



West View Primary School

Children Missing Education Policy

Policy approved by Local Academy Committee: October 2023

Date for Review: October 2024

Statement of Intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing from education (CME) risk underachieving, and not being in education, employment or training (NEET) in later life, and it can act as a vital warning sign of a range of safeguarding concerns, including abuse and neglect.

The Local Authority has a legal duty to identify when there are CME and help them back into education. This policy highlights what our school will do to help the Local Authority with its duty.

For the purpose of this policy, a 'child missing from education' is defined as a child of compulsory school age who is not registered at a school, not placed in alternative provision by an LA, and not receiving a suitable education elsewhere. This definition also encompasses children who are receiving an education, but not one that is suitable, including children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, SEND.

[Children Who Go Missing - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](https://www.teescpp.org.uk)

Contacts for Children Missing Education

Hartlepool Local Authority

Responsibility within the Local Authority for tracking Children Missing Education - Rebecca Kelly

Tel: 01429 402728

Email: rebecca.kelly@hartlepool.gov.uk or CME@hartlepool.gov.uk

This policy does not address pupils who are considered to be absent from education, which is where a registered pupil is not attending regularly, including where they are persistently or severely absent from school. Procedures for addressing instances where pupils are not attending regularly are instead set out in our school's Attendance and Punctuality Policy.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Children Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Children Act 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [The Education \(Pupil Information\) \(England\) Regulations 2005 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [The School Information \(England\) Regulations 2008 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [The Education \(Provision of Full-Time Education for Excluded Pupils\) \(England\) Regulations 2007 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)
- [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- [Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This policy operates in conjunction with the following school policies:

- Admissions
- Attendance and Punctuality
- Safeguarding and Child Protection

Reasons for Children Missing Education (CME)

There are a number of reasons as to why children miss education, including the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Suspension/exclusion
- Mid-year transfer of school
- Families moving into a new area

Aside from these reasons, if a child is missing from education, particularly repeatedly, this can act as a vital warning sign of a range of safeguarding concerns, such as the following:

- Abuse and neglect, including Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE), potentially involving county lines
[Child Exploitation - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](http://teescpp.org.uk)

- So-called 'honour-based' abuse, including the risk of FGM or the risk of forced marriage
[Honour Based Violence and Abuse - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](http://teescpp.org.uk)

[Female Genital Mutilation \(FGM\) - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](http://teescpp.org.uk)

[Forced Marriages - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](http://teescpp.org.uk)

- Mental health issues
- Risk of substance abuse
- Risk of travelling to conflict zones

Staff will be aware that early intervention is essential to identify the existence of any underlying safeguarding relating to CME and to help prevent the risks of a pupil going missing in the future. All staff will be made aware of unauthorised absence procedures and this policy to ensure that they know how to respond to possible cases of CME.

Children at particular risk of missing education

As there could be many reasons for a child to be missing from education, the Local Authority will make judgements on a case-by-case basis. The following list indicates groups of pupils who are most at risk of missing education:

- **Pupils at risk of harm or neglect** - where this is suspected, local child protection procedures will be followed. If a child is in immediate danger or at risk of harm, a referral will be made immediately to Children's Social Care Services via The Children's Hub (CHUB) and the police - if appropriate.

Hartlepool Children's Social Care Services

The Children's Hub: 01429 284284

Email: childrenshub@hartlepool.gov.uk

Emergency Duty Team: 01642 524552

Local Procedures: [Procedures for the Safeguarding Process - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](#)

- **Pupils from Gypsy, Roma and Traveller (GRT) families** - when a pupil from a GRT family leaves the school without naming their next destination school, the school will contact the Local Authority and the Virtual School.
- **Children of Service Personnel** - the school will contact the Ministry of Defence Children's Education Advisory Service and the Virtual School for advice to ensure continuity of education for these pupils.

[Defence Children Services \(DCS\) - GOV.UK \(www.gov.uk\)](#)

Contacts for Gypsy, Roma and Traveller families/Children of Service Personnel

Hartlepool Virtual School

Virtual School Headteacher - Emma Rutherford

Tel: 01429 284370

Email: emma.rutherford@hartlepool.gov.uk

Local Procedures: [Children and the Armed Services - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](#)

- **Missing children and runaways** - should the school suspect a child has gone missing or run away, an appropriate staff member will contact the Police and social care as well as consult the DfE for advice on missing children.
[Children Who Go Missing - Tees Safeguarding Children Partnerships' Procedures \(teescpp.org.uk\)](#)
- **Children and young people supervised by the Youth Justice System** - in this case, Local Authority youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.

Information regarding Youth Justice Services in the North East of England and Cumbria can be found here: [Youth justice services: North East and Cumbria - GOV.UK \(www.gov.uk\)](#)

- **Children who cease to attend school** - where the reason for a pupil who has stopped attending a school is not known, the Local Authority will investigate the situation.

- **Children of migrant families** - as a school, we will remain vigilant to the increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into a Local Authority area without the authority becoming aware.

Roles and Responsibilities

The appropriate school staff are responsible for:

- Entering pupils on the admissions register
- In the event that a pupil fails to attend school on the agreed or notified date, undertaking reasonable enquiries to establish the reason for this absence, and considering notifying the Local Authority at the earliest opportunity
- Keeping an accurate and up-to-date admissions register by encouraging parents to inform them of any changes
- Monitoring pupils' attendance through a daily register
- Agreeing with the Local Authority what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 days of education or more without permission
- Removing pupils from the admission register where they have not returned to school for 20 consecutive school days, and the school and Local Authority have failed to establish the pupil's whereabouts after making reasonable enquiries
- Notifying the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](#)
- Arranging full-time education for suspended pupils from the sixth school day of a fixed-period suspension
- Providing information to the Local Authority regarding standard transitions, as and when requested to do so
- Where reasonably possible, holding more than one emergency contact number for each pupil and where available, holding an email address for each of these contacts

All staff are responsible for:

- Being aware of children and families who are open to frontline services, including those who are looked after and in foster care placements
- Being alert to the potential need to implement early help for a pupil who is frequently missing or goes missing from care or home
- Being aware of the school's procedures for managing unauthorised absence and children missing from education
- Where staff have concerns about pupils relating to CME, using their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL or deputy DSL

The Local Authority is responsible for:

- Establishing the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise, in line with the Local Authority's duty under the [Education Act 1996 \(legislation.gov.uk\)](#)
- Providing full-time education for permanently excluded pupils from the sixth school day of a suspension

- Issuing School Attendance Orders to parents who fail to ensure that their child is receiving a suitable education, and the Local Authority believes that the child should attend school
- Prosecuting parents who do not comply with a School Attendance Order
- Prosecuting or fining parents of school-registered children who fail to ensure their children attend school regularly
- Ensuring that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere
- Ensuring that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education
- Ensuring that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place
- Arranging suitable provision for pupils with Education, Health and Care Plans where their parent chooses for them to be home educated, and reviewing this annually
- Liaising and sharing information with other agencies to support children who miss education
- Sharing the fact that a pupil has a social worker with the school
- Referring to the Local Authority Children's Social Care Services where there is concern for a child's welfare, as well as the Police if there is reason to suspect that a crime has been committed

Parents/Carers are responsible for:

- Ensuring that their children, if of compulsory school age, are receiving suitable full-time education
- Notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register
- Where requested, meeting with the school, LA, and other key professionals to consider whether home education would be in the best interests of their child, particularly where they have SEND, are vulnerable, or have a social worker - ideally, this would be done before a final decision has been made
- Notifying the school regarding any absences or changes to the pupil's education arrangements
- Ensuring that school are kept up to date with any changes to personal details (including any changes to home addresses, telephone numbers or email addresses)

Induction and Training

The safeguarding response to children who go missing from education will be explained to staff during their induction.

All staff will receive annual safeguarding and child protection training, including an update on the various safeguarding concern possibilities that CME could represent, any changes to the early help process and staff members' role in this process.

Knowledge and understanding will be checked through the provision of monthly safeguarding quizzes, set by the Designated Safeguarding Lead (who is also the Headteacher).

Working with others

Families moving from one Local Authority to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, Local Authorities will work together, regionally or nationally, to ensure that this does not happen. The Local Authority will raise awareness of its procedures with local schools, partners and agencies working with

children and families. As a school, we will ensure that staff are familiar with these procedures and when they need to be followed.

To assist the Local Authority in tracing CME, it has contacts with:

- [Department for Work and Pensions - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [UK Visas and Immigration - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [HMRC services: sign in or register: Sign in to HMRC online services - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

West View Primary School uses CPOMS (Child Protection Online Monitoring System) to allow schools to transfer pupil information when a child moves to another education setting.

If a pupil with a social worker is absent from school for an unexplained reason or they are missing from education, the school will inform the pupil's social worker.

Safeguarding

West View Primary School recognises that children missing from education can act as a vital warning sign to a range of safeguarding issues. Where there are concerns that a pupil missing from education is linked to a safeguarding issue, action will be taken in line with the Safeguarding and Child Protection Policy.

In line with the [Children Act 2004 \(legislation.gov.uk\)](http://legislation.gov.uk), we will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL or DDSL conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

For the purpose of this policy, 'reasonable enquiries' are defined as limited, investigative powers that we, as a school, may action to determine a child's whereabouts and whether they may be in danger.

The DSL will record that they have completed these procedures and, if necessary, make a referral to The Children's Hub or the Police.

Where the whereabouts and safety of a child is unknown, we, in conjunction with the Local Authority, may carry out the following actions:

- Make contact with the parent, relatives and neighbours using known contact details
- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements and make enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the Local Authority and school from which the pupil moved originally
- Check with the Local Authority where the pupil lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of service personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and make enquiries with neighbours or relatives, if appropriate

Please note: *This list is not exhaustive - as a school, together with the Local Authority, we will use our judgement towards what reasonable enquiries are appropriate, once all of the facts of the case have been taken into account.*

Admissions Register

West View Primary School will ensure that the admissions register is kept up-to-date at all times, and will encourage parents, via communications such as newsletters, texts and via social media, to notify us of any changes as they occur.

Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed, or the day that we have been notified, as the date that the pupil will attend. Once a pupil has been recorded on the admissions register, we will notify the Local Authority within five days, and will supply them with all of the details contained on the admissions register for the new pupil.

Where a parent notifies us that their child will live at another address, we will record the following information on the admissions register:

- The full name of the parent with whom the pupil will live
- The new address
- The date from when it is expected the pupil will live at this address

Where a parent or carer notifies us that the pupil is registered at another school, or will be attending a different school in future, we will record the following information on the admissions register:

- The name of the new school
- The date when the pupil first attended, or is due to attend, that school

We will make contact with the new school to confirm the child's admission. If the child has not been registered as expected, a CME referral would be made to the Local Authority.

Parents and carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent notifies us that their child will be educated at home, the pupil will be deleted from our admission register and we will inform the Local Authority - including the Virtual School.

Removing a pupil from the admissions register

As a school, we will inform the Local Authority of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parent and are being educated outside the school system, e.g. home-schooled - [Elective Home Education | Elective Home Education | Hartlepool Borough Council](#)
- Have ceased to attend school and no longer live within a reasonable distance of the school
- Have been certified as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither they nor their parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period
- Have been permanently excluded
- Have died
- Have been registered at another school where it is not indicated this should be the case
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion

- Have been granted authorised leave but have failed to attend school within 20 school days after the period of authorised absence ended, and:
 - There is reason to believe the pupil is not unable to attend school
 - The Local Authority and school are unable to determine the pupil’s whereabouts after making joint reasonable enquiries
- Have been continuously absent from school for a period of at least 20 school days, and:
 - The absence was not authorised
 - There is reason to believe the pupil is not unable to attend school
 - The Local Authority and school are unable to determine the pupil’s whereabouts after making joint reasonable enquiries
- The pupil was admitted to receive nursery education and since completion has not transferred to Reception, or a higher class, at the school

We will notify the Local Authority that a pupil is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the pupil’s name is actually removed.

If a pupil’s name is to be removed from the admissions register, we will provide the Local Authority with the following information:

- The full name of the pupil
- The full name and address of any parent/carer with whom the pupil lives
- At least one telephone number of the parent/carer with whom the pupil lives
- The full name and address of the parent/carer who the pupil is going to live with and the date the pupil is expected to start living there, if applicable
- The name of the pupil’s new school and their expected start date, if applicable
- The grounds for removal from the admissions register under Regulation 8 of [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2006/1196/2006-11-16)

Where the name of a pupil with a social worker is to be removed from the admissions register, the pupil’s social worker will be informed by a member of the Safeguarding Team.

Monitoring and Review

This policy is reviewed annually by the Headteacher (who is also the Designated Safeguarding Lead). Relevant Local Authority staff, including the Children Missing Education Officer, will also be consulted as part of the policy review.

The next scheduled review for this policy is October 2024.

Appendix 1 - School CME Referral Form

CHILDREN'S AND JOINT COMMISSIONING SERVICES

**SCHOOL CME REFERRAL FORM -
Child whose family whereabouts are unknown**



Your Details	Name:		Date:	
	School			
Child and family details	Forename(s):		Surname	
	DOB:		Gender:	
	Date last in education:		Date last seen:	
	Parent(s) names and all contact details:			
CME criteria (Please indicate)	All attempts to contact the family have failed (See Checklist)			
	Family known to have moved away but destination school unknown			
	Child did not take up allocated school place and attempts to contact have failed			
Checklist	Date completed	Outcome		
Carry out first day calling (if this is an automated system the school should make telephone contact)				
Attempt to get in touch with all known emergency contacts (at various times of day) <i>Provide contact details</i>				
Gather further information including details of siblings from other agencies, wider school community (eg staff, other pupils)				
Home visit within the first 5 school days of absence.				

If a child is on child protection plan school should inform the family social worker. If school has any immediate safeguarding concerns a Safer Referral Form should be completed immediately in-line with HCSB Child Protection Procedures.

If child is not located following checks, please send referral form to the School Attendance Team, **no later than the tenth day of absence** and continue checks as appropriate. The School Attendance Team will make further enquiries and attempts to locate the family including making contact with other LAs and CME Officers. In rare cases where the child cannot be located the child must remain on school roll until you are advised to remove from roll by the Inclusion Coordinator or School Attendance Officer

.Please return this with any attachments securely to your named **School Attendance Officer. Centre for Excellence in Teaching and Learning (CETL), Brierton Lane, Hartlepool, TS25 4AF.**