

Future Schools Trust



CHILDREN MISSING IN EDUCATION POLICY

January 2017

DOCUMENT CONTROL

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Version	Date	Comments	Author
01	Oct 2015		Sarah Doyle
02	Jan 2017	New DfE requirements added	Sarah Doyle

Review Process Prior to ratification:

Name of Committee	Date
Safeguarding	10 th January 2017

CHILDREN MISSING IN EDUCATION

Every child has the right to access full time education and regardless of academic circumstance. The Local Authority have a duty to ensure that they identify any child of compulsory school age who is missing from education in the local area. It is essential that all staff are alert to the signs and individual triggers to pupils who are at risk of going missing from education, especially on repeated occasions. All schools must inform the local authority when a child is going to be deleted from their administration record, for whatever the reason i.e. home education, moved areas, permanently excluded. All schools must inform the LA when a pupil is absent for a period of 10 schools days or more, without the school's permission.

RESPONSIBILITY OF THE LOCAL AUTHORITY

Under Section 436A of the Education Act 2006, the local authority has a duty to identify (as far as it is possible to do so) the children living in Kent who are not receiving a suitable education. They must also negotiate the support for them to make sure that they get back into education as soon as possible

PARENTS' RESPONSIBILITIES

Parents have a duty to provide efficient full-time education. Some parents may elect to educate their children, at home, but they must ensure that they are receiving appropriate education and at that point they may withdraw them from school, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing of their intention to home educate, the school must delete the child from its admission register and then inform the local authority.

Children with special educational needs, specifically, statements, can be home educated. Where the statement or Education, Health and Care Plan, sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the statement or Education, Health and Care Plan, names a school as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable to the child's special educational needs. In such case the local authority must review the statement annually.

SCHOOLS' DUTIES (AS NOTED BY THE LA)

All schools must also notify the Local Authority ***within 5 days*** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission 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.

Schools, including Academies and Free Schools, must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals in which they will inform local authorities of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. Schools must also notify the authority if a pupil is to be deleted from the admission register in certain circumstances. Pupils who remain on a school roll are not necessarily missing education but schools should monitor attendance and address it when it is poor. It is also important that pupils' irregular attendance is referred to the authority.

Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils and must ensure that they follow procedures for pupils' absences.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the school exclusions policy.

CHILDREN AT RISK OF MISSING EDUCATION

- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT families)
- Families of armed forces
- Missing children/runaways
- Children and young people supervised by the Youth Justice System
- Children who cease to attend a school
- Children transitioning from yr6 to yr7
- Pupils at risk of radicalization

APPENDIX 1

Children missing from suitable Education School Procedure

What do we mean by Children Missing from suitable Education (CME)?

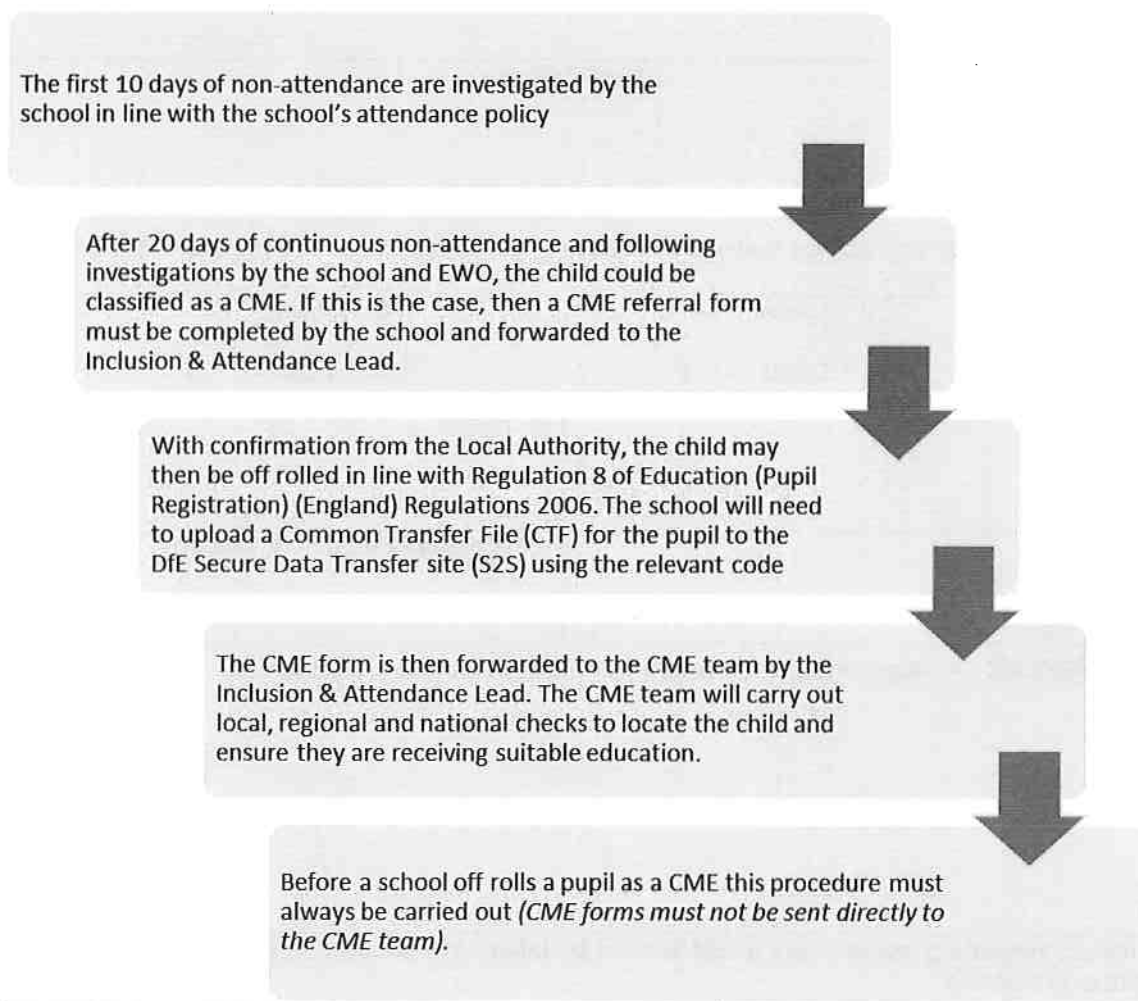
A compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home.

Why do children go missing from education?

There are a number of reasons, including:

- They don't start school at the appropriate time and so they do not enter the educational system
- They are removed by their parents for a range of reasons
- They cease to attend due to exclusion, illness or bullying
- They fail to find a suitable school place after moving to a new area
- The family move home regularly or there are problems at home

Procedure:



Any questions regarding CME please feel free to phone or email the CME team:
Generic CME inbox: cme@kent.gov.uk. 03000 412121 (ask for the Children Missing Education Team)

APPENDIX 2

EDUCATION AND YOUNG PEOPLE SERVICES
DIRECTORATE



CHILDREN MISSING EDUCATION REFERRAL FORM - CME

★ Any Professional or Member of the Public who is aware of a child of compulsory school age who does not appear to be on roll at a school or receiving appropriate education otherwise should complete this form and forward to:

Email: cme@kent.gov.uk OR Post: Children Missing Education, Sessions House, Maidstone, Kent ME14 1XQ

If this is a **SCHOOL** referral please complete both Sections 1 & 2 and send to your Area Inclusion & Attendance Lead.

1. CHILD DETAILS	SURNAME:		FORENAME:		DOB: / /			
	MALE/ FEMALE <input type="checkbox"/> Yes <input type="checkbox"/> No		UPN:		ETHNICITY:			
	CIC <input type="checkbox"/> Yes - Kent / OLA (please indicate placing Authority) <input type="checkbox"/> No		CP Plan <input type="checkbox"/> Yes <input type="checkbox"/> No		CHIN <input type="checkbox"/> Yes <input type="checkbox"/> No			
	CAF <input type="checkbox"/> Yes <input type="checkbox"/> No		Please inform us if there has been any referrals to Social Services or if there were any safeguarding concerns/issues:					
	Address:			New Address:				
	Date left this address: / /			Date moved to new address: / /				
SIBLINGS: Does the child have any siblings that you are aware of? (Please complete separate CME forms for each sibling being referred).								
1	Name:		2	Name:		3	Name:	
	DOB: / /			DOB: / /			DOB: / /	
Parent/carer details (including telephone numbers & emergency contact nos)			1 Mother		2 Father			
Last Known School:			GP Surgery details – if known:					
Date last attended and attendance percentage: / / %								
Details of Referral: - Please include as much information as you are aware of.								
Are there any issues regarding worker safety that should be taken into account in planning a response? Please give details						YES/NO		

Referrer's Details:	Name:		Job Title & Organisation/School	
Address & Contact Tel No:				
Print Name:		Date:		
<i>This information is used and disclosed in accordance with the statutory obligations of the authority. If appropriate it may be shared with other agencies in accordance with legislation including the Data Protection Act 1998 and the Children Act 2004.</i>				
IF SCHOOL REFERRAL PLEASE DETAIL ACTIONS TAKEN FROM 1 – 10 DAYS OVER LEAF				

2. IF THIS IS A SCHOOL REFERRAL – PLEASE COMPLETE THIS SECTION

ABSENCE DAYS 1 – 10 – Action taken by School

	Date	Outcome	Name and Designation
1 st day contact Letter to Parent/Carer			
Emergency number contact			
Informed SCS (CP/LAC) Where relevant			
Enquiries of wider school community eg staff, pupils, friends			
Check Pupil Records			

ABSENCE DAYS 10 – 20:

Referred to SLO	Yes / No	Date:	
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Signature: Head teacher	PRINT NAME	DATE

If this is a SCHOOL referral please now send to your Area Inclusion & Attendance Lead.

WK - Catherine Edwards SK - Heidi McGee NK - David Boyd EK - Melanie Higgins

3. FOR SCHOOL LIAISON OFFICER PURPOSES ONLY

SLO check list - to be completed for pupils who have gone 'missing' from school roll or where a forwarding address/school is not known.

2. Action taken by SLO	DATE	DETAILS & INFORMATION DISCOVERED
Home Visit:		Property empty: Y / N Checked neighbours: Y / N
Phoned parent/carer:		

Please complete with as much information as possible from your investigations prior to sending to CME Team.

Signature SLO : PRINT: Date:

Signature Area Inclusion & Attendance Lead: Date: