West Earlham Infant and Nursery School
Children Missing In Education

West Earlham Infant and Nursery School is committed to ensure that all children receive an education and as a result will follow Norfolk County Councils Procedure for Children Missing in Education in particular page 12 - 17 which document the school responsibilities.

The most recent copy of the document is attached, however the school will regularly check the Norfolk Schools Website for update.

Approval
This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy will be adopted in ***February 2017***. The date of the next formal review will be ***February 2018*** and every year thereafter, unless statutory legislation changes.

Policy approved by the Head Teacher of West Earlham Infant and Nursery School.

Signed B Neate-Evans ..... *(Head Teacher)*
Name: B.J. NEATE - EVANS .....
Date: 21-2-2017 .....

Norfolk County Council

CHILDREN MISSING EDUCATION
Practice and Procedures

March 2006
Revised October 2007
Revised September 2009
Revised August 2010
Revised February 2014
Revised October 2015
Revised September 2016

This document has been produced to clarify the Local Authority's statutory duty regarding Children Missing Education.

It emphasises the link with both safeguarding children and child protection and as a result the need for information to be shared between agencies.

Sharing information is essential to enable early intervention to help children, young people and families who need additional services, to achieve positive outcomes. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect.

This document needs to be considered while giving due regard to the Norfolk's Safeguarding Children's Board's protocols:

Children Missing From Care and From Home

Families who go Missing Where Safeguarding Concerns Exist

This Practice & Procedures document reflects the practice expected by Local Authorities stated in the guidance issued by the Department of Education to identify children not receiving a suitable education and who are not on a school roll.

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CHILDREN MISSING EDUCATION

1. Background and Government Statute/Guidance

1.1 In 2002 the Department for Education and Skills (DFES) set a target in its strategic framework document that stated by 31 December 2005, robust multi-agency systems will be in place in each local authority to identify and track children missing education or at risk of doing so. In February 2007 the DFES published Statutory guidance for local authorities in England to identify children not receiving education – which requires all local authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children residing in their area who are not receiving an education.

Statutory guidance was issued in January 2009 to place implementation of the duty in the revised strategic context; to reflect priorities that have emerged since the original version was published; and to reflect local authorities' initial experience of implementing the duty. Further revisions have since been issued, the latest in September 2016.

1.2 **The definition of Children Missing Education** refers to all children of compulsory school age who are not on a school roll, receiving a suitable education or who are not receiving education otherwise than being at school (for example, at home, privately or in alternative provision).

A suitable education is defined as "efficient full time education suitable to his/her age, ability & aptitude and to any special educational needs he/she may have".

1.2.1 The duty does not apply in relation to children who are registered at a school but who are not attending regularly. The duty complements and reinforces duties that already exist for schools to monitor attendance and it is important already have a duty to monitor attendance through the daily attendance register and to make returns to local authorities where the attendance of individual pupils gives cause for concern. (Further information on this duty is available at:
http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance)

1.2.2 The duty does not apply to children who are being educated at home. Monitoring arrangements already exist for children being educated at home. Parents have a duty to ensure that their children receive a suitable full-time education either by regular attendance at school or otherwise (under section 7 of the Education Act 1996) and they may choose, as is their right, to provide this by educating their children at home.

1.3 The **Children Act 2004** places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure children are safely on a school roll.

1.4 A key aspect that has become an expectation in recent years is that relevant agencies should work together locally to design and deliver better and more integrated, preventative services to children and young people. The introduction of the Common Assessment Framework, which in Norfolk we call

Family Support Process, improved information sharing procedures, and the development of the Lead Professional role to support this approach. Implementation of the duty to identify children who are not receiving a suitable education, introduced by the Education and Inspections Act 2006, should be embedded in the local authority's overarching preventative strategy, to ensure that these children receive the full range of services they need.

1.6 The implementation of the duty to identify children not receiving a suitable education needs to take into account that schools are a service which can quickly identify problems and issues, the potential for future problems, and intervene effectively, working with other services where necessary. The duty on schools to promote pupil well-being emphasises this contribution.

1.7 Adopting the process steps in this guidance will help the LA meet statutory duties, relating to identifying children missing from education, plus those at risk of going missing, helping them move back into education (or alternative provision) and maintaining contact to prevent them slipping through the net again. This will help ensure all children and young people receive the universal services to which they are entitled.

2. Why children go missing from Education.

2.1 Nationally DfE identified that in the academic year 2013-2014 there were 223,815 children (3.6% of enrolments) who missed 15% or more of their education.

2.2 The main reasons why children miss education:

There is considerable research available which identifies the reasons for children and young people being 'missing from school' and although the list below is not exhaustive it gives some circumstances that can result in a child going missing from education.

- Children at risk of harm/neglect
- Children of families who can be highly mobile, e.g. parents in the armed forces, Gypsy, Roma and Traveller families
- Missing children and runaways
- Children and young people under the supervision of the youth justice system
- Children who cease to attend school/fail to make a successful transition
- Children of new migrant families

However Local Authorities must consider every child as an individual case.

2.4 Costs of missing education:

The costs of missing out on education are very high both to the young people and their families and to society as a whole. The most obvious impact is, of course, on education itself. Pupils who do not attend the final year(s) of compulsory education are unlikely to leave with any qualifications at all and a fractured educational history can result in low levels of functional literacy and numeracy.

2.5 **Truancy:**

Truants are more likely than non-truants to leave school with few or no qualifications. Data analysed by the DfE for the academic year 2012-13 shows that in general the higher the percentage of sessions missed across the key stage, the lower the likely level of attainment at the end of KS4. Specifically, pupils with no absence are 1.5 times more likely to achieve 5+ GCSEs A*-C or equivalent and 2.8 times more likely to achieve 5+ GCSEs A*-C or equivalent including English and mathematics than pupils missing 15-20 per cent of KS4 lessons. The difference in achievement is also evident with the English Baccalaureate, where pupils with no absence are around 10.2 times more likely to achieve the English Baccalaureate than pupils missing 15-20 per cent of KS4 lessons.

2.7 **Effects into adulthood:**

2.7.1 **Unemployment and homelessness:** Like others with low qualifications, those who miss school are more likely to be out of work at age 18 and are more likely to become homeless. For example, over three-quarters of homeless teenagers in one Centrepoint study were either long-term non-attenders or had been excluded from school.

2.7.2 **Crime:** The most striking link is with crime. According to the Audit Commission, nearly half of all school age offenders have been excluded from school; and a quarter truanted significantly

Home Office research showed that truants were more than three times more likely to offend than non-truants. One study found that 78 per cent of males and 53 per cent of females who truanted once a week or more committed offences.

2.7.3 When a child is absent from education, it is possible that this is due to other behaviour, associations or activity that puts them at risk of harm. This could be of their own choice or by the actions of another person or persons influencing their behaviour and choices. They could be the victims of abuse, neglect or crime, including sexual exploitation, forced marriage, trafficking, domestic servitude or abduction. It is important to recognise when young people are in situations where they are vulnerable and to take appropriate action.

2.7.4 In any case where there is concern for a child's welfare this should be referred to Norfolk County Council Children's Services. If there is reason to suspect a crime has been committed, the police should also be involved, Where there is genuine concern that young person's safety and/or well-being is at risk, it is essential to take action quickly, as delays can see problems escalate, and also hamper an effective investigation of the circumstances in which the child is living.

Child trafficking and/or sexual exploitation

In some cases, young people may go missing or run away due to trafficking, or following grooming by adults who will seek to exploit them sexually.

Further guidance on safeguarding children who may have been trafficked is available from:
https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance

Statutory guidance on safeguarding children from sexual exploitation was launched in early 2009, and is available from:
http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a0072233/safeguarding-children-from-sexual-exploitation

Forced marriage

2.7.9 Being removed from education is a recognised symptom for children and young people who may be facing a forced marriage. If this is suspected, local authority children's social care should contact the Foreign and Commonwealth Office's Forced Marriage Unit where experienced caseworkers are able to offer support and guidance. They can be contacted on 020 7008 0151. Care should be taken not to approach the family or attempt to mediate if forced marriage is suspected.

2.7.10 Statutory guidance on dealing with forced marriage was published in November 2008, setting out the responsibilities of agencies dealing with forced marriage issues. This can be downloaded from:
https://www.gov.uk/forced-marriage

Practice guidelines for education professionals and social workers are also available from:
http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a0072231/forced-marriage

2.7.11 Local Authorities are responsible for meeting the requirements under The Education Act 1996 section 436A as amended by The Education and Inspections Act 2006. They also need to put in place arrangements for joint working and appropriate information sharing with other local authorities and relevant partner agencies that come into contact with children and families. Implementation of the duty under section 436A should be integrated with, and not in isolation of, the wider range of duties placed on local authorities, and initiatives led locally, that aim to improve outcomes, and safeguard and promote the welfare of children.

3. Involvement and responsibilities of each agency.

3.1 **The role of the Local Authority (LA):**
It is the responsibility of the LA to ensure that all school aged children are in receipt of suitable and efficient education appropriate to their age, aptitude and ability whether at school or otherwise.

3.1.1 **The role of the Attendance and Exclusions Strategy Manager:**
The Attendance and Exclusions Strategy Manager is the LA designated officer for Children Missing Education in Norfolk and oversees the work undertaken to track and monitor this vulnerable group.

The Attendance & Exclusions Strategy Manager will report to Children's Services Leadership Team (CSLT) as required regarding Children Missing Education.

The Attendance and Exclusions Strategy Manager is also responsible for ensuring the recording and reporting of all exclusions and therefore the Exclusions team must be informed of all exclusions from school (both permanent and fixed term). It is expected that all schools will follow the DfE statutory guidance.
http://www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012/guidance

Pupils that have been permanently excluded are at risk of becoming a Child Missing Education therefore these pupils are tracked and monitored by the Children Missing Education Assistant, until the new provision is in place.

In cases where it is identified that a school has imposed an unofficial/ illegal exclusion when advised the Attendance and Exclusions Strategy Manager will ensure that liaison takes place with the Headteacher to clarify the situation.

Records will be made of any reported incidents of unofficial/illegal exclusions by the Attendance and Exclusions Strategy Manager and reported to CSLT as required.

3.1.2 **The role of the Children Missing Education Assistant:**
The Children Missing Education Assistant will maintain a list of all children in the authority who are known to be not on a school roll or whose whereabouts cannot be established.

When another LA or another agency contacts Norfolk regarding a child who is believed to have moved into the area the Children Missing Education Assistant will check the Tribal/CareFirst database to establish if the child is on roll at a Norfolk school. If they are, the CME Assistant will contact the school and confirm that the child is attending and will provide an appropriate update to the referrer.

When information is received (on a CME 1) that a child who has a statement or Education Health Care Plan (EHCP) has been removed from roll the CME1 will be shared with SEN Centre of Excellence csehcp@norfolk.gov.uk so EHCP Co-ordinators can follow up the case.

Information received from colleagues within Children's Services or other agencies will be checked and recorded by the Children Missing Education Assistant.

If a child cannot be identified as having registered at a school and an address in Norfolk is included in the enquiry paperwork, the CME Assistant will refer the details on a CME 3 form to the operational Attendance Team at csattendance@norfolk.gov.uk so that a visit can be made to that address.

The progress will be monitored and logged (See flowchart Appendix 5) until the child is on a school roll, receiving a suitable full time education, is registered as undertaking Elective Home Education or it has been established

no longer resides in Norfolk. This information is recorded on Tribal database within Children's Services.

On receipt of information that a child has been removed from roll and is to be on Elective Home Education the CME Assistant will liaise with Services to Home Educators (SHE) to ensure that relevant information has been received by them from the school. If they have not received the information a copy of the CME 1 and any accompanying documents (e.g. letter from parents) will be sent to SHE. If on receipt of the information SHE cannot find the child they will make a referral back to CME so that the case can be followed up.

In cases where it is not appropriate/possible to establish that a suitable education other than at school is being provided, SHE will complete a CME 3 form and send it to the CME Assistant as well as a referral to the operational Attendance Team at csattendance@norfolk.gov.uk so that follow up work can be undertaken.

Information regarding children on the CME list will be shared with Senior Attendance Support and Enforcement Officer on a regular basis to ensure no child is missed and to allow all staff the opportunity to update centrally held information.

In cases where a child cannot be identified as being a pupil in a Norfolk school and no address is supplied with the enquiry further checks of Tribal and Carefirst will be made 12 weeks later. Where children continue to be unable to be found a NHS check will be requested.

When a child on the Children Missing Education register is in the last year of statutory education their information will be shared with Mark Horton, Tracking Co-ordinator, Participation Strategy team so their details can be recorded on the Client Caseload Information System (CCIS). This will ensure that the young person gets support at 16 including an offer of learning under the September Guarantee.

3.1.3 **The role of the Senior Attendance Support and Enforcement Officer:**
The Senior Attendance Support and Enforcement Officer (SASEO) will receive a list of children where it has not been possible to establish where they are/if they are in Norfolk on a six weekly basis for distribution to the relevant personnel to ensure updates are received by the CME Assistant. The SASEO will routinely discuss CME cases allocated to Attendance Support and Enforcement Officer (ASEO) during supervision to ensure procedures including timescales are adhered to.

If any concerns or issues regarding practice are identified by the CME Assistant, the SASEO will be informed and will follow up accordingly.

3.1.4 **The role of the Attendance Support and Enforcement Officer (ASEO) Where a child is on roll at a school**
If a school refers a child to an ASEO as a possible missing child, the ASEO will visit the home to establish if the family are still residing there. If it is not clear follow up checks (e.g. District/Borough Council) will be made by the ASEO. Further details of this process is available in the County Attendance Practice Guidance.

A letter (Appendix 4) will be sent to the school advising them that checks have been made and that they can remove the pupil from roll or provide an update of the situation.

Other cases
When the CME Assistant has referred a case on a CME3 a visit to the family is required. Unless concerns received justify an urgent response (within 3 working days) e.g. previous child protection concerns, contact should be made in writing before a visit to the family is made. The visit should be made by a member of the attendance team within 10 working days of the referral being made by the CME Assistant.

The visit will be to establish if the child is residing there, what education arrangements have been made for the child and if any support is needed.

The ASEO will record actions taken in response to CME referrals in the case notes. These records must be kept up to date so that the CME Assistant can track and monitor all cases.

The case will remain open to the ASEO until the child is in school and attending full time, in alternative provision or no longer residing in Norfolk.

If a school place is offered but the child does not attend, the ASEO will initiate School Attendance Order proceedings within 7 working days.

3.1.5 **The Role of other Children's Services staff**
If a member of Children Services staff becomes aware of a child living in Norfolk who meets the CME criteria they should complete a CME2 form and send to the CME Assistant in order that the child can be added to the list allowing checks and tracking of the case to be undertaken.

3.1.6 **The Role of the Admissions Team:**
The Admissions team has responsibility for:

- The co-ordination of admission arrangements for pupils commencing statutory education in Reception classes in co-operation with first admission own admission authorities and other LAs, so that Norfolk resident pupils receive no more than a single offer of a junior/middle school place;
- The co-ordination of admission arrangements for pupils transferring from infant to junior school, ensuring, in co-operation with junior own admission authorities and other LAs, so that Norfolk resident pupils receive no more than a single office of a junior/middle school place;
- The co-ordination of admission arrangements for pupils transferring from primary to secondary school, ensuring, in co-operation with secondary own admission authorities and other LAs, so that Norfolk resident pupils receive no more than a single offer of a secondary school place.
- Processing request for In-year admissions and transfer of school and from September 2013 from Community and Voluntary Controlled Schools and those own admission authority schools who agree to continued LA co-ordination,

To contribute to the work of ensuring that all pupils are on a school roll and attending school, the Admissions Team works as follows:

- Ensures that advice about admissions and support with the application procedure is readily available for all families including those recently arrived from overseas;
- Carefully considers each request for a transfer of school, ensuring that parents are aware of the implications of a change of school; ensuring, at every opportunity, that parents are advised not to withdraw their children from school without first having secured an alternative school place;
- Contributes to the maintenance of an efficient pupil database which, following liaison with schools and parents as necessary, records the school places offered and those taken up or declined;
- Shares information with other LAs and admission authorities regarding individual pupil placements within their schools;
- Investigates, with parents, schools, the Early Intervention and Specialist Services and the area attendance staff, as necessary, those cases where pupils fail to take up school places or where it becomes evident that a child is out of school;
- When a pupil moves into the county requiring admission into a Norfolk school, the pupils details will be entered onto the Tribal pupil database;
- Any pupil not on a school roll currently waiting for admission into a Norfolk school will be identified as a Child Missing Education. A monthly report is currently in development and will be prepared from the Synergy database identifying these children for Admissions and will be shared with the Children Missing Education Assistant.

Admission of Looked After Children:

The Education (Admission of Looked After Children) (England) Regulations 2006 came into effect for admission arrangements in September 2007. This requires all admission authorities to place Looked After Children (LAC) as highest priority, after statemented pupils, in their over-subscription rules.

The Admissions Forum has developed a fair access protocol for school pupils and endorses the Local Authority's position of exercising their power to direct a local school or to ask the Secretary of State to consider directing a pupil to an Academy to seek to admit any child (inc. a LAC) where the school does not accept placement via the protocol.

Admissions of pupils with SEN who do not have Education Health Care Plan (EHCP) or statements:

Pupils with SEN who do not have an EHCP or Statement of SEN should be considered within the existing admissions process and must be treated "at least in the same way" as all other applicants. Admission authorities cannot refuse to admit pupils on the grounds that they do not have an EHCP or Statement of SEN or are currently being assessed (SENCOP 1:33).

Admission of pupils with statements of SEN:

There is a clear expectation in the Education Act 1996 that pupils with EHCPs or Statements of SEN will be included in mainstream schools. All schools should admit pupils with already identified special educational needs.

Admission authorities should not refuse to admit a pupil because they feel unable to cater for their special educational needs.

If a pupil has an EHCP or a Statement of SEN which names a school in Part 4, the school is obliged to admit the pupil. Governing bodies of Academies and mainstream schools are required to admit a pupil who has an EHCP or Statement of SEN naming their school (Education Act 1996, Section 324).

Pupils with an EHCP or Statement of SEN that name a school and who arrive outside the normal admission round must be admitted to the school, even if the school is full (School Admissions Code 2012 (1.33). Admission to school for a child with an EHCP or a Statement of SEN will be placed through the Education Health and Care Plan Co-ordinator and not the School Admissions team.

3.1.7 **The role of the Short Stay School for Norfolk:**
The Short Stay School for Norfolk is commissioned by the Local Authority to provide an education for a child identified to be living in Norfolk who after 15 school days has been unable to obtain a place in a school.

When the Short Stay School for Norfolk removes a child's name from their roll, they must as other schools complete a CME1 and send to the Children Missing Education Assistant as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.

4. The role of Other Agencies: (e.g. Health, Housing, Voluntary Agencies)
If a member of staff from another agency identifies a young person who appears to not be on roll at a school or not be attending school regularly, that member of staff should complete a CME 2 form and send it to the Children Missing Education Assistant for further checks to be made. The referrer will be notified of the outcome of the enquiry.

5. The role of Schools
Pupils join a school roll on the expected first day of attendance and must be listed in both admissions & attendance registers from that day.

5.1 **When a pupil fails to start at a new school when expected:**
When a pupil is expected to join the school at a normal time of starting (e.g. Nursery, Reception or Year 7) and he/she does not arrive, the school should firstly try to make contact with the parents by phone or letter. The child will be on the school attendance register and should be marked as an unauthorised absence. If after one week no contact has been made the school should contact the Admissions department to find out if the child had been registered elsewhere. After two weeks the school should complete a referral to the ASEO who will follow the procedures for 'missing pupils'.

If a child is expected to join the school mid term and fails to arrive, the school firstly try to make contact with the parents either by phone or letter. If after two weeks the school has been unable to make contact, a referral should be made to the ASEO who will follow the procedures for missing pupils.

5.2.1 **Prolonged absence:**
If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion, the school should follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the absence will be unauthorised and should be referred to the ASEO who will follow their procedures for 'missing pupils'. If it is established that the child no longer resides at that address and their whereabouts is unknown, the school will receive a letter from the ASEO advising them of the situation and the school can remove the pupil from roll and follow the actions as laid out in section 5.6.

5.3 **Regulations about when a school may delete a pupil's name from its Admissions Register.**
There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Section 8 of the Education (Pupil Registration) Regulations 2006 and 2011(as amended).

(1) The following as the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance Register):
(a) where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local education authority for that named in the order or the order is revoked by the local education authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school;
(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school;
(c) where a pupil is registered at more than one school, and in a case not falling within subparagraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;
(d) in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school;
(e) except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered;
(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that
(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
(g) that he is 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 he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

(h) that he has been continuously absent from the school for a period of not less than twenty school days and -

i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(i) that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period;
(j) that the pupil has died;
(k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;
(l) in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school;
(m) that he has been permanently excluded from the school; or
(n) where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
(o) where
(i) the pupil is a boarder at a maintained school or an Academy;
(ii) charges for board and lodging are payable by the parent of the pupil and
(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.
In a case not covered by paragraph (1) (a)-(j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

Removal from roll for any reason other than those specified is illegal.

5.4 **Home Education:** In the event of a parent informing the school that s/he is removing the child to educate him/her at home, the school should complete a referral form and send a copy of the letter to the Lead Teacher for Services to Home Educators and then remove the child's name from the school roll. The Lead Teacher for Services to Home Educators will make arrangements for the LA to satisfy itself that the education being provided is 'suitable and efficient'.

Schools should follow the procedure laid out in Section 6.1.1

5.5 **Fixed Term Exclusions:** In the event of a pupil being excluded for a fixed term the school must provide work. If the exclusion is for more than 5 days, the school has a duty to arrange suitable full-time education provision for the pupil. Information on this can be found on

http://www.education.gov.uk/aboutdfe/statutory/g00210521/statutory-guidance-regs-2012/guidance

If a pupil fails to return to school after fixed term exclusion the school should treat the absence as an unauthorised absence and follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the absence the case should be referred to the ASEO so that actions can be agreed.

5.6 **Actions a school must take when a pupils name is deleted from the Admissions Register:**

(i) When a pupil is deleted from the Admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school should be indicated and the pupil's records should be sent to the new school within 15 days.

(ii) When a pupil's name has been deleted from the register, the school must use an electronic common transfer form to send the information via the Teachernet secure School to School Data Transfer Website (S2S).

(iii) Under The Education (Pupil Registration) (England) (Amendment) Regulations 2016 which came into force on 1st September 2016 a school must also notify the LA, irrespective of the reason, as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.

The legislation states that the return must give—
(a) the full name of the pupil;
(b) the full name and address of any parent with whom the pupil normally resides;
(c) at least one telephone number at which any parent with whom the pupil normally resides can be contacted in an emergency;
(d) the particulars specified pursuant to regulation 5(1)(ca), if applicable;
(e) the particulars specified pursuant to regulation 5(1)(g), if applicable; and
(f) the ground under regulation 8 upon which their name is to be deleted from the admission register.

This return should be done by completing a CME1 form (Appendix 3)

6. The Use of School to School Data Transfer Website (S2S)

Schools are aware of the statutory responsibility placed on governors and teachers for the management of safeguarding and promoting the welfare of all children. Guidance requires the use of an electronic common transfer form to send and collect information via the secure School to School Data Transfer Website (S2S).

It is recognised that these procedures will only function effectively if all Norfolk schools are committed to the principle that:

WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY HIM/HER.

Guidance notes for schools and local authorities to clarify the creation and use of CTFs can be found at http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s

The Local Authority will ensure that all Norfolk schools are properly supported to meet these responsibilities.

Information and training on S2S and the Local Pupil Database is available from the Information & Intelligence Team, Planning, Performance & Partnerships Service (Resources Directorate) at County Hall.

6.1 **Actions required:**

(i) If a school knows which school a child is moving to the school should ensure that an electronic Common Transfer File (CTF) is sent to the receiving school via S2S as quickly as possible.

(ii) Should a child leave a Norfolk school without notice being given, the school should try to make contact with the parents. If after 10 days of non school attendance the school has been unable to contact the parents the school should contact their ASEO who will work with the school and make reasonable efforts to try and identify the child's current whereabouts/destination. **If the child is on the Child Protection Register or the school has particular child protection concerns about the child the school should immediately contact the local Social Care team.**

(iii) If after 20 working days such efforts prove unsuccessful the school should remove the child's name from its roll and create a CTF using the "destination unknown" code XXXXXXX (or MMMMMMM if the child has moved to the Independent Sector or out of the country, including Scotland). The file is uploaded onto S2S and the child's details automatically go onto the "Lost Pupil Database" section of the site.

(iv) If a file is sent to a known school but comes back as rejected by that school these should be treated as the child now being missing from education and should be uploaded using the code XXXXXXX to the Lost Pupil Database as above.

(v) Schools should check S2S regularly to look for CTF's of new pupils, which have been sent to them. If a new pupil is admitted to a school and the CTF is not available schools should contact the CME Assistant to request that a search is made of the Lost Pupil's Database for a matching record using names or former names, date of birth and gender. The pupil's CTF can then be forwarded to them.

(vi) If a school has previously sent a lost child CTF to the Lost Pupils Database and is then contacted by a school at which the lost child has subsequently registered then either:

- the school which sent the CTF to the Lost Pupil's Database should create a new CTF and send this to the receiving school and request that the LA download the original CTF and delete it; or

- the receiving school should request that it's own Local Authority download the original CTF from the Lost Pupil's Database.

  A CTF should be created using MMMMMMM, so that the CTF goes into the database of children who have moved outside the maintained system

Education Inclusion Service **Appendix 1 CME 1**

This is notification that the following child has been removed from a school roll

Please note each time you remove a child from your roll you must:

- Complete and return this CME1 form and return to the address below as soon as the grounds for removal are met and no later than the time the pupil's name is removed from the register, keeping a record for yourselves.
- **Please make sure you complete ALL fields with an asterix as these are now statutory.**
- Complete the S2S process (except when ending statutory education or at end of year transfer)

*Childs Full Name						Gender	
Date of Birth		Year Group		UPN			
Ethnicity		First Language		SEN		LAC	

*Address where child lives	
*Parent or Carers name/s with whom the child lives	
*Contact telephone numbers (Please include mobile numbers)	

*New address where child is going to live.	
*Date moving to new address	
*Name of parent child is going to live with if different from above	
Contact telephone numbers (Please include mobile numbers)	

Reason for roll removal

*Please state which letter code corresponds with the reason for which you are removing the above named child from roll. (See overleaf) e.g. B change of schools.			
Name of new school		Start date	

Please give any other information which you feel is relevant to us tracking this child including any CP issues.

Has pupils CTF been placed on S2S website?			
Yes, for new school to collect		Yes, Code mmmmmmm (out of maintained system)	
Yes code xxxxxxx (missing)		If No, please give reason	

Your School name		Tel:	
Your name		Position	
Date Removed from roll		Date CME1 sent	

Please return to: cme@norfolk.gov.uk

Children Missing Education Children's Services, Professional Development Centre Norwich, 144 Woodside Road, Norwich. NR7 9QLTelephone: 01603 307716

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended. All of these reasons are section 8 (1).

A	where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school
B	**Change of school.** except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	**Home education** in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school
E	**Moved away** except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
F	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
G	that he is 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 he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. **(the Attendance Support and Enforcement Officer will advise that checks have been made and removal from roll can occur)**
I	that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
J	that the pupil has died.
K	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
L	in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
M	**Permanent exclusion.** that he has been permanently excluded from the school.
N	where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
O	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

For office use only **When child has been tracked.**		New Location		Date Counted	
Initials		Date on roll at new location		Date Closed	

Education Inclusion Service **APPENDIX 2 CME 2**

Notification to Children Missing Education Team of a Child Not Attending School

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. There is an expectation that all agencies will work together to ensure children are safely on a school roll.

This form should be completed by any Agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be, on a school roll, attending school or other provision arranged by the Local Authority. **It should not be used when an agency considers a child is not receiving full-time education entitlement.**

Childs Name						Gender	
Date of Birth		Year Group		UPN			
Ethnicity		First Language		SEN		LAC	

Current/Previous Address	
Parent or Carers name/s	
Contact telephone numbers (Please include mobile numbers)	

Last known school/provision	
Reason for leaving provision	
Last date of attendance	

Your name	
Agency	
Telephone number	
Email address	

Please give as much information as possible as to why you are referring this child to the Children Missing Education Team.

Please return to: cme@norfolk.gov.uk

Children Missing Education Children's Services, Professional Development Centre Norwich, 144 Woodside Road, Norwich. NR7 9QL.
Telephone: 01603 307716

For Office Use Only

Carefirst ID		Tribal Ref	
Siblings		Checked Notes Box & school admissions	
NHS Check		Social Worker Name & Tel	
Housing Check		EHCPC Name	
Open Case on PSS & Register		ASEO referral made	
Referred to Another County		Traveller	

Date	Notes

Date Closed		New Location		Date on roll at new location	
Date Counted					
Initials					

Education Inclusion Service **Appendix 3 CME 3**

Notification to Senior Attendance Support and Enforcement Officer from Children Missing Education Assistant.

The following child has been added to the Children Missing Education Register. Please can you arrange for a visit to be made in accordance with required timescales to ascertain the child's current education provision?

Childs Name						Gender	
Date of Birth		Year Group		UPN			
Ethnicity		First Language		SEN		LAC	

Current/Previous Address	
Parent or Carers name/s	
Contact telephone numbers (Please include mobile numbers)	

Referred to CME by	
Last known Education Provision	
Names and titles of other professionals working with the family. E.g. social workers	

Reason for Referral and any other information			
3 Day Visit		10 Day Visit	

Date Removed from roll		Date CME1 Received		Date Referred to Attendance	

Please return to: cme@norfolk.gov.uk

Children Missing Education Children's Services, Professional Development Centre Norwich,
144 Woodside Road, Norwich. NR7 9QL.
Telephone: 01603 307716

APPENDIX 4

Children's Services

Norfolk County Council
at your service

NCC general enquiries: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date:

My Ref:
Tel No:
Email:

Following your referral with regard to XXXX, please find my response below confirming the course of action to be taken regarding removal from roll *[choose option one or two and delete accordingly]*.

Option one:

I recommend you make referral to the Children Missing Education Assistant and remove from XXX from roll based on the following grounds [please delete/detail as appropriate]:

Circumstance one: It has been verified that the family home is vacant confirmed by [please insert here the details].

Circumstance two: Whilst being unable to verify that the family home is vacant, the following check(s) have been used:

- Relevant housing department/association at XXXX District Council has confirmed that the family have moved from this address.
- Confirmation has been received from agency XXX (specify here, i.e. police, social care, health etc) that the family are known to have moved.
- Other: [specify here] – ASEO please give details.

Option two:

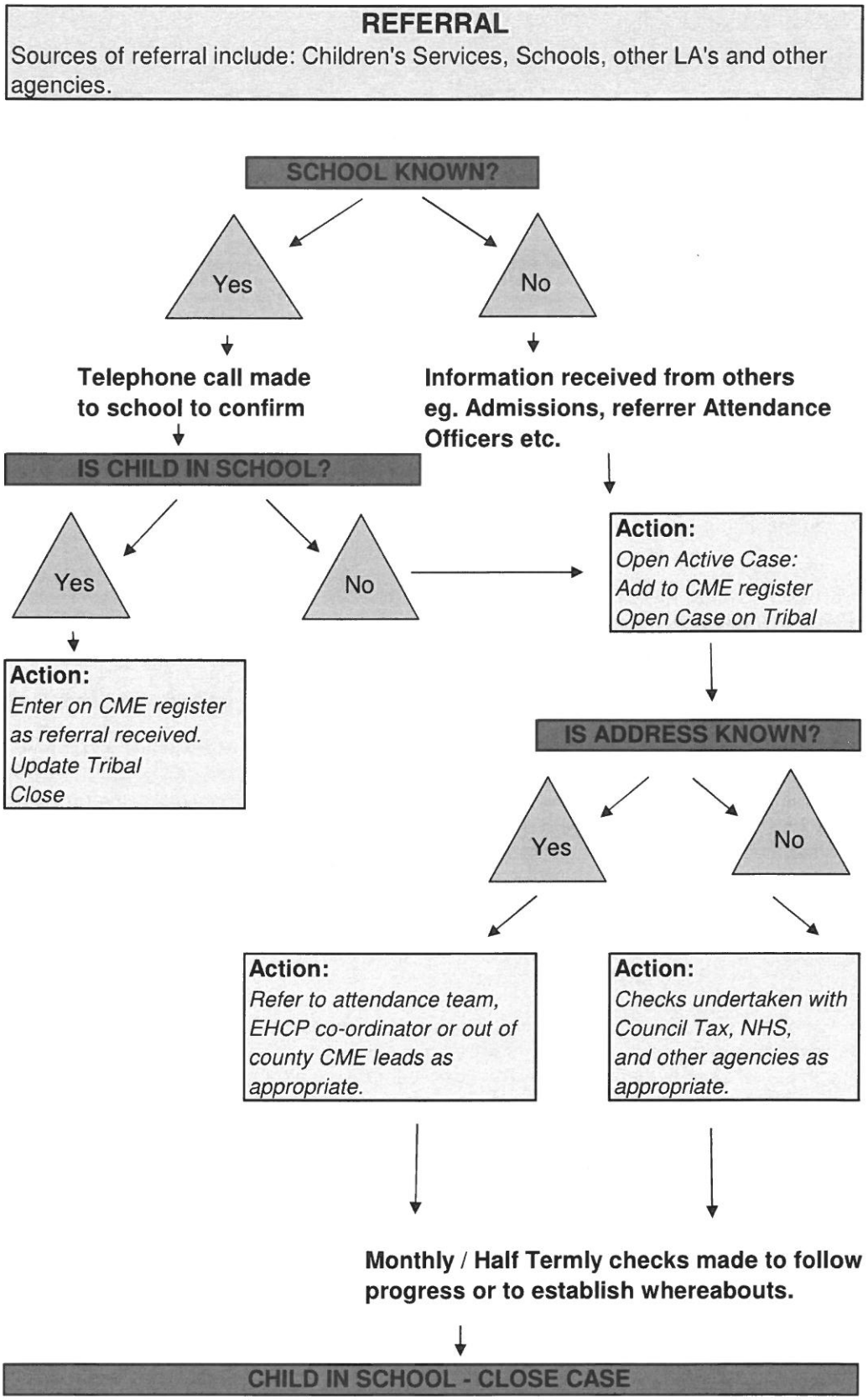
I have been unable to verify that the family home is vacant and the child and family has moved, consequently I advise that the child needs to remain on your school roll and I will continue to make relevant enquiries. You will need to continue to code this absence as unauthorised. Your Attendance Improvement Officer will advise you after the 20 school day continuous absence period of the action that should be taken at that time.

Yours sincerely

Attendance Support and Enforcement Officer

Copies to:
Children Missing Education Assistant
E-file

CME FLOWCHART **APPENDIX 5**



APPENDIX 6

CME CONTACTS

Norfolk County Council
Children's Services.
Professional Development Centre Norwich,
144 Woodside Road,
Norwich.
NR7 9QL

CME e-mail address cme@norfolk.gov.uk

Named staff

Val Creasy
Attendance and Exclusions Strategy Manager – Named CME Officer for Norfolk
Tel no: 01603 307736
val.creasy@norfolk.gov.uk

Alison Higgins
Children Missing Education Assistant
Responsible for tracing and tracking pupils
Tel no: 01603 307716
alison.higgins@norfolk.gov.uk

Angela St Hill
Children Missing Education Assistant
Responsible for tracing and tracking pupils
Tel no: 01603 307716
angela.sthill@norfolk.gov.uk