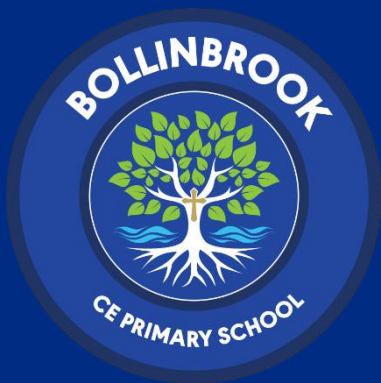




CHILDREN MISSING EDUCATION POLICY

'...like a tree firmly planted by streams of water which yields its fruit...'

Psalm 1v3

Bollinbrook CE Primary School Children Missing Education Policy

Recommended by	Cheshire East Council (2015)
Approved by	Governing Board
Approval Date	September 2026
Version Number	5
Review Date	September 2028
Legal Status	

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
2	August 2021	September 2021	L.Le Marinel	Policy Review
3	August 2022	September 2022	L.Le Marinel	Policy Review
4	August 2024	September 2024	L.Le Marinel	Policy Review
5	August 2026	September 2026	L.Le Marinel	Policy Review

Mission Statement

... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3

At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.

Policy, procedures and protocol for children missing education or not receiving a suitable education

This guidance does not replace the Local Safeguarding Children's Board's Child Protection Procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns should be observed at all times.

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Children Missing Education Policy

1. Introduction

Cheshire East Local Authority (LA) is committed to ensuring every child is safe, healthy, enjoys and achieves, is able to both make a positive contribution and achieve economic wellbeing. There is common agreement that this can best be achieved if all agencies work collaboratively. Children who are not receiving suitable education are potentially exposed to higher degrees of risk, and this can include engagement in anti-social or criminal behaviour, social disengagement and/or sexual exploitation.

1.1 Cheshire East's Policy for Children Missing from Education

Cheshire East LA and its partners are committed to ensuring that:

- there are secure procedures and monitoring systems in place for ensuring that all children 0-16 are known to health and children's services
- partner services will bring any children and young people who they support to the attention of Cheshire East's nominated person for Children Missing Education when such children are not attending/accessing education or training
- there are secure arrangements for sharing information when children and young people aged 0-16 move across locality areas, including unknown destinations.

1.2 This policy recognises the importance of reducing the risk of children missing from education, and it is envisaged that this will be best achieved by establishing, implementing and maintaining the following:

- Awareness raising with partner agencies and the general public regarding our need to know about any children missing from education – this to include publicising details of the LA's nominated person for Children Missing from Education
- Procedures for making prompt referrals to Children Missing Education within the Education Welfare Service
- Procedures to identify and locate children who go missing from education through liaison with the other services and agencies who are most likely to come into contact with such children
- Procedures to identify children missing education through liaison with other LAs and access to national databases, e.g. the UK Border Agency's North West Intel Operation Unit and DfE 'missing pupils' on s2s
- A regularly updated central register of all local children known to be missing from education
- Procedures to re-engage missing children & young people, with appropriate educational provision

2. Duty to Identify Children Missing from Education

2.1 The Education and Inspection Act 2006 places a duty on local authorities to have in place arrangements that will identify children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age (5-16) who are not on a school roll and are not receiving suitable education.

2.2 “Children missing from education” in this document refers to all children of compulsory school age who are not on a school roll, nor being electively home educated or educated in the independent sector. It also refers to any child whose name will be deleted from a school admission register (after the school and Local Authority have made reasonable enquiry to locate the pupil) because they have continuous unauthorised absence from school for a period of 20 school days; pupils who leave a school and future provision is unknown; and those who fail to return from extended leave within 10 school days.

2.3 The LA is expected to put in place arrangements for joint working and appropriate information sharing with other agencies and LAs which come into contact with families and children. It is often the case that another agency is aware of the arrival or the existence of a child living in the area but not in education, before the Local Authority is aware. In Cheshire East we believe that Multi-agency working brings together practitioners from different sectors and professions to provide an integrated way of working to support children, young people and families.

2.4 Multi-agency working provides benefits for children, young people and families because they receive tailor-made support in the most efficient way. The benefits of this include

- early identification and intervention
- easier or quicker access to services or expertise
- improved achievement in education and better engagement in education
- better support for parents
- children, young people and family's needs addressed more appropriately
- better quality services
- reduced need for more specialist services.

2.5 In Cheshire East the Common Assessment Framework is a key part of delivering frontline services that are integrated and focused around the needs of children and young people.

2.6 The following are the relevant agencies who are seen as key partners in ensuring that children in Cheshire East do not go missing from education (this list is not exhaustive).

- Education Welfare Service

- Maintained, Academies and Independent schools
- Early Years providers
- Alternative Education providers
- Elective Home Education Consultant
- Accident and Emergency Departments
- Health
- Social Care, Safeguarding Children In Education and Child Protection Team
- Hostels and refuges
- Asylum and refugee support groups
- Police
- Youth Offending Service
- Housing
- Benefits agency
- Council for Voluntary Services
- Admissions/Appeals and School organisation
- Cheshire East Youth Support Service (YSS)
- Cheshire Gypsy & Travellers Voice

- 2.7 In order to ensure all children in Cheshire East are receiving an education, it will be necessary to regularly raise awareness with all stakeholders of the importance of missing children and remind agencies of the need to notify the Local Authority if they suspect that a child is missing from education.

In the Victoria Climbié Inquiry Report, Lord Laming recommended that “Front line staff in each of the agencies which regularly come into contact with families with children must ensure that in each new contact, basic information about the child is recorded. This must include the child’s name, address, age, the name of the child’s primary carer, the child’s GP and the name of the child’s school if the child is of school age”. If it becomes apparent that no arrangements are in place for the child/young person’s education details should be passed to Cheshire East’s Children Missing Education team.

3. Children who go missing

- 3.1 Children can go missing from education for a variety of reasons. These ‘identified’ reasons have helped the LA to put in place a robust tracking system to (i) check that appropriate educational provision is in place and (ii) ensure the safety and welfare of potentially ‘missing’ children.

3.2 The diagram below illustrates some of the major reasons for children going missing from education



3.3 Below is a list of children who are likely to go missing from education. This list is not exhaustive.

- Fail to start school at Reception entry, hence never entering the Authority's system.
- Transfer between Local Authorities
- Cease to attend for an unknown reason and the whereabouts of the child/young person cannot be established.
- Fail to complete transition at:
 - Key Stage 1 to 2 (infants to juniors); or
 - Key Stage 2 to 3 (primary to secondary)
- Young people who have committed criminal offences
- Children living in women's refuges/escaping domestic violence or families who have to move quickly under the Police Protection Witness Scheme
- Children in homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed & Breakfast accommodation
- Young runaways
- Children with long-term medical or emotional health problems
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families
- Cared for Children within Cheshire East
- Children from Gypsy/Roma/Traveller background
- Young carers
- Children from transient families, i.e. children who have experienced high levels of mobility between different education providers, as they move from area to area
- Teenage mothers
- Children excluded from school
- Children in private fostering arrangements

- Children informally excluded from school and/or those placed on long-term part-time timetables
- Children taken off roll following a lengthy absence due to an extended family holiday taken in term-time or not returning to the UK*
- Children entering or leaving the independent schools sector
- EC nationals who have the right of abode in the UK – this now includes a significant number of asylum seekers granted status by other EC countries and who have subsequently moved to the UK
- Young people who have come from abroad to live in the Borough including potentially sex trafficked young people

**this could include forced/arranged marriages*

NB: Please refer to the Local Safeguarding Board Multi Agency Protocol for children and young people who run away or go missing from home or care Reconstruct Online Procedures

<http://www.cheshireeastlscb.org.uk/pdf/pan-cheshire-missing-from-home-protocol.pdf>
<http://www.cheshireeastlscb.org.uk/docs/pan-cheshire-mfh-joint-protocol-2015-appendices.doc>

4. Process for monitoring children who cease to attend school

4.1 The Education (Pupil Registration) (England) Regulations 2006 requires all maintained schools to notify the Education Welfare Service before deletion from the school roll of:

- Any pupil whose parents have advised the school in writing that they intend to electively home educate.
- Any pupil, the destination of whom is unknown, that no longer resides within reasonable travelling distance from the school at which he/she is registered.
- Any pupil who does not return to school following leave of absence.
- Any pupil certified as unlikely to return to school for health reasons, before the pupil ceases to be of compulsory school age.
- Any permanently excluded pupil.

4.2 Additionally all maintained schools must advise the CME Officer:

- If the whereabouts of a pupil cannot be established after reasonable enquiry (demonstrated by actions – recorded home visits, letters, conversations with friends and neighbours) by the school,
- the school should follow with the agreement of the Local Authority the school to school (s2s) procedure at [School to School \(s2s\) - The Department for Education](#) section 9 'Lost' pupil.
- Of all pupils who have ten days continuous unauthorised absence from school.

(Appendix 1)

5. Processes and Procedures to be followed

5.1 To limit the opportunity for children to go missing when they fall out of the education system, a range of systematic processes and procedures have been developed. As children missing education may raise potential child protection issues, schools should always follow the agreed processes and procedures.

5.2 The implementation of these procedures and guidelines is aligned within the 'Golden Thread', which is a term that explains how Cheshire East Council links together individual, team and service priorities and achievements to the overall objectives of the council. ([Appendix 6](#))

These procedures and processes include:

- procedures to ensure referrals are made to the CME Co-ordinator within EWS who maintains an updated central register of all children missing education ([Appendix 10](#))
- procedures to identify and locate children missing education through liaison with other services and agencies most likely to identify such children
- procedures to re-engage those missing, with appropriate educational provision through a lead agency, key worker and action planning process
- procedures to identify children missing education through liaison with other LAs and access to national School to School database (s2s)
- developing existing systems to identify those at risk of becoming children missing education
- raising awareness, through publicity/local authority communications, to the general public regarding children missing education and every child's right to an education ([Appendices 7 and 8](#))

6. Stage 1 -Monitoring attendance in all educational provisions

The process by which the local authority tracks children who may cease to attend the registered provider.

All schools and alternative providers are required to have systems in place for monitoring attendance in order to safeguard the welfare of all children.

6.1 Schools should make appropriate referrals to CME within the EWS using the threshold criteria agreed. The law requires every school to report on continuous pupil absences of more than 10 school days where the reason for the absences is unknown (Regulation 12(1)b Education (Pupil Registration) Regulations 2006). The referral form can be found on the intranet under Education Welfare/Children Missing Education and click on the online form.

6.2 Schools can remove from the school roll if the pupil was referred to CME on receipt of appropriate evidence. If there is no information as to the whereabouts of the child, the schools **cannot** remove the pupil from roll until all enquiries as to the whereabouts of the child or young person have taken place over a period of 20 school days. If this process has not been followed schools will be required to reinstate pupils

back on to their school roll. [\(Appendix 10\)](#)

If the new address of a family is known in another area of Cheshire East, the child must not be removed from roll until taken onto the roll of another school.

- 6.3 When a parent/carer informs the school that their child is leaving their current Cheshire East school for a known destination and identified education provision the school has a statutory requirement to send a common transfer file (CTF), electronically, to the receiving school within 15 school days of deletion of the pupil from the school roll.

The current school should check that the CTF is downloaded and accepted by the receiving school. The current school should contact the receiving school if this does not happen within 2 days of the file being sent. The full school information should be replicated on the SIMS system and if you have had phone or email contact to confirm child's whereabouts the word 'CONFIRMED' should be in the information. [\(Appendix 3\)](#)

If the pupil has not arrived at the receiving school the current school should notify Children Missing Education within the Education Welfare Service.

- 6.4 Schools should only delete a child's name from the register according to criteria laid down in the Education (Pupil Registration) Regulations 2006 (Regulation 8). Schools must keep evidence that supports both the reason and the date that a pupil has been removed from the roll, full name of pupil, address of any parent with where child normally resides and the grounds upon which deletion is made (Regulation 12(3)). Schools must retain written documentation for all pupils moving to other schools in order to demonstrate their whereabouts and justify their removal from the roll.
- 6.5 Where a child is due to start school or transfer school and does not arrive (for example, Reception, years 6/7) the school should try to make contact with the parent. If the school receives no response within a week, they should contact the Admissions Department to find out if the child is registered elsewhere. After two weeks of a child not attending school, the school should refer to CME within EWS via electronic form on the Cheshire East website, [Online CME Form](#) in the normal way. However it is good practice for schools to make investigations within the first week. Where child protection concerns exist or a social worker is involved, the school must contact Cheshire East Consultation Service (ChECS) immediately.

7. Stage 2 - Receiving details

- 7.1 *The process by which the local authority is notified about a child missing, or at risk of missing education:*

Notification can be received from within the local authority, other agencies, and the general public and from children. Local authorities outside Cheshire East are an additional source of information.

It is the responsibility of all agencies to alert CME within EWS where they believe a child is neither on a school roll or receiving education through an alternative provider. [\(Appendix 9\)](#)

The CME team will investigate the enquiry and respond to the referrer when enquiries are complete either by telephone or e mail to let them know the outcome.

Whichever route the information comes through, it is the responsibility of the CME team to:

- ensure accurate compilation of data and actions related to identifying children and young people missing education
- co-ordinate casework, contributing to assessments to determine appropriate provision for a child or young person
- consider using the CAF as a holistic assessment tool, as relevant

7.2 Children Missing Education Administrator to:

- undertake the tracking process of children and young people when their whereabouts are unknown
- oversee, and ensure the maintenance and updating of the Children and Young People Missing Education database

7.3 Named Children Missing Education Officer in the CME team within EWS to:

- liaise closely with the CME administrator, requesting reports as appropriate
- provide relevant data for Senior Officers and Local Safeguarding Board on a termly basis and produce an annual report.

Agencies, the general public, children and young people can contact the CME team within the EWS by telephoning:

01270 685943

8. Stage 3 - Identifying a Child as Missing Education

The process by which the local authority determines that the child or young person is not registered with an education provider.

- 8.1 When an online referral form is submitted by school or member of the public, the CME administrator will check the centrally held database for any details.

[Online CME Form](#)

(Checks will also be made with Schools Admissions and the Elective Home Education register.)

Parents have a duty to ensure their children receive a suitable full time education either by regular attendance at school or otherwise (section 7 of the Education Act 1996).

Some parents decide, as they are entitled, to provide suitable education by educating their children at home. The parents have no responsibility to inform the local authority if the child is not of statutory school age.

- 8.2 If the child's name is referred to CME within EWS as a child who may be missing education, then the 'Children not on school roll' procedures will be followed. [\(Appendix 4\)](#)

If the child is identified as receiving home education, the CME team will pass details onto the Elective Home Education (EHE) Consultant.

- 8.3 When parents withdraw their child from school to home educate, the name of the child can only be deleted from the admissions register of the school where the parents inform the school in writing (Section 8(1)d of The Education (Pupil Registration)(England) Regulations 2006 No. 1751). It is then the duty of the school to inform the local authority through their EWO/EHE consultant.

In Cheshire East the EWS inform the EHE Consultant of any families considering the option of home education. If appropriate the EWS and EHE Consultant carry out joint visits to a family which are considering EHE. [\(Appendix 5\)](#)

- 8.4 Although children with statements of Special Educational Needs can be home educated, the Local Authority remains responsible for ensuring that the needs on the statement (EHCP) are met. The statement/EHCP must stay in force and the local authority must ensure that parents can make suitable provision, including providing for their child's special educational needs.

The EHE Consultant has a duty to inform the EWS where they find the provision of education by the parent unsatisfactory. The EHE Consultant will liaise with relevant agencies to facilitate transition back into education.

9. Stage 4 - Identifying a child or young person at risk of Missing Education

The process by which the local authority determines that the notified child is registered with an education provider but is at risk of going missing.

- 9.1 Children who are developing poor attendance levels will be identified through schools own practice of regularly monitoring and analysing their attendance data; appropriate referrals will then be made to EWS.

Cheshire East has a range of procedures in place which identify and support children and young people who are at risk of going missing from education. Multi agency partners are committed to using the CAF to draw support together; and, where children are identified as at risk of going missing the CAF would be used as an early intervention. [CAF One Minute Guide](#)

Outlined below are some of those groups of children who are recognised as at risk of going missing from education and the systems currently in place to minimise the risk.

9.2 Children on roll of alternative providers, e.g. early college placements, extended work experience.

Effective monitoring systems are required between school and the provider and referrals made to the EWS where there are concerns about attendance. Where schools have bought the services of the external provider to support the monitoring of extended work experience placements, the partnership will inform the EWS of the names of children on placements and any concerns about non-compliance with the extended work experience protocol by schools.

9.3 Children living in Women's Refuges

Arch (North Staffs) and Cheshire Without Abuse are both independently run charities. However they both liaise with Admissions within 2 weeks of the family arriving at the relevant Refuge to ensure the children's access to educational provision. They liaise with EWS about any concerns or issues through their usual referral processes.

9.4 Children of homeless families living in temporary accommodation

Within Cheshire East there are a number of local housing associations with which the EWS liaise, to identify and secure the education of children who may be living in council accommodation, private housing accommodation, temporary housing or homeless units. Cheshire East EWS will continue to promote and encourage communication and co-operation between themselves and these partner agencies.

9.5 Children who have committed offences

Those at risk of going missing from education or who are currently off roll are referred to the EWS by the Youth Engagement Service (YES). The YES alerts the appropriate Children's Services team to children who are about to be released from custody to enable an education provision to be in place as soon as possible after their release.

9.6 Cared for Children within Cheshire East

The Cared for Children team regularly monitors and tracks education provision. The attendance of Cared for Children is monitored regularly and schools are encouraged to make referrals to EWS where concerns about absence from school begin to emerge.

If a cared for child is believed to be missing then the **named Social Worker for the child must be informed immediately by the agency that has raised the concern.**

9.7 Children with a Gypsy/Traveller background

The EWS will ensure that children gain access to their legal entitlement to an education that meets their needs and promotes inclusion; through their usual referral procedures.

9.8 Children of Asylum Seekers/Refugees

The EWS will ensure that children gain access to their legal entitlement to an education that meets their needs and promotes inclusion; through their usual referral procedures.

9.9 Children who are permanently excluded from school

Those children who are permanently excluded from school are supported by the Education Support Access Officer and the Fair Access Link Officer and through the Pupil Referral Unit (PRU). The head of the PRU is responsible for ensuring that secure systems are in place to monitor attendance at the PRU and/or alternative provision and make referrals to the EWS where there are concerns about access or attendance issues. Before the child is permanently excluded it is hoped that CAF would have been used.

9.10 Children with long term medical needs

The Medical Needs team provides teaching to children who are absent from school because of long term illness. The team's aim is to provide as much continuity in education as possible, taking into account the medical needs of the pupils. Schools have the responsibility to refer to the team and the Medical Needs team will require up to date medical confirmation from a medical consultant/psychiatrist using the appropriate form completed by the school and medical professional, [Medical Needs Referral Form](#).

These pupils must remain on the roll of the school. The school can mark tuition sessions only as Code B. Where appropriate the CAF would be established as an early assessment of those children and young people who miss school through their medical needs. The Medical Needs Team provides education for pupils in their homes and other venues and, when necessary, supports pupils back into school.

9.11 Children subject to a Child Protection Plan

Schools and Social Care are encouraged to make referrals to the Education Welfare Service where concerns about absences from school begin to emerge for pupils on a Child Protection Plan.

If a child is subject to a Child Protection Plan and is believed to be missing then agencies must inform the relevant Social Worker/ChECS.

10. Stage 5 - Locating a child's details on a database

The process by which the local authority records the details of the identified child to enable subsequent monitoring.

- 10.1 The CME administrator, in conjunction with the EWS, will maintain and continuously monitor a database of all referrals which records the education status of all children not in education. Enquiries will be made with relevant agencies. Once all investigations have been completed these children will be logged as Children Missing from Education.

Details recorded will include:

- Name of pupil
- DOB
- Previous address

- Previous school
- Date case opened as a missing child
- Referred by
- Area missing from within CE
- Local/National search completed
- CTF file uploaded to Lost Pupil database
- Date when child found
- New address
- New school address
- Note field for CME administrator to add relevant information

11. Stage 6 - A Child Missing From Education – making contact

The process by which the local authority establishes communication with the parents or refers the contact to the local authority in which the child resides.

- 11.1 If the EWS is notified of a family living in Cheshire East and the children are not/appear not to be attending school, then the CME Officer will follow procedures for 'Children not on school roll'.

12. Stage 7- Determining a child's needs

The process by which the local authority ensures an assessment is made of the child's educational needs and that appropriate form of provision is put in place.

- 12.1 In most cases parents need advice and support to access mainstream school placements, taking into account parental and child preferences. The EWS will work with the School Admissions Team and other appropriate agencies to support parents in securing appropriate education for their child.

13. Explanation of additional systems and processes used within Cheshire East:

13.1 Attendance Strategy

Cheshire East's attendance strategy defines the different roles and responsibilities of all those concerned in ensuring that children attend school regularly and the actions that may be taken to achieve this. Cheshire East has produced guidelines (covering family holidays taken in term-time) which advises schools on procedures that must be followed if a child fails to return to school by the date agreed with parents/carers.

Further information is available in the attendance, [Best Practice Guide](#).

13.2 Common Transfer File (CTF)

The law requires that CTF data is sent to a pupil's "new" maintained school by the former school within 15 days after the pupil ceases to be registered at the "old"

school. The unique pupil number (UPN) needs to be included in the CTF as a unique identifier for the pupil. If a child's destination is not known, schools are advised not to post the CTF to the s2s 'Lost Pupil Database' (LPD) without first contacting the CME team. Further guidance about CTF & LPD is available for schools on [Home - The Department for Education](#)

13.3 Admissions and Leavers Database

All schools should inform the LA, through the relevant database, of children who are admitted to their school. They are required to inform the LA with details for children who are no longer on roll at their school. This information should be completed fully on the CTF and Arbor system.

13.4 School Admissions

Cheshire East's admissions team is provided with details by both Cheshire East's legal team and the local voluntary aided faith schools of those children whose admission appeals have not been successful. Schools outside of this remit have a duty to inform the CME Officer.

This information and details of those children who fail to attend school either in their reception year group or Year 7 are provided to Cheshire East's Children Missing Education team.

Cheshire East also has protocols in place for identifying and reintegrating children permanently excluded, the Fair Access Protocol (formerly known as hard to place pupil protocol) and the Managed Moves protocol.

13.5 Independent Schools and Academies

Cheshire East Education Welfare Service will continue to promote and encourage communication and co-operation between themselves and academies, non maintained and independent schools.

These schools should:

- follow consistently the legal requirements and the agreed local authority protocols for taking children off roll and for reporting to the relevant authority when they are missing
- keep Traveller children on roll during periods of planned absence, as required by the regulations
- ensure that their safeguarding policies and processes give due weight to non-attendance and children being out of school.

13.6 Truancy Patrols

Truancy Patrols are a joint initiative between Cheshire East's Education Welfare Service and Cheshire Police, and these take the form of a series of locality patrols across the Borough, with joint teams of police and education welfare officers approaching children who are on the streets during school hours. They serve to

identify children who truant and ensure that they return to school or other alternative provision.

During a truancy patrol, children and young people with or without their parents, who are out of school are approached and their basic personal details are taken. Checks are then made regarding educational placements and the young people are then (following an interim assessment of their circumstances and the level of risk) returned to their educational placement or escorted home. In both cases, follow-up contact is made with parents/carers. In addition to identifying children missing from their educational placement, these patrols have also located children not registered at any school.

13.7 Education Welfare Service

Education Welfare Officers (EWOs) work closely with Cheshire East's admissions team when dealing with parents of children who have failed to register their children at school.

EWOs monitor their particular areas for new families, while home visiting. They follow up enquiries or concerns from members of the public who believe children are being kept away from school.

EWOs carry out checks on school registers to ensure correct attendance codes are used and pupils who are absent are known to them and those on approved educational activity are monitored by schools.

The Education Welfare Service (EWS) has been designated to co-ordinate, in partnership with other agencies, the identification, referral, tracking and engagement of children and young people missing education.

The Service work in partnership with key stakeholders in Cheshire East to further enhance the existing multi-agency networks so that all are aware of the system of referral for children and young people who are missing or at risk of going missing from education.

The EWS manage the co-ordination of the referral process to ensure that all stakeholders understand the referral procedures regarding Children Missing Education.

13.8 Tracking and Cross Boundary Arrangements

The Education Welfare Service has protocols with neighbouring authorities on the management of referrals for children attending schools in Cheshire East but living in another authority. If a child goes missing from a Cheshire East school, but lives in another county, the Children Missing Education Officer within the Education Welfare Service will refer to the Children Missing Education Officer for that authority.

If a child is permanently excluded from a Cheshire East school but lives in another authority, information is sent in the first instance by the school to the home authority so that interim education support may be provided. Similarly, if a child is absent from school due to long term medical needs, the Medical Needs Service will inform the

home authority to access support for the child.

Details of children stopped during a Truancy Sweep will be sent to the Education Welfare Service in the child's home authority or school.

Information will be shared with the home authority on any legal action, Penalty Notice, Parenting Order or Education Supervision Order made by Cheshire East.

Further information can be downloaded from:

[Online CME Form](#)

[Home - The Department for Education](#)

www.ofsted.gov.uk

[Ofsted - Pupils missing out on education Nov 2013 - Ref No 130048](#)

[Ofsted report on children missing education August 2010 - Ref No 100041](#)

[Children Missing Education](#)

[Education Welfare Service](#)

www.cheshireeast.gov.uk

[CAF One Minute Guide](#)

[Cheshire East Local Safeguarding Children Board](#)

The following agencies were consulted in the preparation of this original policy:-

Education Welfare Service

Social Care

Police

Health

Safeguarding Team

School Admissions

Senior Managers in Cheshire East

Cheshire East Associations of Head Teachers

Special Needs Adviser

Gypsy, Roma Traveller Service

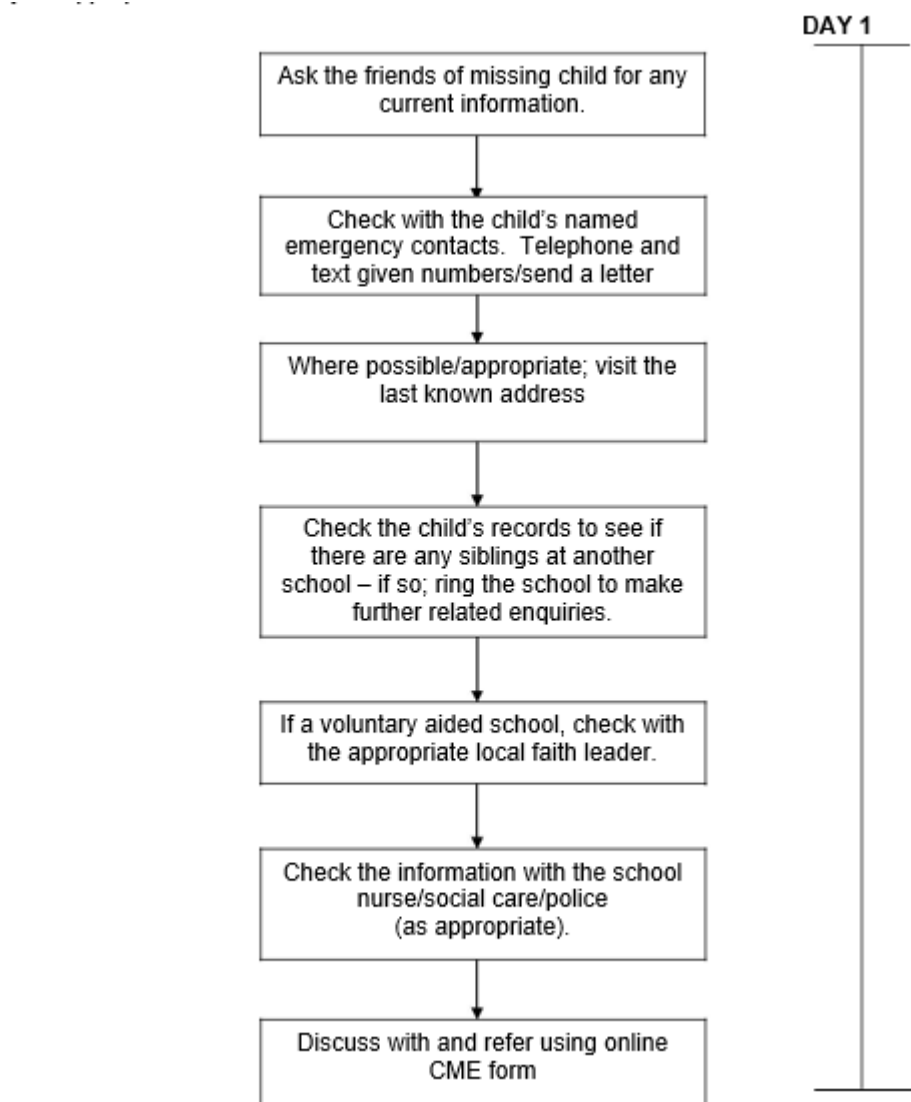
Elective Home Education

Service Pathway Manager

Appendix 1

Procedures for Schools to follow to locate a pupil

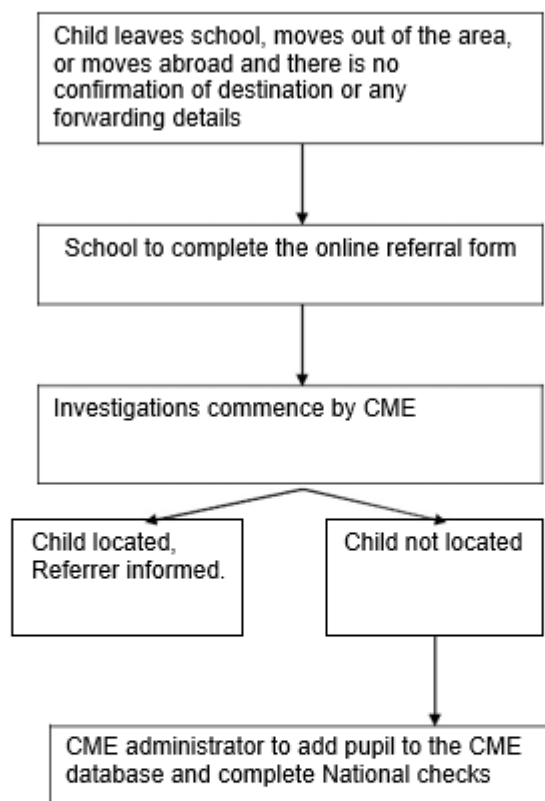
NB: Although referral to CME will be after 10 days of absence it is good practice for schools to make investigations from day one of absence where contact has not made by an appropriate adult.



Appendix 2

Procedures for schools where a child's destination is unknown

Procedures for schools where a child's destination is unknown



School to complete a common transfer file (CTF). Information to be as detailed as possible:

- Name of the specific school if known plus Town/City/area postcode (very helpful as there maybe a lot of St James' CE Primary schools across the country)
- If a child is moving to a private school name the school and the area it is in
- If a child moves abroad give as much information as possible of the destination e.g. address if known, School/Town/city/area/country
- As many contact numbers as possible including numbers/addresses of relatives and e mail addresses etc.

CTF file to be uploaded on the S2S website - the lost pupil database coded as XXXXXXXX

Appendix 3

Procedures for schools where a child's destination is known

Child moves to a different school, leaves the area or moves abroad and you have confirmation of this.

The current school should:

Complete the Common Transfer File (CTF) on SIMS.
Information to be as detailed as possible, including the word 'Confirmed' when school has evidence of destination:

- Name of the specific school if known plus Town/City/area/postcode (very helpful as there maybe a lot of St James' CE Primary schools across the country)
- If a child is moving to a private school name the school and the area it is in
- If a child moves abroad give as much information as possible of the destination e.g. address if known, Town/city/area/country
- As many contact numbers as possible including numbers/addresses of relatives and e mail addresses etc.

Upload this file to S2S and send to new school if in England & Wales

For children who move outside England & Wales & to private schools – upload CTF to S2S, coded to M M M M M M M M

The receiving school should:

Request C.T.F directly from the previous school if not already uploaded to them

If the previous school is not known; liaise with the EWS to avoid duplication of UPN's and records

Appendix 4

Procedures to be followed when a child is found but not on any school roll

(Potentially Children Missing Education)

Child identified as not receiving a suitable* education
(*Children Missing Education is defined as being “children who are not receiving a suitable education either through school, alternative provision or home education.”)

This could include pupils in the following categories:-

- New to area, including asylum seekers & refugees
- Awaiting appeal but not on school roll
- EHE (where deemed not suitable), or moving from EHE to a school and no place is available
- Pre statutory school age → Primary
- Year 6 → Year 7 transitions not on any high school roll
- Year 11s new to area and schools reluctant to take on
- Children not on school roll but who have applied for a place.

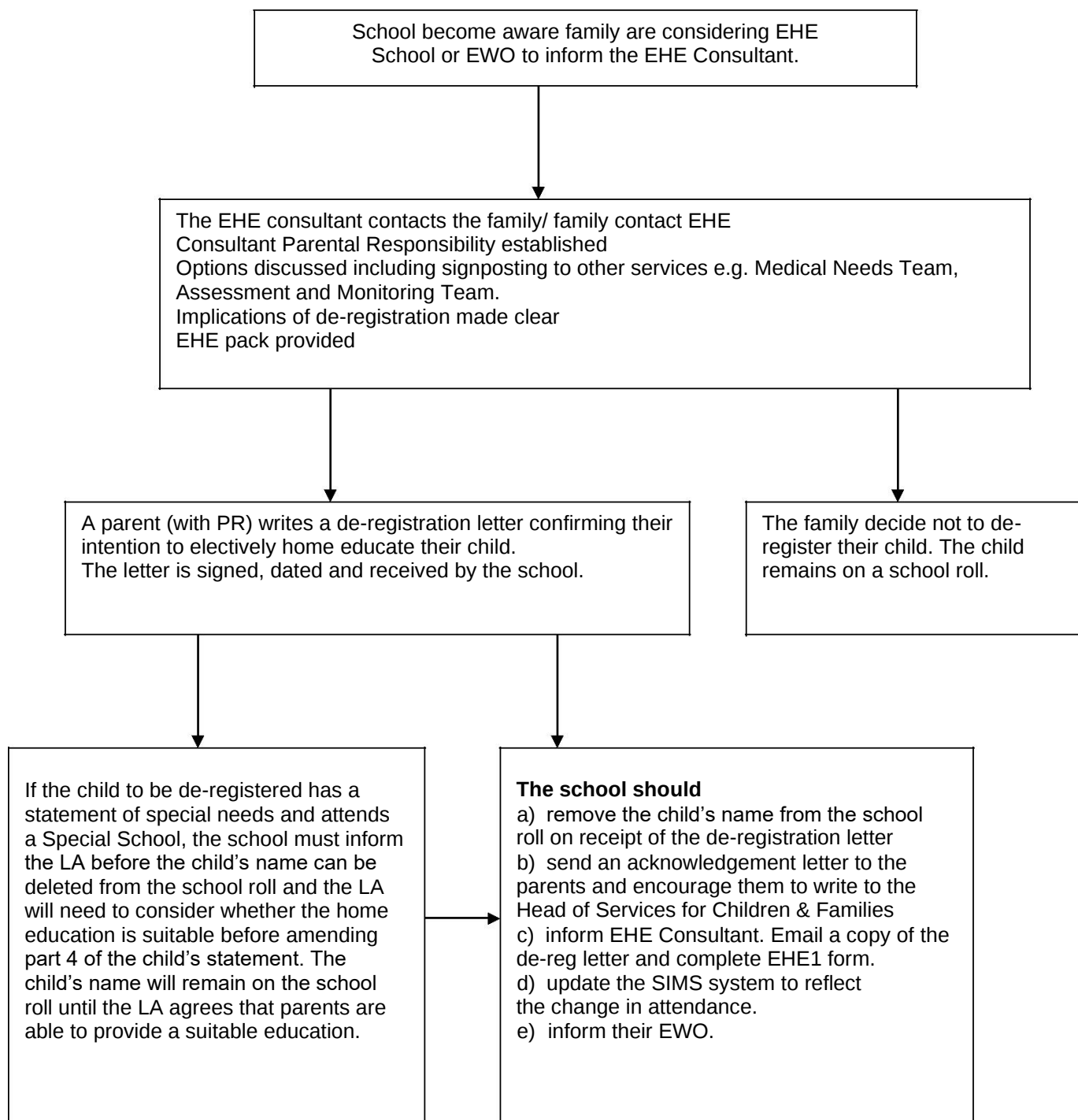


Where normal admission is appropriate this will be through the usual admissions process



Where the case is more complex this will be referred to the CME team

Procedures for schools where a family is considering EHE (Elective Home Education)

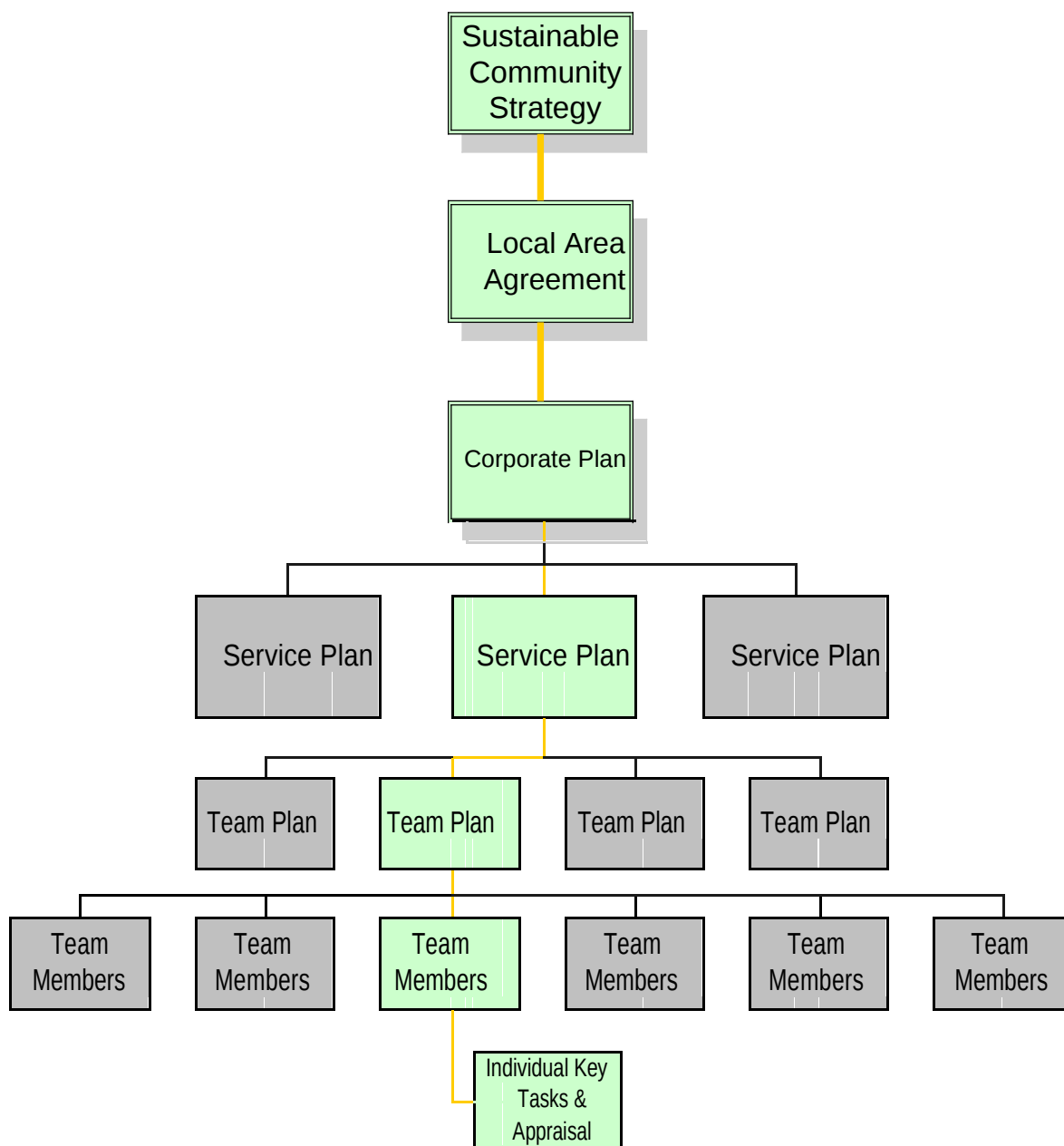


Please note Government guidelines make it explicit that: "School must not seek to persuade parents to educate their child at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and local authority must address the issues behind the absenteeism and use the other remedies available to them."

Cheshire East's Golden Thread

The golden thread links together:

- Our priorities as set out in our Corporate Plan including over-arching corporate programmes for change and transformation
- Our use of resources and medium term financial planning
- Our workforce development and individual development planning
- Our risk management – to ensure that our outcomes are delivered and risks to delivery effectively dealt with.



Children Missing Education Referral

Details of child missing education

Details of child missing education

Names of Parents / Guardians

Family information

Checks



Details of child missing education

First name

Surname

Also known as

Date of birth

Address

Postcode

Names of Parents / Guardians

Parent 1

Parent 2

Home contact number

Mobile contact number

Other contact numbers

SCHOOL INFORMATION

Last known school:	Contact & Referrer:
UPN:	Last attendance date:

Please tick if any of the below apply to this child:

- | | |
|---|--|
| ☐ FSM | ☐ Known to Youth Engagement Service |
| ☐ Card 4 check | ☐ Known to School Health |
| ☐ CAF or child in need | ☐ Known to CAMHS |
| ☐ Subject to CP Plan | ☐ A refugee / asylum seeker |
| ☐ In temporary accommodation | ☐ From a travelling family |

Please provide details of any siblings of extended family:

--

Checks complete to date by School / Referrers:

☐ Phone calls	
☐ Home visit	
☐ Checked with friends/neighbours	
☐ Checks to other schools	
☐ Other relevant agencies	

Circumstances around pupil going missing, relevant background information:

--

CME Referral & date	Email received:

Signature:

(Typed name counts as signature online)

CHECKS BY CME LEVEL 1 CHECKS

PHONE CALLS TO: Previous school / Forwarding / School / Parents / Relative

EMAILS:

HOME VISITS:

FOUND ADDRESSES SCHOOL INFORMATION

Found

☐

Not found

☐

ALL INFORMATION ADDED TO CYPD

☐

LEVEL 2 – REFERRAL DATE

DATES	CYPD	L LOGIC	KEY TO SUCCESS	POLICE	BENEFITS	HEALTH	REVS	BORDER CONTROL

DETAILS OF ANY OTHER ACTION TAKEN

FOUND

REMOVE FROM S2S DATE	
----------------------	--

PSS REPORT AMENDED
DATE

NOT FOUND

REMAIN ON S2S	
---------------	--

ADD TO PSS

Are you concerned about a child or young person who is not in school?

Cheshire East Council is committed to ensuring that all children are safe and receive an excellent education. Some children and young people may be receiving a full time and suitable education other than in a school. However some children and young people may not receive a full time education, which is their entitlement in law. This may put them at risk.

If you have any concerns
please contact:

**Children Missing
Education within the
Education Welfare
Service in Cheshire East**

Telephone:
01270 685943

Email:
**ChildrenMissing
Education@
cheshireeast.gov.uk**

**Help us to make sure they
are attending, learning,
safe and healthy.**



www.cheshireeast.gov.uk/ews



Are you concerned about a child or young person who is not in school?

Frequently asked questions



For support and guidance please
contact Children Missing Education
within the Education Welfare Service
in Cheshire East

Tel: 01270 685943

Cheshire East's Education Welfare Service works with schools and other agencies to identify and support children and young people who are missing, or at risk of missing education.

Who are children missing education (CME)?

Children of compulsory school age who are:

- Not on a school roll
- Not being educated in a school or anywhere else
- Identified as having been out of any educational provision for a substantial period of time (20 days)

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 due to problems at school, disinterest or poor attendance
- 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
- Problems at home

The law requires all children between the ages of 5 and 16 to be in full time education

Why is it important to get Children Missing Education back into school?

Children who are not in school could be missing out on vital educational and social opportunities and experiences. Some of them may be at risk of harm or be in situations that are unsafe.

Children who are not in education are at greater risk of involvement in criminal activity and becoming victims of crime themselves. There is also an increased risk that these children will be victims of abuse.

I am concerned about a child who appears to be missing education; what should I do?

If you are aware of children who are either not in school or receiving education at home then please contact Children Missing Education within the Education Welfare Service.

Please also tell us if you have any concerns about children who have gone missing from your area or neighbourhood.

If the family members include younger children we will speak to our colleagues from other agencies, who may have contact with them, to make sure that they are safe and that their needs are being met.

What will happen when I report a concern?

By making a referral you are ensuring the safety and well-being of some of the most vulnerable youngsters within our community.

Someone from CME within the Education Welfare Service will make contact with the family and children to make sure that they are safe and to arrange for an appropriate education.

If the children need some support, to help them get back into school, this will be provided.

Although the vast majority of children are located and returned to education, we will work with other agencies such as the Police and Health if we cannot trace a child quickly.

Where children go missing from the Cheshire East area we will use the National Missing Children database to inform other parts of the country that there may be children new to their area in need of educational support.

CHILDREN MISSING EDUCATION – ONLINE REFERRAL FORM

The online referral form/link is below.

[Online CME Form](#)

Children Missing Education

Cheshire East Council

Floor 7

Delamere House

C/O Municipal Buildings

Earle Street

Crewe

CW1 2BJ

Tel: 01270 685943

Email: ChildrenMissingEducation@cheshireeast.gov.uk

Deletion from School Roll:

It is illegal for a school to remove a pupil's name from the school roll except in the following instances:

1. Where the pupil is subject to an Attendance Order and the LA have named another school.
2. Where the pupil has been registered at another school.
3. Where the parent of the pupil has written to notify the school that the pupil is receiving education other than at school e.g. EHE
4. Where the pupil no longer resides at a place which is a reasonable distance from where he is registered.
5. Where the pupil has not returned after 10 school days following a holiday and a satisfactory explanation of the reason for absence has not been given.
6. Where the School Medical Officer has certified that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
7. Where the pupil has been continuously absent for more than 4 weeks and the LEA has been unable to locate the pupil.
8. If the pupil has died.
9. Where the pupil has ceased to be of compulsory school age.
10. Where a pupil has been permanently excluded and the exclusion is upheld
11. Where a pupil has not transferred from Nursery to Reception Class.

Appendix 11

Actions to be followed by CME Administrator to locate Children Missing Education:

When a referral comes in the CME administrator will pass all details to the EWO with responsibility for CME. Once all EWS actions have been completed the CME administrator will:

Initial stage:

- | | |
|-----------------------------|--------------------------|
| Check CYPD | ☐ |
| Check PARIS / Liquid Logic | ☐ |
| Check Key to Success | ☐ |
| Check with police database | ☐ |
| Check with housing | ☐ |
| Check with Job Centre Plus | ☐ |
| Check with Health | ☐ |
| Check with UK Border Agency | ☐ |

If checks do not reveal the destination of the pupil:

- | | |
|--|--------------------------|
| Upload to S2S National Alerts system | ☐ |
| Update CME database | ☐ |
| | ☐ |
| Enter details of all checks on the individual pupil's record on CYPD (notes section) | |

Monthly:

Check CYPD

☐

Check PARIS

☐

Check Key to Success

☐

Send CME report to Monitoring and Interventions Officer
and EWS CME lead

☐

USEFUL CONTACTS

Family Information Service



0300 123 5033

fis.east@cheshireeast.gov.uk

ChildLine



0800 1111

YMCA

189 Gresty Road, Crewe



01270 257673

Cheshire East Educational Psychology Service



01625 374794

educational.psychologists@cheshireeast.gov.uk

Arch (North Staffs)



01782 744533

Cheshire Without Abuse



01270 250390

Elective Home Education Consultant



01270 685973

Children Missing Education Administrator



01270 685943

School Admissions



0800 12305012

Police School Liaison Officer



01270 500222 (General number 01606 364565)

Polish Police Officer Link



01270 500222

Family Information Service



0300 123 5033

ChECS (Cheshire East Consultation Service)

0300 123 5012 Option 2

www.cheshireeast.gov.uk/caf

USEFUL CONTACTS *(continued)*

Cheshire East Youth Engagement Service



01270 686900

Cheshire East Local Safeguarding Children Board



01625 374753

lsqb@cheshireeast.gov.uk

LADO

(Local Authority Designated Officer)



01606 288931

CYPT (Children & Young People's Trust)



01606 271796

childrenstrust@cheshireeast.gov.uk

SEND Team (CE Special Educational Needs & Disability Statutory Assessment Service)



01625 378042

