

# Children Missing Education Policy

**Policy approved by Headteacher:**

**Policy approved by Governors:**

**Policy review frequency: Every 2 years**

**Date of next review: July 2022**

## 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.

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

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. These risks could include engagement in anti-social or criminal behaviour, social disengagement and exploitation. Whenever a child is missing from education, the possibility of trafficking, sexual, criminal or commercial exploitation must be assessed. A child going missing from education is also a potential indicator of abuse or neglect. It is vital that all practitioners work together to identify and re-engage children missing from education as quickly as possible.

### 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).

## School Actions

The Children Missing Education flowchart, Planned Move Form, Remove from Roll Checklist and LA Missing Children Form are in the Appendix and will be used as part of the following process:-

- 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).
- Students who are Looked After, on a Child Protection plan or have other identified vulnerabilities, such as police notifications of Domestic Abuse with current Early Help services involvement, the social worker/key worker will be informed of absence and any concerns, after period 1 register is taken. 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. 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).

## 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 Off Roll Checklist will ensure that either a Local Authority or a specific school has taken over responsibility before removing from roll.

## Children Missing or Absent from Home or Care

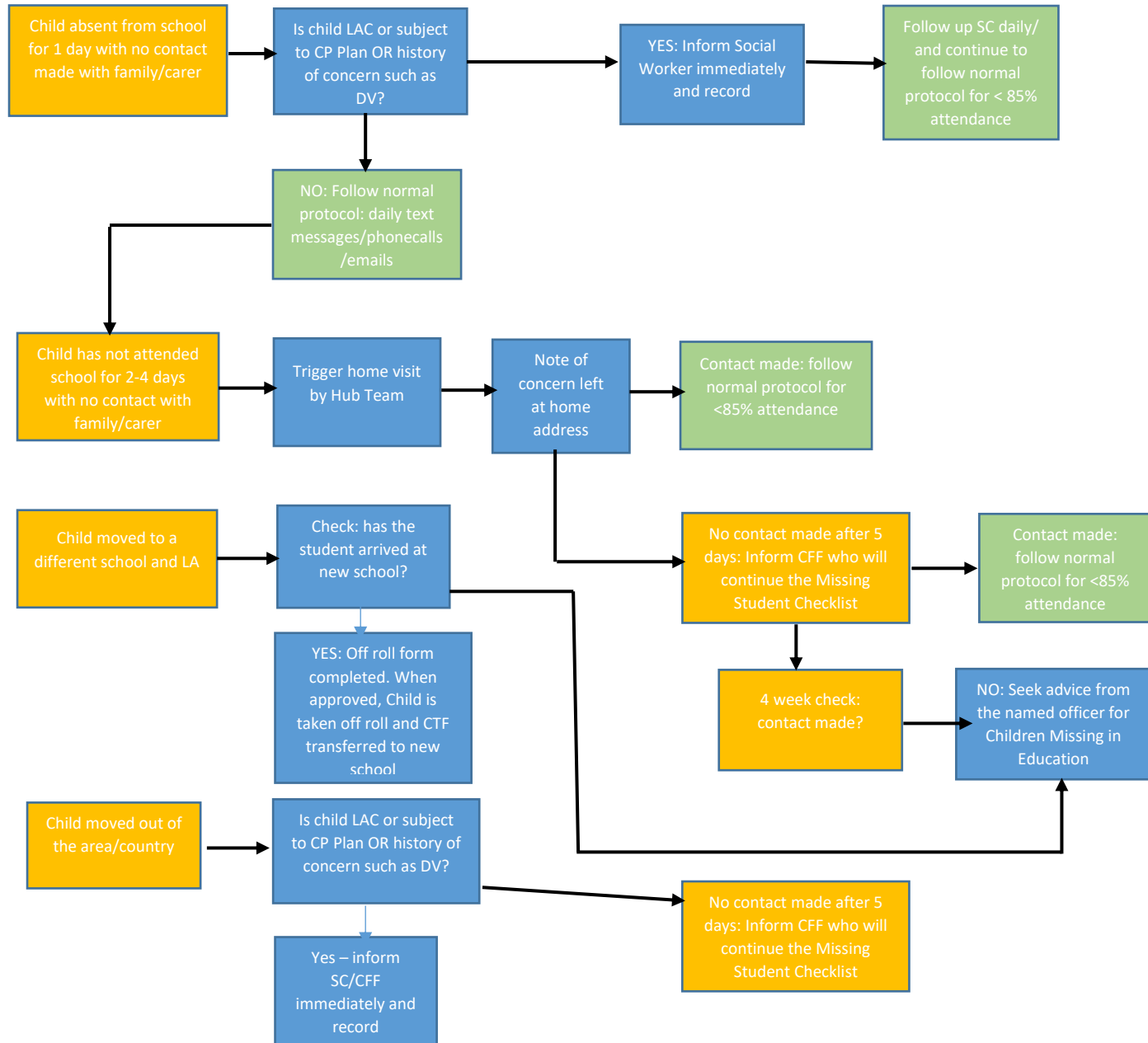
It is noted that the statutory guidance on Children Missing from Home or Care states that "looked after children missing from their placements are particularly vulnerable". It also highlights the importance of Local Authorities having risk management plans, the key driver of placement instability, and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



**Appendix B**



Radford Road, Coventry, CV1 4BU

Tel: 024 7623 4600

Fax: 024 7623 4609

Email: schooladmin@barrshill.coventry.sch.uk

Website: www.barrshill.coventry.sch.uk

Head teacher: Mr C Jupp

**PLANNED MOVE FORM 2020-21**

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

Name of children .....

Last Day at Barr's Hill School .....

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 .....

Email .....

New Home Address .....

New school arrangements.....

**If you are leaving the UK,**

**Date that you are leaving the UK:** ..... **Flight details:**.....

**The reason why you are leaving:** .....

**Who is the student traveling with:** .....

**Appendix C - Remove from Roll Checklist**



**2020-21 Version**

**OFF ROLL CHECKLIST**



<b>NAME OF STUDENT</b>		
<b>D.O.B.</b>		<b>Year</b>
<b>DATE OF LEAVING</b>		
<b>REASON FOR LEAVING</b>		
<i>To be completed by DSL</i>		
<b>Are there and Safeguarding/LAC/Social Care or Dual Registration issues?</b>		
<i>For Hubs to complete</i>		
<b>New School Details &amp; Confirmation in writing from the necessary School</b>		
<b>Date Children Missing in Education form completed &amp; sent to LA</b>		
<b>New LA confirmation in writing that Child is safe?</b>		
<b>New Home Address &amp; (expected) date</b>		
<b>AUTHORISED BY HEADTEACHER</b>		
<b>Date Student details updated in SIMS.NET &amp; removed from roll (inc new address, date living there or expected, new school info if known)</b>		
<b>Attendance backdated to leaving date</b>		
<b>All Staff Email sent</b>		
<b>Hub posted school file</b>		
<b>CP File secure arrangements (if required)</b>		
<b>CTF file sent:</b>		
<b>New School Name &amp; Contact No.</b>		
<b>New School LEA Establishment No.</b>		
<b>Process Complete</b> <i>(pass to Head's PA for sign off by Headteacher)</i>		





## **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)



**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		Last known address	
Middle Name(s)			
Surname			
DOB			
Alias		Previous Addresses	
Unique Pupil Number			
Unique Identification Number			
Gender			
Year Group			
Ethnicity			
Date child last attended school:			
Does the child speak English?			
<b>Sibling details:</b>			
Name	DOB	Address	School
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	



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