



Directorate of Children and Families

Children Missing Education

School Procedures

Document Identification and Versioning

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1. Rationale

This guidance outlines the procedures followed by Redcar and Cleveland Borough Council to locate, monitor and track children who are at risk of becoming lost in the education system.

Redcar and Cleveland Borough Council is committed to ensuring that:

- All pupils who go missing or are lost from schools in Redcar and Cleveland and move to other areas are speedily located;
- Assistance is given to other local authorities in locating their own missing children should they have believed to have moved into Redcar and Cleveland.

2. Procedures

When a child is taken off the school roll it must be done in accordance with the Pupil Registration Regulations 2006. Since September 2009 safeguarding has been a limiting judgement in Ofsted inspections and one area that will be considered as part of the inspection process is that schools follow procedures for removing pupils from the school roll.

When parents inform school that the family are moving, schools should ask for the new address, confirm the exact date of the move and the name of the school the child is to attend.

When a child is removed from a school's roll the school must inform the local authority by including the pupil on the weekly **AWS Return** (Appendix 1). This will enable the CME Officer to follow up the case and ensure the child has been admitted to a new school.

Under no circumstance should a school remove a pupil from the school roll without securing confirmation that the pupil has commenced at their new school. When school are unable to confirm the new education provision for the pupil, a referral should be made to the Attendance & Welfare Service (**for those who buy into AWS**) / School Attendance Officer. The Attendance & Welfare Service will then work with school to try and identify the child's current whereabouts or destination. If the child is not found they will refer to the CME Officer by completing CME01 (Appendix 2) and CME02 (Appendix 3). The child's name will then be entered onto the Children Missing Education Database, which is held centrally in accordance with the Local Authority Children Missing from Education Procedural Guidance. This information is reviewed and updated on a weekly basis.

For those schools/academies who deal with their own Attendance & Welfare, they should carry out all the checks using CME01 form to ensure that all children removed from the school register are, in accordance Regulation 8(h)(iii) of the Education (Pupil Registration) Regulations 2006 and if the child is still not located a referral should be made to the CME Officer using forms CME01 and CME02.

If the child is subject to a Child Protection Plan or at any stage during enquiries, if information comes to light that raises child protection/ safeguarding concerns a referral should be made to Social Care and/or the Police.

The CME Officer monitors pupils who have been removed from roll to ensure that the legislation is followed and that no pupil is allowed to go missing from education.

The CME Officer tracks pupils removed from roll, to ensure that they are admitted to another school or alternative education provision either within Redcar and Cleveland or another area.

3. School to School (s2s) Guidance for Schools

When a pupil transfers from your school and you do not know which school they have gone to, please create a Common Transfer File (CTF) using XXX for the destination Local Authority and XXXX as the destination school number and upload it. Each file should hold information on only one pupil.

The regulation is that pupils can only be removed from the register if they have been continuously absent for a period of 4 weeks (20 school days) or more. The school should only do this after consulting with the Attendance & Welfare Service or CME Officer, as the school and the local authority are required to make reasonable enquiries to locate pupils before removing from the register. *This is a statutory requirement (The Education (Pupil Information) (England) Regulations 2000).* The week that the child's name is removed from roll, an entry should be made on the **AWS Return**. The form should be returned to the **CME Officer** on a weekly basis and nil returns should also be recorded.

Schools should be aware of the importance of notifying the AWS/CME Officer if the child's previous school should not be notified of the destination school (e.g. when a family is escaping a violent partner).

When a pupil moves to a non-maintained school or one outside England and Wales then MMM MMMM should be used as the destination code. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school. **Exceptions** are Non Maintained Special Schools, Service Children's Schools or other schools which can be identified via Edubase2 (<http://www.education.gov.uk/edubase>). Each file should hold information on only one pupil

If the destination school is not using s2s then a CTF transfer file uploaded onto s2s to go to that school will be rejected; in that case please use MMM MMMM for the destination. Each file should hold information on only one pupil.

If a pupil arrives in your school and you do not know the previous school, contact the CME Officer, who will be able to search the database for a matching record using gender, names or former names and date of birth and forward it to your school. School users cannot search the missing pupil (s2s) database.

In the unlikely event that a child joining a Redcar and Cleveland school without that school receiving a CTF file from the child's previous school, and where the parents are unable or unwilling to give information about the previous school, then the Redcar and Cleveland school should contact the CME Officer and request that the Lost Pupil Database is searched for a matching record using name or former name, date of birth and/or gender.

Redcar and Cleveland Borough Council recognises that these procedures will only operate effectively if all Redcar and Cleveland schools are committed to adhering to the principal that every time a pupil joins or leaves a school, a CTF must accompany them.

The LA will ensure all Redcar and Cleveland schools are

- Made fully aware of their responsibilities in relation to missing pupils
- Properly supported to meet these responsibilities.

Should a pupil leave a Redcar and Cleveland school in order to be home educated by their parent/carer the school, on receiving written confirmation of the parents intentions, should send a copy of this to the Elective Home Education Officer in accordance with Redcar & Cleveland's Elective Home Education Procedures.

The pupils name should then be removed from school roll in accordance with Regulation 8(1)(d) of the Education (Pupil Registration) Regulations 2006. Further information regarding CTF transfers can be found at www.education.gov.uk

Appendix 1

AWS Return

Weekly return for pupils admitted to and removed from school roll

SCHOOL:..... WEEK ENDING:.....

1. Children admitted

Name	DOB	New home address	Previous home address and last school attended

2. Children removed from roll (area/school transferring to must be recorded)

Name	DOB	Previous home address	Previous home address and last school attended

Head Teacher..... Date:

Please return to:

CME Officer, Cooper Centre, Beech Grove, South Bank. TS6 6SU

Email: CME@redcar-cleveland.gov.uk

Appendix 2

CME 01

CHILDREN THOUGHT TO HAVE LEFT THE AREA CHECKLIST

This checklist is to be completed by the AWS team/School Attendance Officer in all cases where it would seem that a child has moved from the area, and the school at which the child is currently registered has not been informed of either a new address of school.

Name of child:.....

School:.....

		Date(s)/times	Action by	Response/result (Where appropriate name person/s)
1	All possible whereabouts checked with staff & pupils			
2	Pupil's emergency contact numbers checked			
3	AWS/School Attendance Officer to check with any known extended family and neighbours			
4	Central EMS database checked (via School Admissions/CME Officer)			
5	Checks made with other agencies involved with pupil e.g Social Care, Children's Services, Police, GP, Health Visitor, School Nurse.			

If, after completing the above checks, the child's whereabouts are still not determined please complete CME02 (CME Referral) and forward, along with a copy of this form to the CME Officer.

Please return to:

CME Officer, Cooper Centre, South Bank. TS6 6SU.

Email: cme@redcar-cleveland.gov.uk

Appendix 3

CME 02

CHILDREN MISSING FROM EDUCATION REFERRAL FORM

This form should be completed by professionals undertaking an assessment or who are aware of a child of compulsory school age who does not appear to have a place at a school or other provision arranged by the Local Authority. For additional help and guidance please contact the LA's CME Officer Tel: 01642 837721

Child's Forename:		Child's Surname:	
Date of Birth:		Gender Male/Female	
Name of parent/carer:			
Relationship to child:			
Address:			
Telephone No:			
Mobile No:			
School:		Year Group:	
Child's previous address if new to area:			
Reason for referral:			
Are other professionals involved with the family. Is the child looked after or do they have a Child Protection Plan?			
Contact Name:	Agency:	Contact number:	
Do you know if this child has a Statement of Special Educational Needs / Education Health Care Plan?			
PLEASE COMPLETE REFERRER DETAILS OVERLEAF:			

Name of referrer:	
Agency:	
Position held:	
Date of referral:	
Contact telephone number:	

Name:..... (referrer)

Signed

Date:

Once completed please post or email to CME Officer

Post: Cooper Centre, Beech Grove, South Bank. TS6 6SU

Email: cme@redcar-cleveland.gov.uk

OFFICE USE ONLY

Date referral received:	
Date referral recorded on CME register:	
Date acknowledgment sent to referrer:	