



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Hucknall National C of E Primary School

## Children Missing Education Policy

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## Statement of intent

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

The LA 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 LA with its duty.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## **1. Legal framework**

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

- DfE (2018) 'Working together to safeguard children'
- DfE (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'
- DfE (2020) 'School attendance'
- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Children Act 1989
- Children Act 2004
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016)
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2018)
- The School Information (England) Regulations 2008 (as amended in 2018)
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007 (as amended in 2014)

## **2. Definitions**

2.1. For the purpose of this policy, a "child missing education" is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, SEND.

## **3. Why children miss education**

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

- Failing to be registered at a school at the age of five
- Failing to make a successful transition

- Exclusion
  - Mid-year transfer of school
  - Families moving into a new area
- 3.2. Aside from these reasons, if a child is missing from school, 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
  - So-called ‘honour-based’ abuse – including risk of FGM or risk of forced marriage
  - Mental health issues – such as risk of substance abuse
  - Risk of travelling to conflict zones

#### 4. Children at particular risks of missing education

- 4.1. As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates 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; however, if a child is in immediate danger or at risk of harm, a referral will be made immediately to children’s social care (and the police if appropriate). The LA officers responsible for CME will check whether a referral has been made, and will contact children’s social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child’s safety is at risk, the LA will contact the police.
  - **Children of Gypsy, Roma and Traveller (GRT) families** – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the LA Traveller Education Support Services or named CME officer for advice on the best strategies to ensure minimal disruption to the GRT pupil’s education.
  - **Children of service personnel** – the school will contact the Ministry of Defence Children’s Education Advisory Service for advice to ensure continuity of education for these children.
  - **Missing children and runaways** – should the school suspect a child has gone missing or run away, an appropriate staff member will consult the DfE for advice on missing children.
  - **Children and young people supervised by the Youth Justice System** – in this case, LA 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.

- **Children who cease to attend school** – where the reason for a child who has stopped attending a school is not known, the LA will investigate the situation.
- **Children of migrant families** – there is an 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 an LA area without the authority becoming aware.

## 5. Roles and responsibilities

### The school

- 5.1. The school will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.
- 5.2. In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.
- 5.3. The school will aim to hold more than one emergency contact number for each pupil.
- 5.4. The school will keep an accurate and up-to-date admissions register by encouraging parents to inform them of any changes.
- 5.5. The school will monitor pupils' attendance through a daily register.
- 5.6. The school will agree with the LA what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 school days or more without permission.
- 5.7. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for 20 consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- 5.8. The school will notify 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 (as amended in 2016).
- 5.9. Pupils who remain on the school roll are not necessarily missing education, but will be monitored and their attendance will be addressed when it is poor.
- 5.10. The school will arrange full-time education for excluded pupils from the sixth school day of a fixed-period exclusion.
- 5.11. The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

### **Staff members**

- 5.12. All staff will be alert to the potential need to implement early help for a pupil who is frequently missing or goes missing from care or home.
- 5.13. All staff will be aware of the school's unauthorised absence and children missing from education procedures.
- 5.14. Where staff have concerns about pupils relating to CME, staff will use their professional judgement and knowledge of individual pupils to inform their decision as to whether welfare concerns should be escalated to the DSL or their deputy.

### **The LA**

- 5.16. Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.
- 5.17. The LA will provide full-time education for permanently excluded pupils from the sixth school day of a fixed-period exclusion.
- 5.18. When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents to assure the LA that their child is receiving such an education.
- 5.19. The LA will issue School Attendance Orders to parents who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.
- 5.20. The LA will prosecute parents that do not comply with a School Attendance Order.
- 5.21. The LA will prosecute or fine parents/carers of school-registered children who fail to ensure their child attends school regularly.
- 5.22. The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.
- 5.23. The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- 5.24. The LA will apply to court for an Education Supervision Order for a CME.
- 5.25. The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.
- 5.26. Pupils with SEN statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.

- 5.27. The LA is responsible for liaising and sharing information with other agencies to support children who miss education.
- 5.28. The LA is responsible for sharing the fact that a child has a social worker with the school.
- 5.29. The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

#### **Parents**

- 5.30. Parents are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.
- 5.31. Parents are responsible for 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.
- 5.32. Parents will notify the school regarding any absences or changes to the pupil's education arrangements.

### **6. Induction and training**

- 6.1. The safeguarding response to children who go missing from education will be explained to staff during their induction.
- 6.2. 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.

### **7. Working with others**

- 7.1. Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen.
- 7.2. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families.
- 7.3. To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.
- 7.4. The school uses a secure system to allow schools to transfer pupil information when a child moves education setting.

### **8. Safeguarding**

- 8.1. For the purpose of this policy, "**reasonable enquiries**" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.
- 8.2. In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the DSL conducting

discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

- 8.3. The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.
- 8.4. Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:
  - Make contact with the parent/carer, relatives and neighbours using known contact details
  - Check local databases
  - Check data transfer systems such as school2school or Key to Success
  - Follow local information sharing arrangements, and making 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 LA and school from which the pupil moved originally
  - Check with the LA 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 making enquiries with neighbours or relatives, if appropriate

**NB.** This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

## **9. Admissions register**

- 9.1. The school will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.
- 9.2. Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the pupil will attend the school.
- 9.3. Once a pupil has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.
- 9.4. Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions register:
  - The full name of the parent/carer with whom the pupil will live

- The new address
  - The date from when it is expected the pupil will live at this address
- 9.5. Where a parent notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school 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
- 9.6. Parents 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 the school, the pupil will be deleted from our admission register and inform the LA.

## **10. Removing a pupil from the admissions register**

- 10.1. The school will inform the LA of any pupil who will be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system, e.g. home-schooled.
  - Have ceased to attend school and no longer live within a reasonable distance of the school.
  - Have been certified by the school medical officer 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 10 school days after the period of authorised absence ended, and:
    - There is reason to believe the pupil is not unable to attend school.

- The LA 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 not less than 20 school days, and:
    - The absence was not authorised.
    - There is reason to believe the pupil is not unable to attend school.
    - The LA and school is unable to determine the pupil's whereabouts after making joint reasonable enquiries.
  - Will cease to be of compulsory school age before the school next meets, and the relevant person has indicated the pupil will not attend the school, or, the pupil does not meet the academic entry requirements for sixth form.
- 10.2. The school will notify the LA 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.
- 10.3. If a pupil's name is to be removed from the admissions register, the school will provide the LA 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 (as amended), as outlined in [section 10](#) of this policy.

## **11. Elective home education**

Parents will need to write to the Headteacher expressing that you wish to do this, when from , where and why. This should only happen following a conversation between school and parent/carer. The school should then make contact with EHE Team. All relevant documents will need to be completed in line with the latest guidance from the LA.

## **12. The CME Team**

What is the CME Team?

The Children Missing in Education Team will:

- Receive and process referrals from an individual and/or agency
- Track and monitor Nottinghamshire children who are missing, or at risk of missing, education
- Track and monitor children and young people who leave the county without a forwarding school
- Refer onto other services as appropriate e.g. Children's Social Care

Steps to take when referring a child/young person to Child Missing In Education Team.

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, TSS, SEN, Health/School Nurse, School Admissions, CAFCASS
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)

Home visits:

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

### **Home Visits**

Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still resident? A colleague passing by the property on their way home from work could look for signs of life. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue. If school do not wish to complete a home visit one can be purchased through Targeted Support for £50. Please contact your linked Case Manager.

**In the event a child/young person has moved out of county and we do not have a new school to forward the pupil file to.**

If a family has moved out of the area school should request from parent/carers the name of the child's new school and new family address. If a school place is not yet obtained please request the address and share this with CMO who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Notts. The pupil file can be transferred once a new school is identified.

**In the event a child is allocated a place at the school and does not arrive.**

If a child has been allocated a place at your school and they do not arrive as expected they must be placed on the register from the expected date, please follow your attendance procedures. It is important that these children do not fall through the net. Be mindful of any language barriers.

**In the event that a child is leaving my school and moving abroad.**

For children who move abroad, CME would as a minimum, request the address that the child would be living at along with the school they will be attending, without this a referral would need to be made to CMO – we can't record "moved abroad", "Poland" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay. School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school. Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

**If a young person is open to a social worker or attending a refuge - attendance procedures.**

It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures, school should not rely on the child's social worker to inform CMO etc.

**When can a young person be removed from roll.**

Children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities. Do not phone admissions teams across the country waiting for children to arrive in a school. If a child has moved within Nottinghamshire and is living outside of a reasonable distance to travel to their previous school this should be communicated to the CMO.

### **13. Monitoring and review**

- 13.1. This policy is reviewed every two years by the DSL and the headteacher.
- 13.2. This policy was reviewed in line with the updated 'Keeping children safe in education' policy from September 2020.

Role	Name	Contact Details
Designated Governor for child protection	Julie Breedon	0115 9632678 jbreedon@hnp.snmat.org.uk
Designated Senior Person for Child Protection	Sarah Barratt Jane Brown	0115 9632678 head@hnp.snmat.org.uk 07469220215
Designated Deputy Person for Child Protection	Natasha Murray Helen Brown Helen Overton Elisia McGregor	0115 9632678
Children Missing Officer - Nottinghamshire	Glen Scruby	<a href="mailto:Geln.scruby@nottsc.gov.uk">Geln.scruby@nottsc.gov.uk</a> 01623 433170

We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!

<p><b>Children Missing Officer (CMO)</b> Glen Scruby 01623 433170 glen.scruby@nottsc.gov.uk</p> <p><b>MASH – Multi Agency Safeguarding Hub</b> For children at risk of harm or actual harm. 0300 500 80 90 Mash.Safeguarding@nottsc.gov.uk</p> <p><b>Traveller Advice (not referrals)</b> Toni Greenway 01623520051 toni.greenway@nottsc.gov.uk</p> <p><b>Early Help Unit (EHU)</b> 01623 433500 early.help@nottsc.gov.uk</p>	<p><b>Register Queries (TSS)</b> South: Cassandra Marriott – 0115 8546040 North: Lucy Jephson - 01623 520087 West: Alyson Baxter – 01623 434756</p> <p><b>Virtual School – Looked After Children</b> Sue Denholm 01623 434149 sue.denholm@nottsc.gov.uk</p> <p><b>NLC – Exclusions</b> 0115 9675002 exclusions@tlc.notts.sch.uk</p> <p><b>School Admissions</b> 01623 433499 admissions.ed@nottsc.gov.uk</p>	<p><b>Fair Access</b> Karen Hughman 0115 977 2572 <a href="mailto:karen.hughman@nottsc.gov.uk">karen.hughman@nottsc.gov.uk</a></p> <p><b>Special Educational Needs Team (SEN)</b> 0115 9773779 casework.teamleader@nottsc.gov.uk</p> <p><b>Elective Home Education (EHE)</b> 01159 772573 EHE@nottsc.gov.uk</p> <p><b>Health Related Education Team</b> 01623 799157 hretoffice@fountaindale.notts.sch.uk</p>
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