

Child Missing in Education (CME) Policy

Whole School including EYFS

Version	1	2	3
Policy reviewed on	September 2017	September 2019	September 2021
Policy written by	Mrs Follett	Mr Whittell	Mr Whittell
Policy seen by Governor on (date / signature)	Mrs Wilcox (COG)	Mrs Wilcox (COG)	Mrs Wilcox (COG)
Date of next review	September 2019	September 2021	September 2023

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.

Child Missing in Education (CME) Policy

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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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 Psychologists, 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:
EMERGANCY 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:

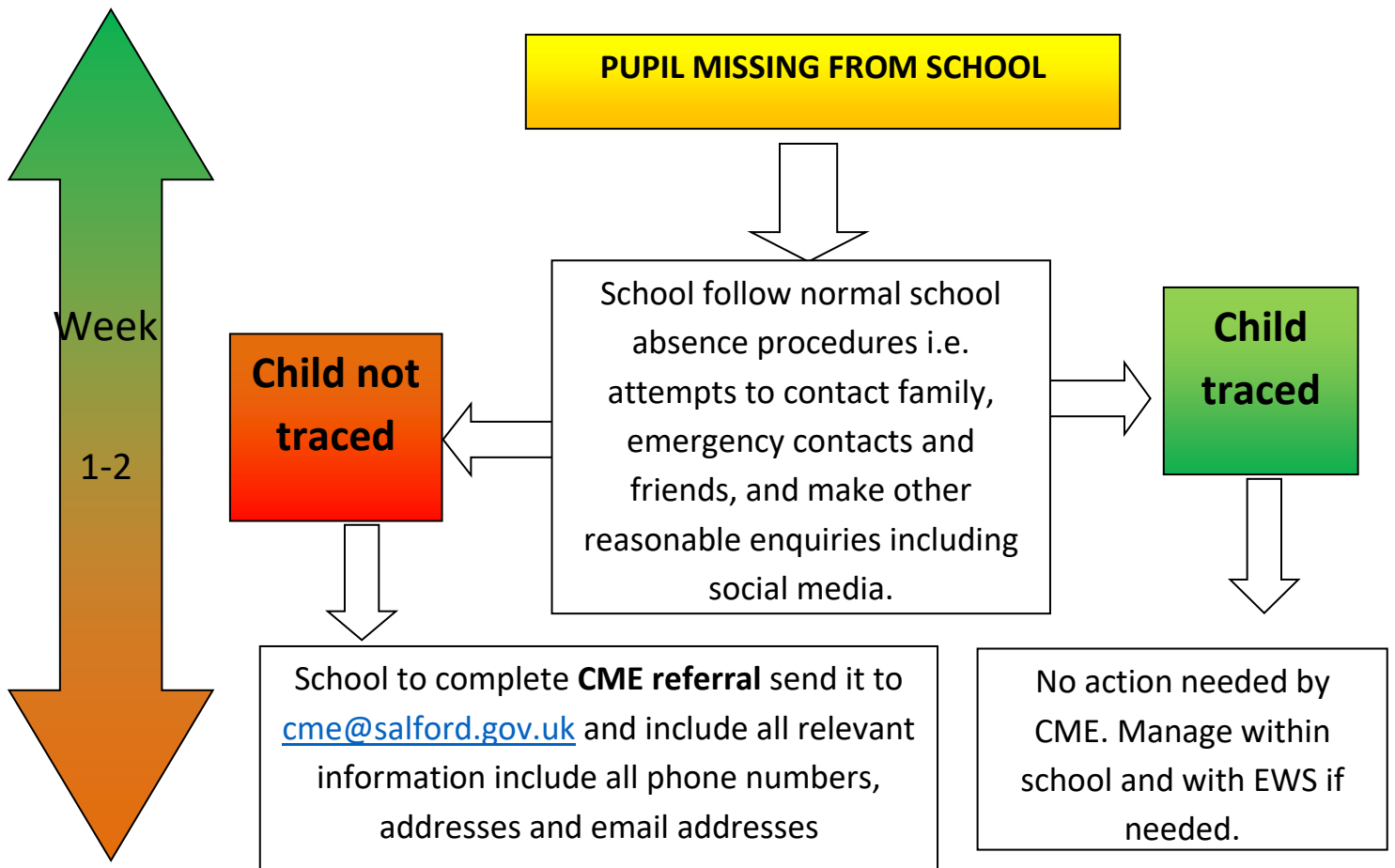
FURTHER DETAILS – THIS SECTION MUST BE COMPLETED

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

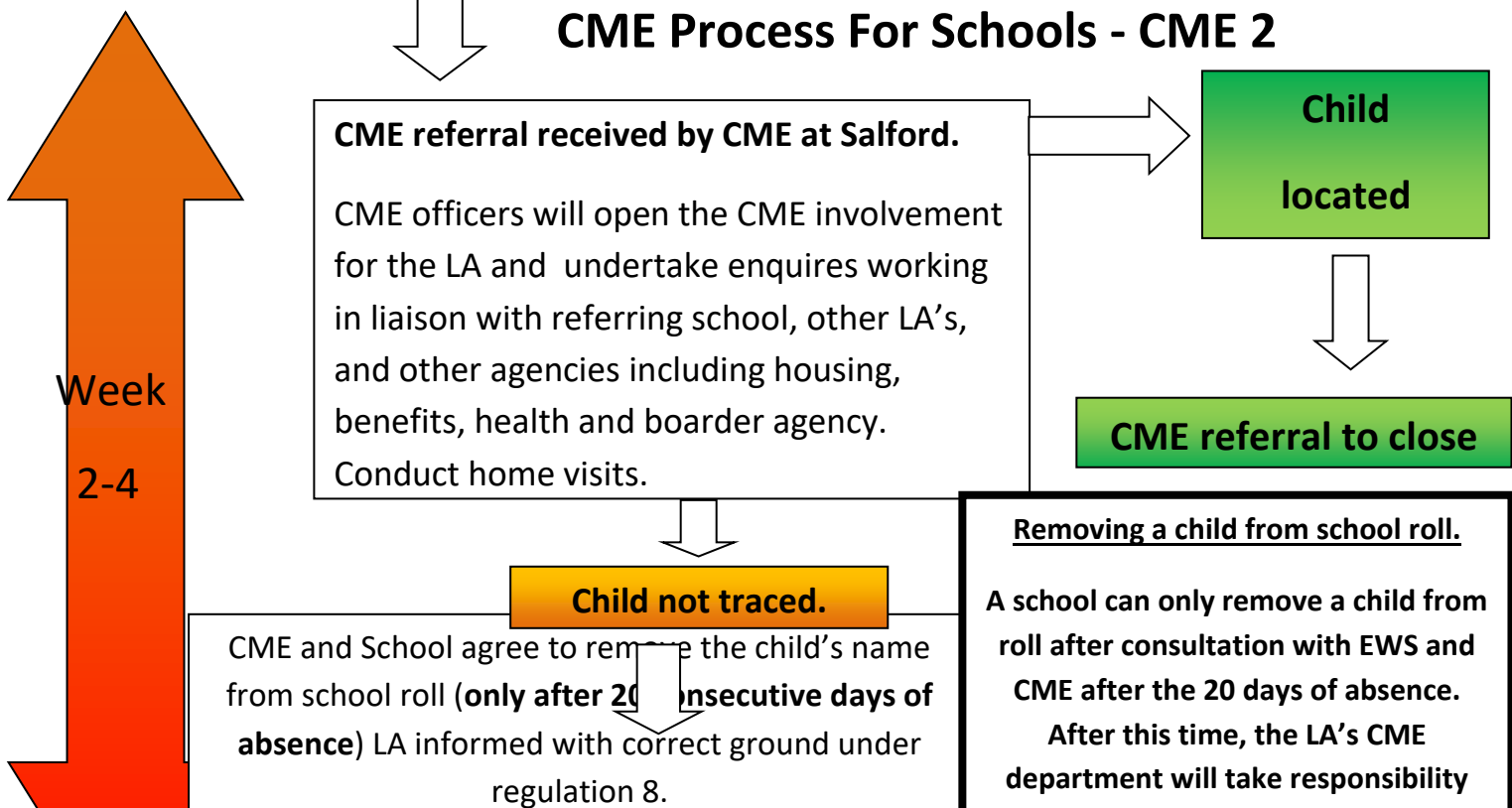
OTHER (please detail):

ADDITIONAL INFORMATION INCLUDING DATES AND OTHER CONCERNS:

CME Process For Schools - CME 1

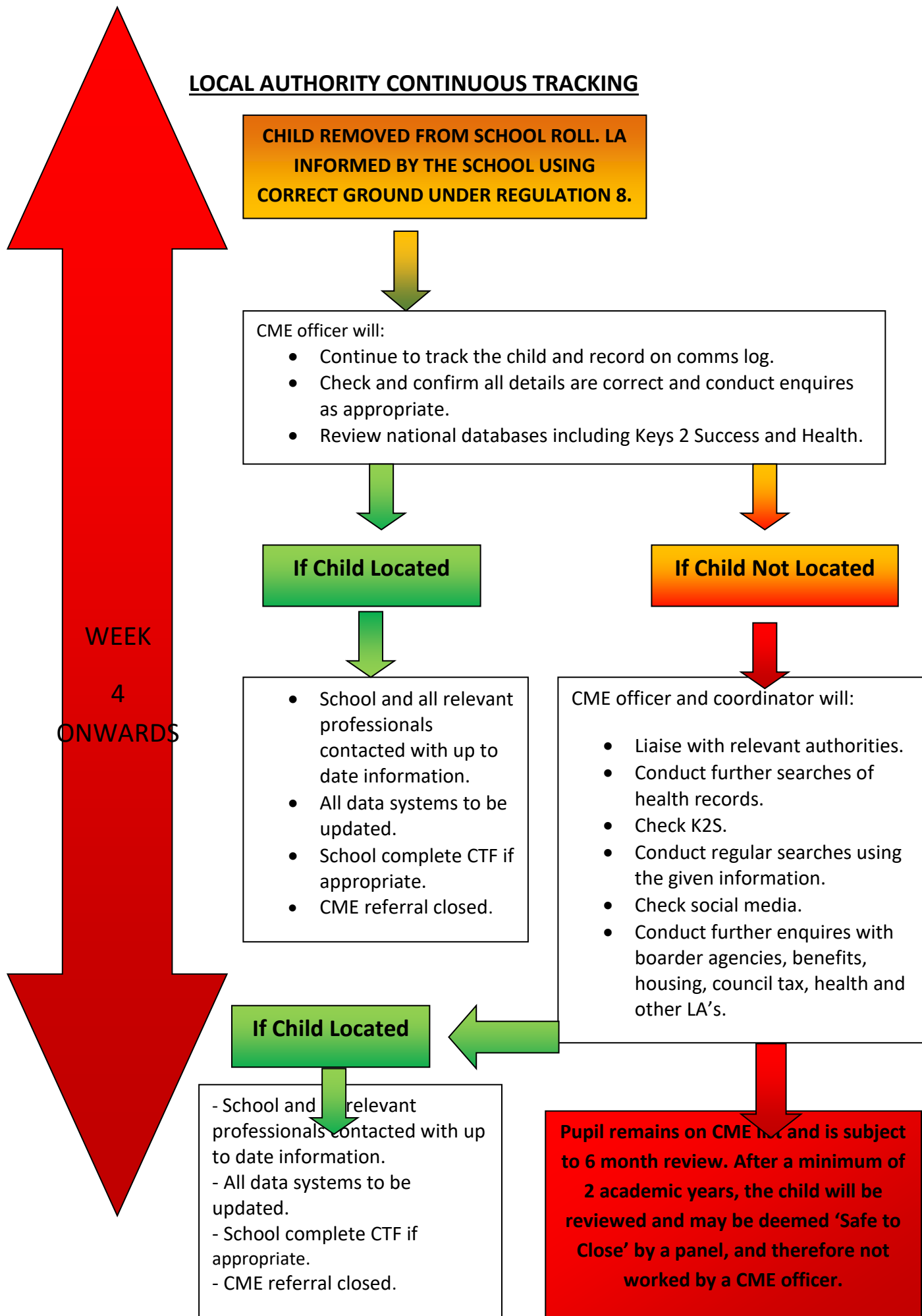


CME Process For Schools - CME 2



CME PROCESS - CME 3

LOCAL AUTHORITY CONTINUOUS TRACKING



Children Missing Education.

Appendix 3: 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 4: 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