

ADMISSIONS, ATTENDANCE AND REGISTRATION POLICY INCLUDING CHILD MISSING IN EDUCATION (CME) POLICY

Applies to: Whole School including EYFS

Covering:

- Daily Routines
- On Roll Off Roll
- Child Missing in Education (CME)

Version	1	2	3	4	
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This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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1. General

At Branwood Preparatory School we seek to ensure that all those pupils who are admitted to the school will thrive in the environment of high expectations, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, identity, sexual orientation, marital status, race, colour, nationality, religion, disability or any other ground. We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for each child.

2. Scope

Every school is required by **law** to maintain two separate registers, an Admissions Register, known as the 'School Roll', and an Attendance Register. School Inspectors are required to check both registers and to comment on levels of attendance.

The regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.

This policy aims to:

- clearly define the processes for admission to the school;
- ensure that regulatory requirements for maintaining admission and attendance registers are met.

3. The Content of the Policy and its Relationship to Other Policies

This policy and guidance is in line with DfE and ISBA guidance. It also has regard to the guidance in The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016. It also has regard to the guidance in Keeping Children Safe in Education (KCSIE) 2021, Children Missing In Education (2016) and Advice on Attendance (2016) This policy should be considered alongside:

- School Safeguarding Policy
- School Parent Agreement
- Missing Child Policy

4. Criteria for Admission

- the school's ability to meet the needs of the pupil;
- an available space in the appropriate age group;
- the social interaction with students/pupils on taster days;
- the academic potential of the student/pupil and a willingness to embrace our 'core values'.

5. Admissions Process

5.1 At the point of admission to the school we wish to establish a full partnership with parents in order to promote the interests of the pupil body. The partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other assessment screening, including Taster Days.

5.2 We seek to offer places to those whom we believe can contribute positively to the school community, and to whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

5.2.1 Potential pupils who have been excluded from another school or college for a drugs or alcohol related matter, or where the potential pupil has been involved with an offence that has been dealt with by the police then, the pupil will not be permitted to be enrolled as a pupil into Branwood Preparatory School.

5.3 Applicants for places up to Form 6 (Y6) will be expected to spend at least one full taster day, possibly two, in school attending lessons with the appropriate age group. During the day staff will assess the pupils, in an appropriate way according to age, in literacy, numeracy and to make general comments about social interaction etc. Extra days may be requested if necessary in order to assess any special needs. Nursery (KG1) does not operate a Taster Day system because assessments are made during settling in sessions.

5.4 For any child with specific learning difficulties the SENCO will assess his/her special needs in order to ensure that the school is able to offer the appropriate support and facilities. The school can offer 'reasonable adjustments' if required.

5.5 All applicants will be asked to provide a copy of their most recent school report. We reserve the right to make direct contact with any previous school and to request a confidential report. This will ask for comment on academic progress to date, involvement in the broader life of the school and general behavioural standards.

5.6 Reports from all staff involved will be required and collectively, all this information allows the school to be reasonably sure that it is the right school for each pupil and to tailor our courses to meet the needs of the pupils. The school has to be able to educate and develop each pupil to the best of his / her ability and to ensure that any prospective pupil will be academically and socially at ease with his / her peers. In this way there is every chance that all pupils will emerge at the end of their time at the school having enjoyed the school and confident in their next steps.

5.7 Progress through the school is automatic but if there are occasions when such progression is not in the interests of either the child or the wider community we would inform the parents well in advance and offer guidance as to future options for schooling.

5.8 Once a place is offered and accepted in writing, it becomes binding. A date of entry is agreed. An application form must be completed and a registration fee provided prior to any start date.

5.9 Any offer is subject to our terms and conditions document, which will be issued to the parents.

5.10 Any offer is subject to satisfactory assessments and/or references and transfer information being received from a previous school.

5.11 The Head reserves the right to withdraw an offer of a place should unsatisfactory references be taken up.

5.12 In the event that a year group is full the child's name will be placed on a waiting list and parents will be informed when and if a suitable place becomes available.

5.13 The waiting list is prioritised first by siblings, alumni and then by application.

5.14 The Head reserves the right to prioritise places for staff members in the waiting list.

5.15 Any offer of a place is conditional on parents signing and agreeing to the Branwood Preparatory School terms and conditions documentation.

5.16 The Head reserves the right to request that the child undertakes further taster days at the school prior to a final decision being made about the offer of a place.

5.17 For each pupil, the admission register must contain:

- Name in full
- Sex
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989).

NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

Where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information.

- Day, month and year of birth.
- Day, month and year of admission or re-admission to the school.
- Name and address of the school last attended, if any.
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

In addition to the above, at least one but ideally two telephone numbers at which the parent can be contacted in an emergency are held on a separate file in school. The school will hold additional contact numbers, ideally requiring two per parent.

5.18 School and nursery (KG1) admissions documentation such as application forms hold fields to reflect those required.

5.19 All children including nursery (KG1) are full time.

5.20 It must be stressed that attendance at Branwood Preparatory School is no guarantee of a place being offered at any local Independent Secondary School or State Grammar School.

5.21 Any additional information that is required will be held as a written record.

5.22 When a child is entered onto the admissions register then the local authority will be notified, using the Salford LA protocols for independent schools. See Appendix C.

6. Attendance

6.1 All pupils are required to be in school by 08:35. The school day ends in a staggered fashion from 3:00pm to 3:30pm.

6.2 Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip, a visit or a sporting fixture, the dates of which are published on the calendar on the school website.

6.3 If a child is ill parents are asked to e-mail or telephone the school office before 8.30 on the first day of absence. Parents should confirm the reason for absence, either verbally, by email or letter. If the school has not heard from a parent or guardian, the school will telephone on the first day of an unexplained absence in order to ascertain the reason for the absence.

6.4 Requests for absence (i.e. medical or dental appointments) should be made in advance, except in an emergency, when parents are asked to telephone the school office before 8.30.

6.5 Requests for leave of absence on compassionate grounds or in exceptional circumstances should be made to the Head well in advance of the proposed absence by completing the following form <O:\Office Files\FORMS\Pupil Absence Request Form 2021.pdf>.

6.6 Term dates are published over a year in advance in order for parents to arrange holidays without disrupting a child's education.

7. Branwood Preparatory School's Attendance Registration System

7.1 The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the first expected first day of attendance is the first day of the school year. However, many children do start mid-term and they must be included on the register on their first day of attendance.

7.2 The following system is followed:

- Registration will be carried out in Classes/Forms by an adult who is an employee of Branwood Preparatory School;
- For reasons of welfare all pupils will be registered before school in the morning (08.35) and following the lunchtime period.
- ALL registers MUST be completed by 08.35 and 13.35. A registration mark (see Appendix A) MUST be placed against each child's name.

- Registers MUST be taken in a formal manner with pupils responding to their names being called out. Under no circumstances should the register be completed without seeing the pupil.
- When pupils are not in school and no e-mail or phone call is received by 9.00, the school office will contact the parents by phone.

7.3 Pupils arriving late to school should report to the office immediately and their responsible adult should sign the late book.

7.4 The school office will use the information to provide a school register, which will record those who were absent and also those who were present using the agreed categories.

7.5 Letters informing the school of future absences or explaining absences should be kept on file, and passed by the form teacher to the office staff who will ensure that it is filed appropriately.

7.6 If pupils are present during registration but are going out of school any time afterwards, they are still marked as present. Lists of pupils on trips or matches MUST always be with the school office.

7.7 Teaching staff MUST inform the School Office of pupils who are absent, this can then be checked against the absence list in the office. They should mention any concern to the office so that it can be followed up. If any unauthorised absence is suspected, the Head should be informed immediately.

8. Registration Categories

Registration categories to be used in the registration process can be found in Appendix B.

9. Maintaining Records and Reporting to the Authorities

9.1 If there is no reason for absence (0) is first entered and this is later corrected (ideally within two weeks) to the appropriate symbol, in this case only, overwriting is allowable in an electronic system. A '0' must not be allowed to remain indefinitely.

9.2 The school's attendance register is stored securely. Records are to be retained for a minimum period under the new GDPR guidelines after the end of the school year in question.

9.3 There is no longer a requirement for independent schools to return absence data to the DfE, therefore absence statistics are not published in the DfE Achievement and Attainment Tables or in the annual Statistical First Release.

9.4 The school will advise the local authority at School Attendance Team in Salford using the protocols outlined at Appendix C as provided by the Local Authority, whenever a child is deleted from the admission register on the grounds set out below:

9.4.1 When a child has been taken out of school and home educated.

9.4.2 When a family has apparently moved away.

9.4.3 When a child has been certified as medically unfit to attend.

9.4.4 When a child is in custody for more than four months.

9.4.5 When a child has been permanently excluded.

9.4.6 When a child has been registered in accordance with a local authority attendance order and another school has been substituted by the local education authority, or arrangements have been made for the child to receive full time education otherwise than at school.

9.4.7 When a child has been registered at another school.

9.4.8 When a child has been registered at more than one school and he/she has ceased to attend this school and the proprietor of the school where he/she has also been registered has given consent.

9.4.9 When a child has ceased to attend school and no longer live within reasonable distance of the school at which they are registered.

9.4.10 When a child has been granted leave of absence exceeding ten school days and have failed to return to school within the next ten school days and that there are not any reasonable grounds to believe that the pupil is unable to attend school due to sickness or other unavoidable cause and after jointly making enquiries with the local authority they have jointly failed to ascertain where the pupil is.

9.4.11 When a child has been continuously absent from school for a period of not less than twenty school days and the absence has not been authorised and there are not reasonable grounds to believe that the pupil is unable to attend school due to sickness or other unavoidable cause and that the school and the local authority jointly have been unable to ascertain where the pupil is.

9.4.12 When a child has died.

9.4.13 When a child has ceased to be of compulsory school age before the school next meets and the relevant person has indicated that they will cease to attend the school.

9.4.14 When a child has ceased to be a pupil at the school.

9.4.15 When a child has received nursery education and has not transferred to reception or higher class – where the child is of compulsory age.

9.5 These are also set out in detail in Children Missing Education 2016. Schools are also under a duty to provide information to the local authority for standard transitions if requested. Inspectors may remind schools that there is an overlap also with KCSIE 2021 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination.

9.6 In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child's name. As to non-standard admissions, the notifications is to be made within five days of the entry on the admission register.

9.7 From September 2016, a school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the

guidance) as to the pupil's whereabouts and failed. This will be in addition be subject to the terms and conditions of the school/parent agreement. Salford LA.

9.8 We will notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous). Salford LA.

9.9 The school is aware of the broad duty to notify the School Attendance Team in Salford of all non-standard admissions and departures. The school will be able to evidence that, if there have been any non-standard admissions or departures, the required notifications have occurred in making returns as requested and reasonable enquiries where necessary.

9.10 The school keeps a record of all notifications to the School Attendance Team in Salford.

9.11 When a child is deleted from register then the local authority will be notified, Salford LA using the "off roll" form provided at Appendix D.

9.12 The process followed by Branwood Preparatory School on Admissions and Deletions from the register are detailed in Appendix E.

10. Bursaries

10.1 The School offers bursaries as and when feasible. Parents are reminded that any bursary can be withdrawn at any time by the school and, in this event, the parents will be immediately responsible for the payment of the full school fees.

Appendix A - Attendance, Arrivals and Departures Policy (Daily Routines)

Applies to: Whole School

ATTENDANCE

- All EYFS attendance is full time following some shorter starter sessions.
- EYFS: Children will have a varying number of settling in sessions, these range from 1 hour to a full day. These sessions focus on building relationships with both children and their families. If at any point there are concerns, a meeting is arranged to discuss these openly.
- Pupils from KG2 to F6 have at least one Taster Day in school.
- All attendance registers are produced by the school. These registers are then used to plan ratios for day to day activities, groupings etc.
- At the end of each day the registers are handed to the office.

ABSENCES

- If a child is going to be absent from school parents should indicate this to a member of staff in advance.
- For children who are absent due to illness we prefer parents to notify us by telephone on the day.
- If a child is absent for more than one session we will call parents to check that the child is well.
- Regular absences from the setting could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. Staff will always try to discover the causes of prolonged and unexplained absences.

ARRIVALS

- It is our philosophy to give each child and his/her family the warmest welcome on their arrival at the setting each day.
- Parents are encouraged to have children in by 8.35am ready for the beginning of the main 'teaching time'.
- Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded on the register.
- A member of staff will be available from 8am to greet parents and children at the entry door.
- Morning Club is available in classrooms for all pupils from 8am with supervision in place.
- Records are kept for pupils arriving early.
- Any specific information provided by the parents should be recorded in the daily communication slips.
- If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

DEPARTURES

- If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult (see failure to collect a child policy).
- The planned departure of the child should be anticipated by the responsible member of staff. All medicines should be recovered from the medicine fridge only when the parent/carer has arrived and should be handed to him/her personally.
- No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival.
- If children are not collected by 3:40 pm the procedures outlined in the Failure to Collect a Child Policy will be followed.
- For arrivals and departures of visitors the appropriate records must be completed on entry and exit e.g. in the visitors log, and visitors must be accompanied by a member of staff.

Appendix B - Registration Categories

Register Mark	Description	Statistical Meaning	Physical Meaning
/	Present – am	Present	Present for whole session
\	Present – pm	Present	Present for whole session
X	School closed to pupils	School closed – unforeseen reason	Out for whole session
B	Educated off site – not dual registration	Authorised educational absence	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration –attending another establishment	Authorised educational absence	Out for whole session
E	Excluded – no alternative provision made	Authorised absence	Out for whole session
F	Extended family holiday	Authorised absence	Out for whole session
G	Family holiday (not agreed) or days in excess of agreement	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness – not medical/ dental appointment	Authorised absence	Out for whole session
J	Interview/assessment day	Authorised absence	Out for whole session
L	Late (after registration has closed)	Present	Late for session
M	Medical / Dental appointment	Authorised absence	Out for whole session
O	No reason yet provided – to investigate	Unauthorised absence	Out for whole session
O	Unauthorised absence – not covered by any other category	Unauthorised absence – if not covered by initial 'O' above	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Approved sporting activity	Authorised educational absence	Out for whole session
V	Approved Educational Visit or Trip	Authorised educational absence	Out for whole session
Y	Enforced closure	School closed – unforeseen reason	Out for whole session
—	Pupil no longer on roll	Attendance not required	Out for whole session

Appendix C - Local Authority On Roll & Off Roll Procedures for Independent Schools

What happens currently (2019) is that the Independent School who is receiving or losing a child will e-mail across the details to cme@salford.gov.uk for Salford LA to log on their system.

If the child is joining Branwood from another Salford school we would not need to take any action, as the school at which the child attended prior would inform Salford LA of their move. However, if the child was from outside Salford, then Salford LA may not have that child on record so it would be good practise to inform them.

If ever we are unsure of a child's whereabouts after leaving Branwood School, we should send the information to the above e-mail address with as much information as possible so that Salford LA could investigate.

Information provided on 15-10-18 by

Nicola Walsh

Education Welfare Service Coordinator.

Targeted Services

People Directorate - Children's

2nd Floor Unity House, Salford Civic Centre

Chorley Road, Swinton, M27 5AW

Tel: 0161 686 5282

Mob: 07971 617 401

Email: Nicola.walsh@salford.gov.uk

Appendix D - Child Missing in Education (CME) Branwood School Procedures and Guidance

Introduction

- ‘Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.’
- Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory guidance

The school will follow the statutory guidance ‘Children Missing from Education’ based upon Salford LA guidelines.

School requirements

- Schools must enter pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.
- Schools must monitor pupils’ attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils’ poor attendance is referred to the local authority.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the Admissions, Attendance and Children Missing from Education Policy Page 7 of 9 September 2019 school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Safeguarding

- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences.
- Where there are safeguarding concerns about any child, the school will always follow its Safeguarding and Child Protection Policy, which includes reporting to the local authority.

CME GUIDANCE AND PROCEDURES

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Appendix 1 CME REFFERAL FORM

Appendix 2 CME PROCESS FLOW CHART

Appendix 3 LEAVING THE UK ADVICE SLIP.

Preface

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes

What happens if we think a child is missing education?

We have a duty of care to ensure they have conducted 'reasonable enquires' to locate a child missing education before this is reported to the Local Authority CME officers.

Where a pupil leaves without advance notice or their destination is unknown, the school will:

- If the pupil or family is known to Social Services inform the named social worker
- Check possible whereabouts with staff
- Contact parents using last known number or e-mail
- Contact any emergency contacts held for the pupil
- Make a home visit to the last known address
- Check with neighbours and any known friends
- Contact any agencies known to be involved
- If the pupil is statemented or has SEN check with SEN services
- Ask the pupil's friends and their parents if they are aware of the pupil's whereabouts
- Check any social media sites e.g. Facebook.

If the pupil is still not located, the school should complete a CME referral and e-mail it to cme@salford.gov.uk ***as soon as possible after the enquiries have taken place***. This will enable the LA to make further enquires, as appropriate, to try and locate the pupil. The pupil should remain on roll for **20 school days** and their absence should be recorded. Please note, the school must contact the CME officer to **agree the date** that the pupil should be removed from roll before they actually remove the pupil from their roll. On the date agreed with the CME officer, school should ensure the pupil's attendance data is up to date, and remove them from their roll with the correct leaving date.

The '20 Day Rule'

We are required to keep children who are deemed as CME on roll for 20 days to ensure that appropriate and thorough investigations can be undertaken by the LA. ***We can refer to CME at any point; we do not need to wait until the 20 days is over.***

However, there are occasions in which this may not be needed or appropriate. Below are the most common examples we come across where we need to advise schools against the 20 Day Rule.

Case One: Child A has moved abroad and provided the school with a forwarding address and new school.

In this circumstance, you do not need to wait 20 days to refer to CME. Please send this information as soon as possible and the child will more than likely be able to come off roll from the last date they attended.

Case Two: Child B has informed school they are moving to London, but no further information has been provided by the parents.

In this case, school must conduct all their reasonable enquires as listed above to locate the family and send this information over in the CME referral. If the school are unable to obtain any further information, then the CME referral must come in at the earliest opportunity and the child is to remain on roll until the LA have exhausted their enquires. In this case it may also be prudent to send the CME referral in before the school have concluded their enquires so actions are taken quicker.

Case Three: Child C is refusing to come into school, but the school and LA are aware of their location and are in contact with the family.

This is not a case for CME. The child is known to the school and other authorities. In this instance, please refer to your allocated Education Welfare Officer. A child who is refusing to attend school cannot be removed from roll under any circumstances.

Case Four: Child D has not returned to school after the summer break. School have exhausted their enquires and sent the CME referral on day 20.

In this case you will be required to keep the child on roll for longer than 20 days. We always advise that the CME referral is submitted at the earliest opportunity after the reasonable enquiries have been conducted. School would not be able to remove from roll until the LA have exhausted their enquiries.

Action to be taken by the local authority when a pupil is reported as 'missing education' by school

When checks undertaken by Branwood fail to establish the whereabouts and destination school of a missing pupil, the school will report the pupil as a Child Missing Education to the LA at cme@salford.gov.uk

When notified that a pupil is missing education, the local authority will undertake reasonable and proportionate checks. In all cases the CME Officer will:

- Log the referral on the EMS and record as CME (this system will be used to track and record steps taken to locate the pupil).
- Check information held on EMS and Admissions.
- Check with CareFirst and Social Workers.
- If the pupil is statemented or has SEN check with SEN services.
- Make further telephone checks to all numbers provided by school.
- Make contact to any parental e-mails supplied by school.
- Check if the pupil has any siblings on the Pupil database. If so, contact the siblings' last known school for information.
- Contact any other agencies with known involvement i.e. Probation, YOT, Young Peoples Services, Health Visitor/GP, IDAS, housing
- Check with council tax benefit/housing benefit
- Contact the UK boarder agency
- Conduct a home visit
- Contact any previous LA the pupil has lived in.
- Contact the CME designated person for another LA if there is any information to suggest that the pupil has moved to, or has contact with, another LA.

If all of the above checks are conducted and the child's location is still unknown, the national databases in health and Keys 2 Success will be searched. The children will be subject to these searches twice a year after the initial referral.

Sharing information with the local authority

We must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

Where we notify a local authority that a pupil's name is to be removed from the admission register, we must provide the local authority with:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

We are required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. We will need to provide the local authority with all the information held within the admission register about the 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 for such information to be provided.

Children who refuse to attend school.

Children who refuse to attend school are deemed as 'Children Missing Out On Education' and not 'Children Missing Education'. As our school is in Salford LA, it is our responsibility to escalate interventions in this category. This may include Educational Physiologists, Education Welfare Officers or any other agency you deem appropriate. CME will no longer be accepting referrals for children who refuse to attend school in Salford LA.

Families Leaving the UK.

Where we are informed that a family is leaving the UK, then information should be gathered and shared with the LA before they are removed from roll. We may choose to use an advice slip like the one in Appendix 3 to gather the information.

If a family leaves the UK and we do not have a firm destination address and/or school, then we will submit a CME referral.

CHILDREN MISSING EDUCATION (CME)
REFERRAL FORM 2019-2020

FORM TO BE RETURNED TO EMAIL ADDRESS: cme@salford.gov.uk

From: Name of Referrer:
 Position: E-mail Address:
 Contact Number: Date Requested:

1. PUPIL/YOUNG PERSON'S DETAILS

First Name: Surname: AKA/Other Name:
 Date of Birth: Gender: Ethnicity:
 Language: Year Group: SEN:
 Address In Salford:
 New Address If Know:

2. PUPIL/YOUNG PERSON'S DETAILS

First Name: Surname: AKA/Other Name:
 Date of Birth: Gender: Ethnicity:
 Language: Year Group: SEN:
 Address in Salford:
 New Address If Know:

1. PARENT/CARER DETAILS

Relationship: First Name: Surname: AKA/Other Name:
 Date of Birth: Ethnicity:
 Language: Contact Number: E-mail Address:

ALL OTHER CONTACT NAMES, ADDRESSES, CONTACT NUMBERS HELD BY SCHOOL. FOR EXAMPLE, GRANDPARENTS WHETHER IN USE OR NOT.

Name: Phone Number: Address: Relationship to YP:

Name: Phone Number: Address: Relationship to YP:

Name: Phone Number: Address: Relationship to YP:

SCHOOL INFORMATION

% School Attendance: % Date Last Attended: New School if Known:

Country of Origin if known: Do you suspect the child has returned to their country of origin:

SCHOOL'S REASONABLE ENQUIRIES – THIS MUST BE COMPLETED BEFORE SUBMITTING

SW/OTHER AGENCIES CONTACTED (IF APPROPRIATE): YES	OUTCOME:
TEACHING STAFF CONSULTED: YES	OUTCOME:
PARENTS CONTACTED VIA PHONE AND EMAIL: YES	OUTCOME:
EMERGENCY CONTACTS CONTACTED: YES	OUTCOME:
HOME VISIT CONDUCTED: YES	OUTCOME:
CHECKS MADE WITH FRIENDS AND NEIGHBOURS: YES	OUTCOME:
SEN SERVICES CONTACTED (IF APPROPRIATE): YES	OUTCOME:
CHECKS WITH FRIENDS AND OTHER PARENTS: YES	OUTCOME:
CHECKS ON SOCIAL MEDIA: YES	OUTCOME:

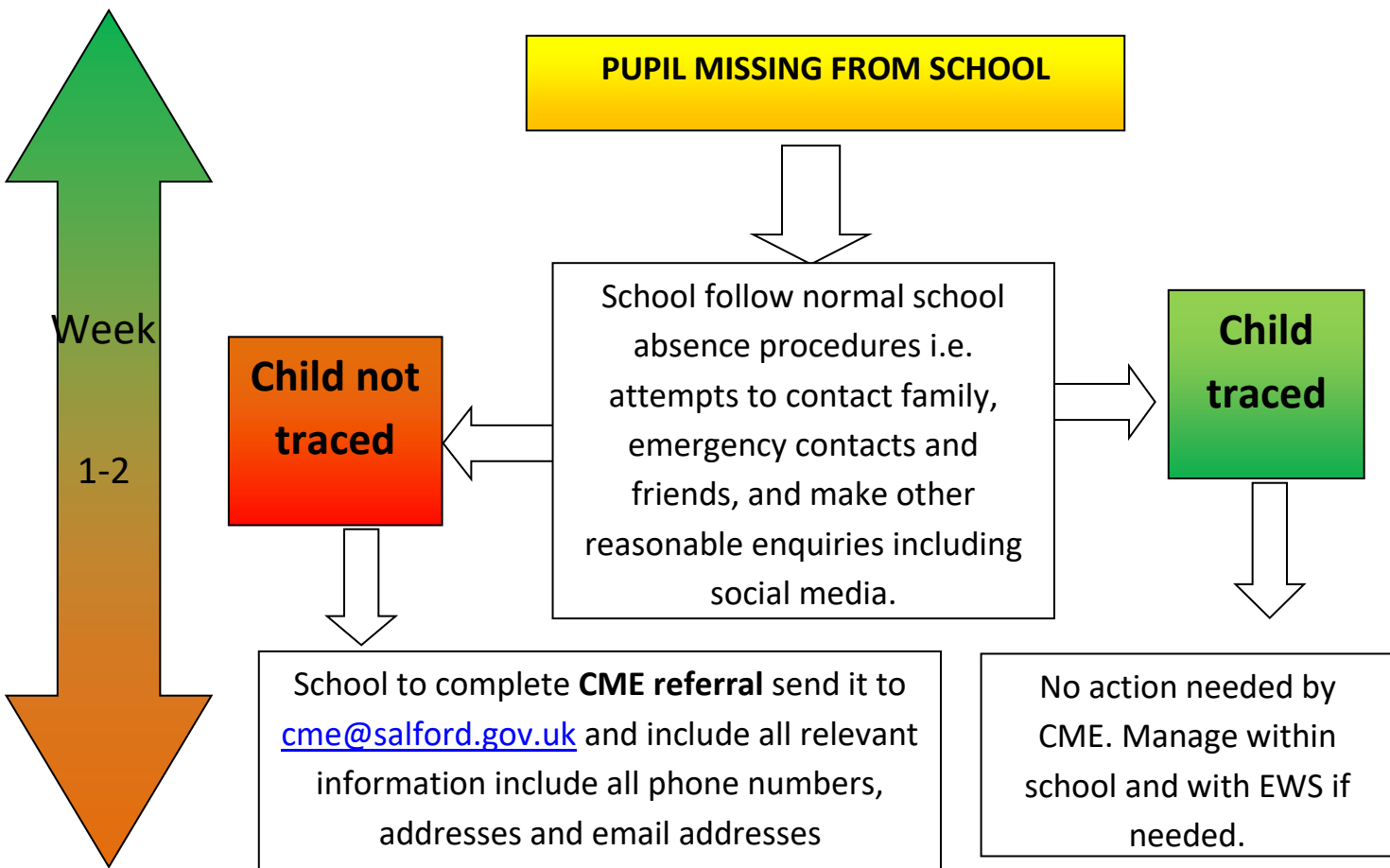
FURTHER DETAILS – THIS SECTION MUST BE COMPLETED

CP PLAN: NO	CP CONCERNS: NO
LOOKED AFTER CHILD: NO	PROFESSIONALS INVOLVED: NO
YOT: NO	HISTORY OF EXCLUSION: NO
DOMESTIC ABUSE: NO	ATTENDANCE CONCERNS: NO
YOUNG CARER: NO	EDUCATED AT HOME: NO
MEDICAL ISSUES: NO	TRAVELLER FAMILY: NO

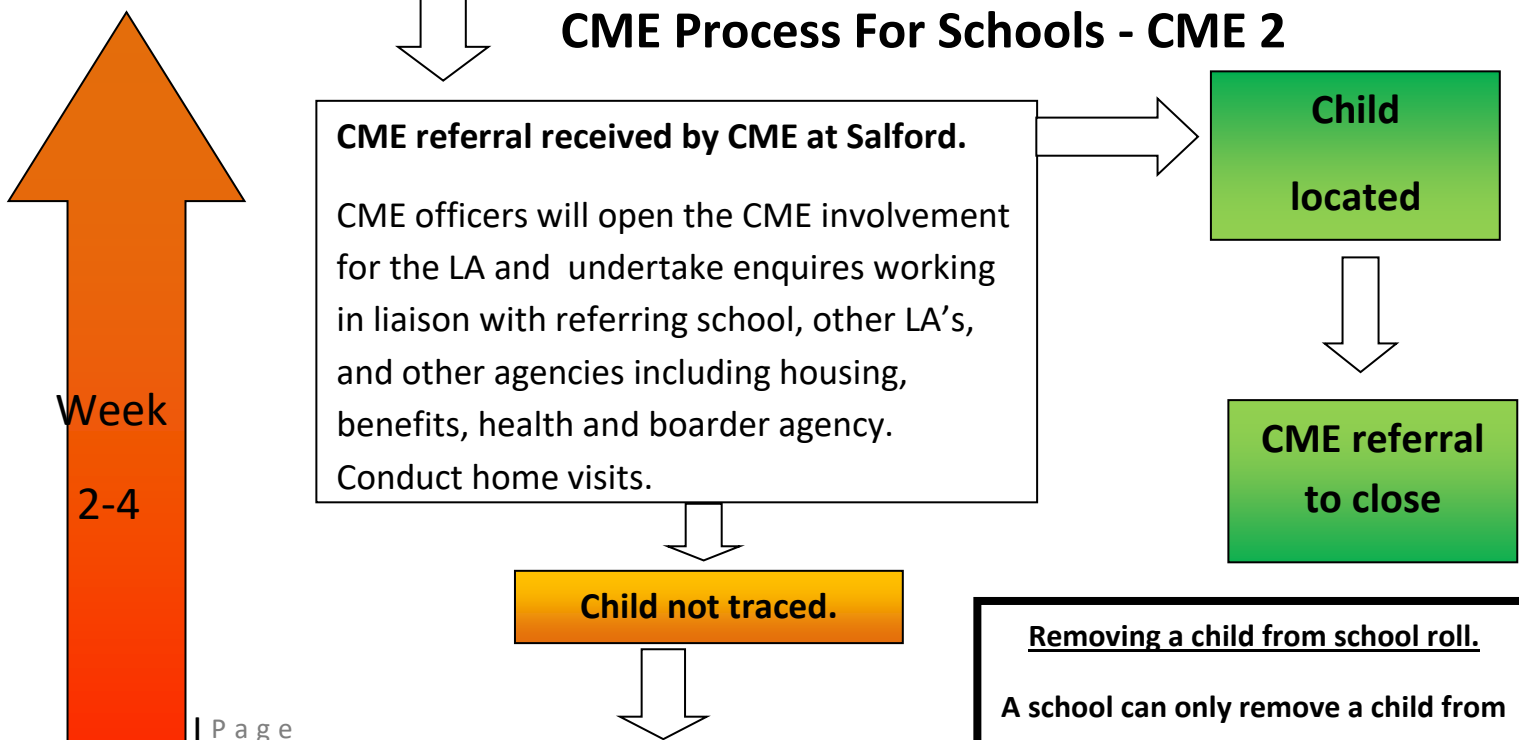
OTHER (please detail):

ADDITIONAL INFORMATION INCLUDING DATES AND OTHER CONCERNS:

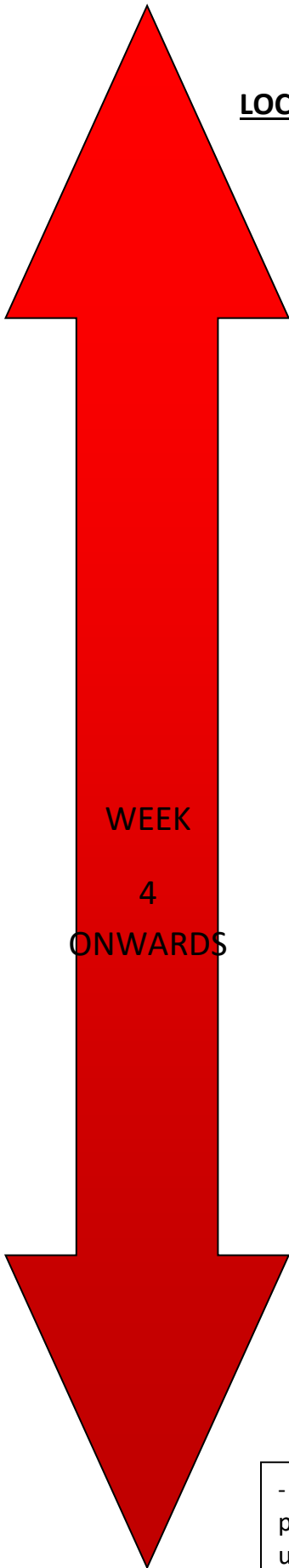
CME Process For Schools - CME 1



CME Process For Schools - CME 2



LOCAL AUTHORITY CONTINUOUS TRACKING



CHILD REMOVED FROM SCHOOL ROLL. LA INFORMED BY THE SCHOOL USING CORRECT GROUND UNDER REGULATION 8.

CME officer will:

- Continue to track the child and record on comms log.
- Check and confirm all details are correct and conduct enquires as appropriate.
- Review national databases including Keys 2 Success and Health.

If Child Located

- School and all relevant professionals contacted with up to date information.
- All data systems to be updated.
- School complete CTF if appropriate.
- CME referral closed.

If Child Not Located

CME officer and coordinator will:

- Liaise with relevant authorities.
- Conduct further searches of health records.
- Check K2S.
- Conduct regular searches using the given information.
- Check social media.
- Conduct further enquires with boarder agencies, benefits, housing, council tax, health and other LA's.

If Child Located

- School and all relevant professionals contacted with up to date information.
- All data systems to be updated.
- School complete CTF if appropriate.
- CME referral closed.

Pupil remains on CME list and is subject to 6 month review. After a minimum of 2 academic years, the child will be reviewed and may be deemed 'Safe to Close' by a panel, and therefore not worked by a CME officer.

Children Missing Education.

Families Leaving the UK advice slip.

We are to use this advice slip to gather information on children leaving the UK where possible.

Pupils name..... DOB.....
Address in UK
Parents Name(s).....
Parents Phone Number(s).....
Parents Email Address
Destination Country Date Leaving the UK/School
New Address
Signed (Parent)

Salford Children Missing Education.

Families Leaving the UK advice slip.

We are to use this advice slip to gather information on children leaving the UK where possible.

Pupils name DOB.....
Address in UK
Parents Name(s).....
Parents Phone
Number(s).....Parents Email
Address
Destination Country Date Leaving the UK/School
New Address
Signed (Parent)

Appendix E - Process for Deletion from School Roll

DELETION FROM SCHOOL ROLL			
Parents of Pupil give one full terms notice	All staff who need to know are made aware	On leaving date pupil is moved from 'current' to 'leavers' on the school system	Local Authority informed using protocols for independent schools