

# **Children Missing Education or Persistently Absent Policy**

**Policy approved by Headteacher: September 2023**

**Policy approved by Governors: October 2023**

**Policy review frequency: Every 2 years or in response to changes to legislation**

**Date of next review: September 2025**

## Introduction

Children missing education or being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. This policy explains our response to persistently absent pupils and children missing education in order to support identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker.

All staff will be alert to the signs of abuse and neglect including children who are absent or missing from education and report safeguarding concerns in line with our Safeguarding & Child Protection Policy and Keeping Children Safe in Education.

## Children Missing Education

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.

Children missing education are at risk of not achieving their full potential. These children also have the potential to be exposed to higher degrees of risk. Whenever a child is missing from education, the possibility of trafficking, sexual, criminal or commercial exploitation must be assessed. It is vital that all practitioners work together to identify and re-engage children missing from education as quickly as possible.

## Children Missing Education Definition

Children missing education refers to all children of compulsory school age (5-16yrs):

- Who are not on a school roll or receiving suitable education otherwise than at school (e.g. privately, electively home educated or in an alternative provision);
- Registered at a Coventry school but their family has moved without providing a forward address or details of a new school;

- Who are registered at a school but for a substantial period of time (usually agreed as ten days or more), have not attended school or alternative education without provision of reasonable explanation.

### **Children Absent for prolonged periods**

Barr's Hill School staff will be alert to understanding the reasons for any absence, reporting any safeguarding concerns to the Designated Safeguarding Lead, in line with our Safeguarding & Child Protection policy. However, it is particularly noted that repeated or persistent absence may be an indicator of abuse or additional support being required. A new or significant change in attendance even if it is not for prolonged periods or falls below 90% may represent a cause for concern and staff will be alert to any changes in circumstances.

Concerns may also relate to absence for parts of school days, not only being absent for an entire school day.

### **Persistent Absence Definition**

Persistent absence is defined as below 90%. Persistently absent students will be particularly monitored to ensure reasons for absence do not relate to an ongoing safeguarding concern.

### School Actions for Children Missing Education

- Daily attendance monitored by hub team after morning registration
- First day absence procedures followed for all students, text message, phone call, home visit (see attendance policy and CME flowchart).
- Social Workers or Key workers of vulnerable children will be contacted on day 1 of a child's absence from school. For example students who are Looked After, on a Child Protection or Child In Need plan or have other identified vulnerabilities, such as police notifications of Domestic Abuse with current Early Help services involvement. If there is any doubt as to whether a child may be at risk of harm, the Designated Safeguarding Lead will be consulted.
- After 5 days the Children Missing Education Team (CME) will be informed if no contact has been made with the family, having followed the normal absence process (text messages, phone calls, home visits).
- After a maximum of 10 days, the Children Missing Education Form will be completed and further advice sought.
- After 20 days, the Remove From Roll Checklist will be completed and advice will be sought from CME team. The child can only be deleted from the School's admission register, with the signature of the Head Teacher on the completed Remove From Roll checklist (see Appendix B).

### School Actions for Persistently Absent Children

- Daily attendance monitored by hub team after morning registration
- First day absence procedures followed for all students, text message, phone call, home visit (see attendance policy and CME flowchart).
- Social Workers or Key workers of vulnerable children will be contacted on day 1 of a child's absence from school. For example students who are Looked After, on a Child Protection or Child In Need plan or have other identified vulnerabilities, such as police notifications of Domestic Abuse with current Early Help services involvement. If there is any doubt as to whether a child may be at risk of harm, the Designated Safeguarding Lead will be consulted.
- Letters outlining the consequences of poor school attendance on educational outcomes, social and emotional impact and potential indicators of safeguarding concerns are sent out as below. These offer

avenues of support aswell as potential consequences such as Fixed Penalty Notices or prosecution:-

- Below 90% warning letter 1
- Below 90% warning letter 2
- Below 90% warning letter 3

### **Planned Moves out of Area/Country**

If parents inform the school that they are intending to move out of the area/country then the Planned Move form will be completed at the earliest opportunity and the CME team informed (see contact details below). The Designated Safeguarding Lead and the Head Teacher will be consulted and the Off Roll Checklist will ensure that where applicable a Local Authority or a specific school has taken over responsibility before removing from roll.

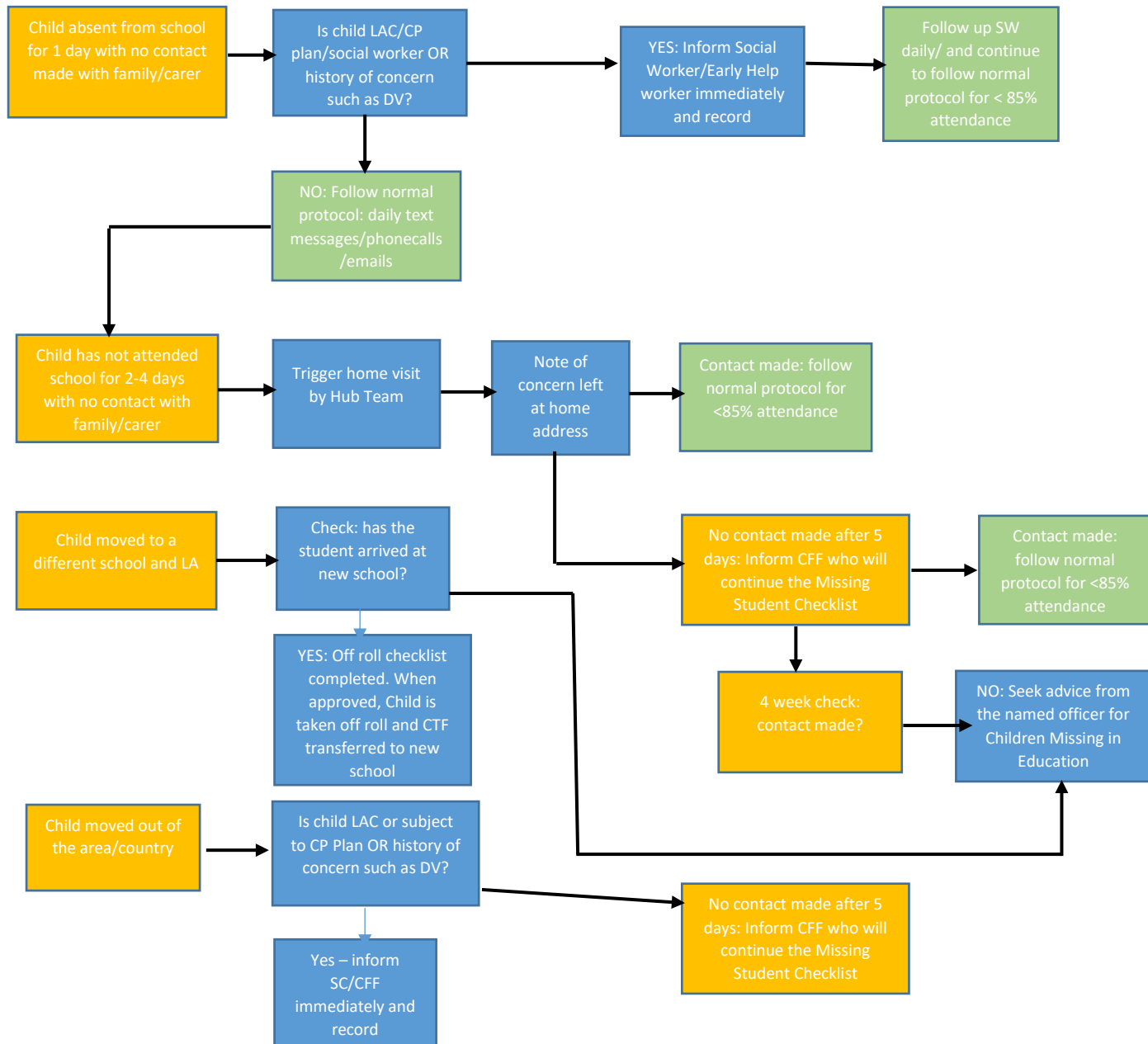
### **Children Missing or Absent from Home or Care**

It is noted that the statutory guidance on Children Missing from Home or Care states that “looked after children missing from their placements are particularly vulnerable”. It also highlights the importance of Local Authorities having risk management plans, the key driver of placement instability, and importance of

Safe and Well Checks and Return Home Interviews. The School will work in partnership with the relevant agencies to support all children, including Children who are Looked After (CLA).

Children who are not where they are expected to be, such as at home or at school, are considered absent and this also places them at increased risk of harm.

## Appendix A - Children Missing from Education or Persistently Absent– Flowchart



**Appendix B**



Barr's Hill School  
Radford Road  
Coventry  
CV1 4BU

W: www.barrshill.coventry.sch.uk  
E: schooladmin@barrshill.coventry.sch.uk  
T: 024 7623 4600  
@BH\_Coventry



**PLANNED MOVE FORM**

I am writing to explain that we must ask for the below to be removed from school roll from the date below

Name of children \_\_\_\_\_

Last Day at Barr's Hill School \_\_\_\_\_ (date)

Reason for removing from Barr's Hill School roll.

\_\_\_\_\_

I understand that if my circumstances change after the above date I must inform the Local Authority and Barr's Hill School so my children can be allocated a new school place.

I understand that it is the parent's responsibility to ensure that my children attend school every day. I understand that Barr's Hill School is obliged to pass my details to the Local Authority to ensure that school attendance and the safety and welfare of my child/ren is maintained

Parent/carer name \_\_\_\_\_

Signature \_\_\_\_\_

Relationship \_\_\_\_\_

Parental responsibility Yes/No

Contact numbers \_\_\_\_\_

New Home Address \_\_\_\_\_ New school arrangements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you are leaving the UK**

Date that you are leaving the UK \_\_\_\_\_ Flight/Coach Details \_\_\_\_\_

The reason why you are leaving \_\_\_\_\_

Who is the student traveling with \_\_\_\_\_



Appendix C - Remove from Roll Checklist

**OFF ROLL AUTHORISATION/CHANGES  
TO REGISTRATION STATUS FORM**

<b>Name of student:</b>		<b>DOB:</b>	
<b>Date of leaving:</b>		<b>Year group</b>	
<b>Reason for leaving:</b>			
<b>New School Name, Contact and telephone number.</b>			
<b>New School LEA Establishment No.</b>			
<b>Stage 1 to be completed by DSL</b>			
<b>Are there any Safeguarding/LAC/Social Care or Dual Registration issues.</b>			
<b>Written confirmation by new school attached</b>		<b>Written confirmation child is safe from LA</b>	
<b>Stage 2 To be completed by the Head and PA</b>			
<b>Authorised by Headteacher (sign)</b>			
<b>Notified Reception</b>	<input type="checkbox"/>	<b>CFT sent to new school and CPOMS</b>	<b>Yes/No</b>
<b>Notified ICT</b>	<input type="checkbox"/>		
<b>Notified Exams</b>	<input type="checkbox"/>		
<b>Notified Data</b>	<input type="checkbox"/>		<b>Date:</b>
<b>Notified Finance</b>	<input type="checkbox"/>		
<b>Notified SEN</b>	<input type="checkbox"/>		
<b>Update SIMs with leaving date and new school</b>		<b>Yes/No</b>	<b>Date:</b>
<b>Stage 3 To be completed by HUB</b>			
<b>Children Missing in Education completed and sent to LA (20 days before taking off roll)</b>	<b>Yes/Not applicable</b>	<b>Attendance backdated to leaving date</b>	<b>Yes/No</b>
	<b>Date:</b>		
<b>Once form is completely filled out and the correct stages followed, then all paper work need to be passed back to PA with any email correspondence/letters attached.</b>			





## **Appendix D CME Referral form**

[http://www.proceduresonline.com/covandwarksscb/p\\_miss\\_child.html#education](http://www.proceduresonline.com/covandwarksscb/p_miss_child.html#education)

Download form "Appendix 6" at the end of above webpage.

### **Local Authority Children Missing Education Team**

*Helen Fox-Williams*

*Senior Education Officer*

*Education Services*

*Coventry City Council*

*2476 786700*

*07908 211061*

[CME@coventry.gov.uk](mailto:CME@coventry.gov.uk)

**CME - School Referral Form**



Appendix A

<b>Children Missing from Education (CME) School Referral Form</b>
<b>Please provide as much information as possible in order to assist with our further investigations.</b>

We will use the information within this form to record, give advice and follow the Children Missing Education, statutory guidance for local authorities. As part of this, the local authority may need to share your information provided with other Local Authorities and services. Any other information provided subsequently, whether by meeting, phone, fax or mail, might also be used for this purpose. More information on how we handle personal information and your rights under the data protection legislation can be found in the local authority's Privacy Notice.

**Section 1**

Name of School	Contact person in school	Position
Contact details:		
Date form completed:		

**Section 2**

<b>Pupil Details:</b>		<b>Address:</b>	
Forename		<b>Last known address</b>	
Middle Name(s)			
Surname		<b>Previous Addresses</b>	
DOB			
Alias			
Unique Pupil Number			
Unique Identification Number			
Gender			
Year Group			
Ethnicity			
Date child last attended school:			
Does the child speak English?			
<b>Sibling details:</b>			
<b>Name</b>	<b>DOB</b>	<b>Address</b>	<b>School</b>
Do you consider these children to be CME cases as well?      YES / NO			

**Section 3**

<b>Parent/carer details: ( Please include all contact information held by the school)</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Contact details:</b>	
<b>Landline:</b>	
<b>Mobile:</b>	
<b>E-mail:</b>	
<b>Family's first/home language:</b>	
<b>Is an Interpreter required?</b>	

<b>Parent/carer details: ( Please include all contact information held by the school)</b>	
<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Contact details:</b>	
<b>Landline:</b>	
<b>Mobile:</b>	
<b>E-mail:</b>	
<b>Family's first/home language?</b>	
<b>Is an Interpreter required?</b>	

<b>Other contact information held by School: Relatives etc</b>	
<b>Contact 1: Name, Address &amp; telephone number</b>	
<b>Contact 2: Name, Address &amp; telephone number</b>	
<b>Other Agency Details:</b>	

**Section 4**

<b>Is this child:</b>	
A Looked After Child?	YES/NO
Gypsy, Roma or Traveller?	YES/NO
A Refugee or Asylum Seeker?	YES/NO
Living in temporary accommodation	YES/NO

Subject to a Child Protection Plan?      YES/NO
An open case to Children's Social Services YES/NO
Name of Social Worker:

**Section 5**

What are your concerns for the welfare of this child as a result of this referral including attendance and behaviour?
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Do you have any reason to be concerned that any of the following may be relevant in this case? (If answered Yes please give details)
Risk of child sexual exploitation (CSE) YES/NO
Risk of child being missing/running away from home. YES/NO
Risk of child trafficking. YES/NO

**Section 6**

What is the primary reason for referring this child to your CME?	Please indicate as appropriate.
Child has failed to take up a place at your school	
Child's whereabouts are unknown	
Parent is fleeing domestic violence	
Child/ family is reported to have left the area	
Child is reported to have left the UK with/without parents / carers (please complete section 8)	
Child has failed to return from an agreed holiday in term time	

Child has failed from an unauthorised holiday in term time	
Parents have taken child out of school for an extended period without school agreement	
Child has failed to return after summer holidays and whereabouts are unknown.	

### Section 7

<b>Prior to submitting CME paperwork, School to:</b>	<b>Please indicate as appropriate.</b>
Ask the friends of missing pupils for any current information	
Check emergency contact number	
Check free school meals database	
If a voluntary aided school, check with the priest	
Check records to see if there are siblings at another school - ring school	
Check with the School Nurse	

<b>A home visit must be undertaken before this form is submitted. Please provide full details of any contact/attempted contact with the family.</b>

### Section 8

<b>Information required for children leaving / left the UK</b>	
Please try and provide as much of the following information as possible, especially in cases where you have an indication of an intention for the family/child to leave the UK. Please give consideration to the possibilities of forced marriage, that those presenting themselves as parents/family/carers are not genuine, child trafficking, child sexual exploitation or that the child (ren) may not be leaving the country as reported.	
Proposed date of departure from UK	
Actual date of departure (if already left)	
Point of departure- airport, coach station etc.	

Time of departure	
Flight numbers and name of airline	
Have you seen copies of the tickets?	
Please attach copies of tickets if possible	
What country are they returning to?	
<b>Who is leaving the UK (please tick all that apply)</b>	
Mother	
Father	
Other siblings that are not part of this referral	
Extended family (please give details)	
<b>If child (ren) is not leaving with parent(s) who is accompanying them?</b>	
What is their relationship to the child?	
Why is / are the parent (s) not leaving with the child (ren)?	
<b>Who will be caring/ responsible for the child (ren)</b>	
Please obtain	
Name	
Relationship to the child:	
Address:	
Contact number:	
Email:	
<b>Details of school(s) child (ren) will be attending or applying to</b>	
Address:	Email:
Contact Number:	Website:
Do you have any concerns re any of the following:	
Safety of the child(ren):	YES/NO
The reason given for leaving the UK:	YES/NO
That the information given is not accurate	YES/NO

Please submit this form to: [CME@Coventry.gov.uk](mailto:CME@Coventry.gov.uk)

Education Entitlement  
Floor 9  
Friargate  
02476 975434