle or grandparent including address and telephone numbers/email address	
Any known siblings including names, dob, school(s)	
Are you aware of any reasons why the CME Officer should not make a home visit?	

Please answer all the questions.	Yes	No
1. Has the child gone missing with their family?		
2. Is the child in the care of the LA/subject of CP plan or CIN?		
3. Is there planned or current Children's Social Care involvement (e.g. an initial assessment or a section 47 assessment)?		
4. Is this child a Young Carer?		
5. Is there good reason to believe that the child may be the victim of a crime?		
6. Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g.		
a. Is there any known history of substance or alcohol dependency within the family?		
b. Is there any known history of domestic violence?		
c. Is there concern about the parent/carer's ability to protect the child from harm?		
7. Are there health reasons to believe that the child is at risk? e.g.		
a. Does the child need essential medication or health care?		
b. Was the child noted to be depressed prior to their unexplained absence?		
8. Are there religious or cultural reasons to believe that the child is at risk (e.g. rites of passage or forced marriage planned for the child)?		
9. Have there been any past concerns about the child associating with significantly older young people or adults?		
10. Is the child new to the Country or recently returned to the UK?		
11. Is this child/family Asylum Seekers?		
12. Has there been a recent, sudden or unexpected change in the child's behaviour?		
13. Was there any significant incident that may have contributed to the child's unexplained absence?		
14. Has the child been a victim of bullying?		
15. Does the child have SSEN/EHCP?		
16. Has there been any change in the child/family's financial circumstances?		
17. Is there a risk of eviction from the family home?		
18. Is this a Traveller family?		
Q2 – Q18 – Please ensure that if you have answered 'yes' to any question, please provide the CME Officer with a full account as to whether this information is historic or current. Were the concerns reported to any other professional i.e. Designated CP Lead/Children Social Care?		

Question No.	Comment / Concern
	Attach separate sheet if appropriate
	Actions taken
	Attach separate sheet if appropriate
	Has a referral been made to: Yes No <input type="checkbox"/> <input type="checkbox"/> Education Welfare Service <input type="checkbox"/> <input type="checkbox"/> Children's Social Care <input type="checkbox"/> <input type="checkbox"/> Police <input type="checkbox"/> <input type="checkbox"/> Any other service (please define) <input type="checkbox"/> <input type="checkbox"/> If referral made to EWS have all relevant documents been included?

DO NOT REMOVE FROM SCHOOL ROLL UNLESS AUTHORISED BY THE CHILDREN MISSING EDUCATION OFFICER.

If in the case of any immediate danger always contact 999 emergency services as appropriate.

Name of person completing form

Headteacher signature

Date

Revised 30 September 2016



SCHOOL EXIT FORM

Please send to ALL appropriate email addresses

SCHOOL ADMISSIONS (school.admissions@bracknell-forest.gov.uk)
ELECTIVE HOME EDUCATION (education.welfare@bracknell-forest.gov.uk)

Pupil Name:	M / F	DOB:	School Year:
Current Home Address:		Postcode:	
Current School:		Last Date Attended:	
First Parent's Name:			
Home Number:		Mobile Number:	
Email Address:			
Name of home local authority			
Second Parent's Name:			
Home Number:		Mobile Number:	
Email Address:			
GP Name And Surgery Address:			
Significant Other (E.G. Aunt/Uncle/Grandparent):			
Contact Details:			
Is This Pupil Claiming A Free School Meal?		Yes / No	

New Home Address & Contact Number	Postcode:
Date From:	
New School Name & Address & Contact Number	Postcode:
Date From:	

Parent's name and signature with whom the child will reside:	Date:
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FOR SCHOOL ADMISSIONS RETURNS: WE CAN CONFIRM THAT WE HAVE CONTACTED THE RECEIVING SCHOOL AND A CTF HAS BEEN SENT YES/NO

FOR ALL RETURNS: Reason for removal. See list below:	No.
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Grounds for deleting a pupil from the school roll

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. Section 8(1)(a) – where the pupil is registered at the school in accordance with the requirements of the 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. Section 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. Section 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. Section 8(1)(d) – in the case not falling with sub-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 that at school.
5. Section 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. Section 8(1) (f) – in the case of a pupil granted leave of absence in accordance with regulation 7(1)(a) 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 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. Section 9(8)(1)(g) – that he is certificated 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.** Section 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 pupils 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.** Section 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 pupils will return to the school at the end of that period.

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

- 11.** Section 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.** Section 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.** Section 8(1)(m) – that he has been permanently excluded from the school

- 14.** Section 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.** Section 8(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

FOR OFFICE USE:

DATE RECEIVED:

Revised 30 September 2016

September 2016



STARTING SCHOOL SEPTEMBER 2017

All children have been offered a school place starting in September 2017.

You do however have the right to defer your child’s start into full-time education to the term after their fifth birthday; their statutory school age. The exception to this is children whose dates of birth fall on or between 1st April and 31st August each year who will need to have started full-time education by the start of the Summer Term 2018. If this place is not taken by this time you will need to make a new application to the School Admissions Team for a place in Year 1.

To help the school plan for your child’s entry into school please indicate with a tick in **one** of the following boxes:

- **If your child’s date of birth is on or between 01 September 2012 and 31 December 2012 (statutory school age January 2017)**

Start of Term	Session	
September 2017	Full Time	
September 2017	Part Time	
January 2018	Full Time	

- **If your child’s date of birth is on or between 01 January 2013 and 31 March 2013 (statutory school age April 2018)**

Start of Term	Session	
September 2017	Full Time	
September 2017	Part Time	
January 2018	Full Time	
January 2018	Part Time	
April 2018	Full Time	

- **If your child’s date of birth is on or between 01 April 2013 and 31 August 2013 (statutory school age September 2018, but must start by April 2018 to retain the offer of a place)**

Start of Term	Session	
September 2017	Full Time	
September 2017	Part Time	
January 2018	Full Time	
January 2018	Part Time	
April 2018	Full Time	
I would like to defer to Year 1 and withdrawn by application	I will inform the School Admissions Team	

SignedParent/Carer

SignedEWS Officer

Date

Children Missing Education (CME) Panel **Terms of Reference**

Bracknell Forest Councils Children Missing Education Panel (monitoring and placement group) will take the strategic lead on the development and implementation of the local authority's policy to ensure the Local Authority meets its statutory duties in relation to the Education and Inspection Act 2006, (Part 1, Section 4) which places a duty on local authorities for them to make arrangements to identify children missing education in their area.

Purpose of the CME Panel

To ensure that all agencies take appropriate responsibility for children believed to be missing education:-

- To involve agencies in planning and delivery of processes to identify and reduce the numbers of children missing education.
- To support the nominated officer for Children Missing Education (CME) and for all agencies / services to provide a Named Officer for Children Missing Education.
- To secure educational provision for all children of statutory school age who are not on a school roll and who are not receiving a suitable education otherwise.
- To ensure appropriate information is shared between all stakeholders.
- To monitor and inform DMT of the progress of the CME register.
- To enable the steering group to highlight school issues when reporting CME's to the local authority.
- Having the means to identify a specific group of children/young people, in order to target and provide appropriate monitoring and services; Special Educational Needs, current involvement with Children's Social Care, child in Local Authority Care, pupil's recently moved into the borough, pupil's moved out of the borough, family being subject of domestic violence, traveller family, gender, ethnicity, and time lapsed. Time lapsed will relate to the time that the pupil is first reported to be out of education and then returned to education.

Membership of the CME Panel

The Children Act 2004 places a duty on all agencies to work together to promote the safety and welfare of children and share information. All partners in Bracknell Forest have agreed to the CME agenda and have agreed to work in collaboration to ensure that robust systems and procedures are in place across agencies to identify, support, track and monitor those children not receiving education ensuring a speedy return to the education system

All partners are committed to promoting the safety and welfare of children in the Borough with the aim of ensuring all children and young people are safely on roll of a school, placed in alternative education or educated at home at the request of parents

Partner Organisations/Services involved in this agreement include:-

- Children, Young People and Learning
- Bracknell Forest Schools
- Health
- Youth Offending Service
- Voluntary and Community organisation
- Connexions
- Registered social landlord
- Police
- Youth Service
- Community Safety
- Libraries
- CAMHS

- Job Centre Plus
- Homelessness Team
- Fire and Rescue Service
- UK Border Agency

Responsibilities of the CME Panel

The CME Panel will be responsible for:

- Ensuring appropriate and effective management information systems are in place to support CME
- Ensuring that each partner organisation has a single named individual who has responsibility in relation to Children Missing Education
- Ensuring appropriate publicity and awareness raising opportunities are available/developed to/with partner organisations/services
- Developing practice guidelines for staff and provide ongoing training and support
- Reporting progress in relation to the implementation of the CME Policy group to the relevant parties

Structure/Frequency of Meetings

To be chaired by the Head of Targeted Services, Learning and Achievement Branch, Children, Young People and Learning Department (or delegated as necessary)

CME Panel will meet quarterly

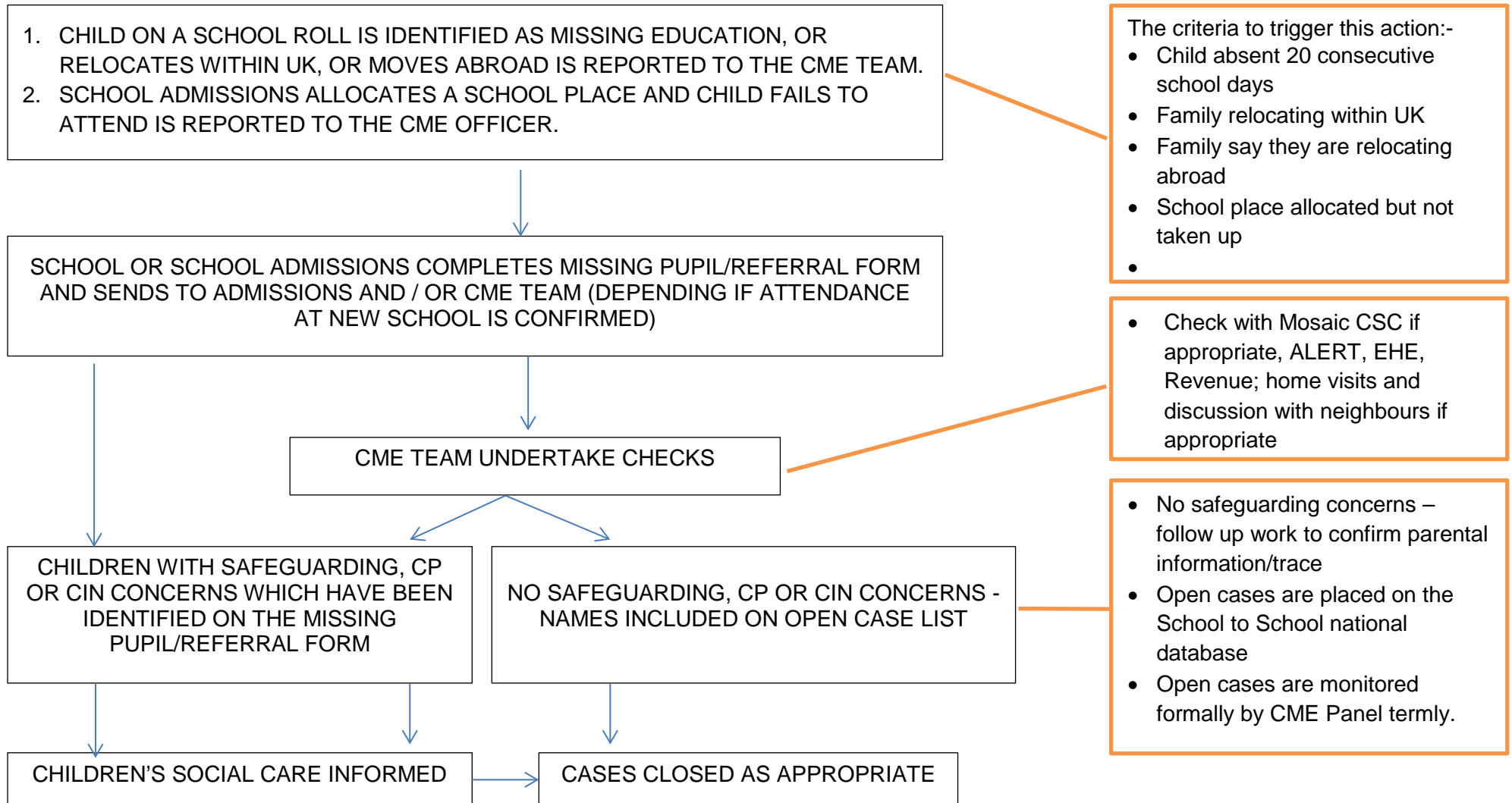
CME policy will be reviewed on a yearly basis by the panel.

Additional Information

For Additional information please refer to the CME policy

CHILDREN MISSING EDUCATION PROCESS

Annex F



NB The practice is to close cases where families move abroad. There is no legislation in place that a parent is obliged to inform either the school or the local authority if they choose to relocate. However there is an expectation and the schools are regularly informed of their duty to obtain as much information as possible when a child leaves their roll. Should a child be known to have moved abroad and full details have not been obtained by the school every effort as far as possible will be made to locate the child.