



the **ST LAWRENCE** academy

CHILDREN MISSING FROM EDUCATION POLICY AND PROCEDURES

Identifying, Engaging and Tracking Children Missing from Education (CME)

1. Policy

Introduction

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

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

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

2. Parent Responsibilities

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing that they are home educating, the school must delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should consider notifying the local authority at the earliest opportunity. Children with Education, Health and Care (EHC) plans or statements of Special Educational Needs (SEN) can be home educated where the EHC or statement sets out SEN provision that the child should receive at home.

It is important that the school's admission register is accurate and kept up to date so we encourage parents to inform us of any changes whenever they occur. This will assist both the school and local authority when making enquiries to locate children missing education. Where a parent notifies us that a student will live at another address, we are required to record in the admission register the full name of the parent with whom the student will live; the new address; and the date from when it is expected the student will live at this address.

3. The St Lawrence Academy's Responsibilities

We will enter students on the admission register at the beginning of the first day on which the academy has agreed, or been notified, that the student will attend the academy. If a student fails to

attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's

whereabouts and notify the local authority at the earliest opportunity.

We will monitor student's attendance through their daily register and contact the local authority regarding students' attendance through their daily register and contact the local authority regarding students who have missed 10 school days or more without permission. Attendance will be monitored closely and we will address poor or irregular attendance. Referrals will be made to the Education Welfare Service if poor or irregular attendance persists.

If a student has not returned to the academy for 10 days after an authorised absence or is absent from the academy without authorisation for 20 consecutive school days, the student will be removed from the admission register when the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

4. Children Missing from Education

The St Lawrence Academy will notify the local authority when they are about to remove a student's name from the school admission register. This duty does not apply when a student's name is removed from the admission register when the student has completed Year 11.

When removing a student's name, the notification to the local authority must include: the full name of the student, the full name and address of any parent with whom the student normally resides, at least one telephone number of the parent, the student's future address and destination school, if applicable, and the reason for which the student's name is to be removed from the admission register.

The St Lawrence Academy will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the student's name from the register.

The St Lawrence Academy will notify the local authority within five days of adding a student's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new student.

5. Making reasonable enquiries

The term 'reasonable enquiries' grants the academy and the local authority a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the academy and local authority is expected to do. In line with the duty under section 10 of the Children Act 2004, the expectation is that the academy and the local authority will have in place procedures designed to carry out reasonable enquiries. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

6. Removal from the school/academy roll Education at Home

In the event of a parent informing the academy that s/he is removing the child to educate him/her at home the Principal Education Welfare Strategic Manager will be informed.

Detail

- If the student has moved or transferred and is on roll at another school the Admissions Team will be informed

- If the student is to be removed from roll for any other reason the Education Welfare Officer must be informed of the proposed deletion and given time to make appropriate enquiries about the child's whereabouts
- Pregnancy is not a reason for a student to be removed from the roll. The academy, in liaison with their assigned Education Welfare Officer, must investigate fully all cases of non-attendance at the academy and should never remove a student from roll until this has been done. This CME officer will advise when removal is appropriate
- We will need to monitor all deletions from rolls by race, ethnicity, gender, SEN and disability to ensure that it is fulfilling its obligations under the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act (2001)
- If we know about a school aged student without a place (eg a sibling or friend of a current student, or a child on its waiting list) we will inform the LA's Admissions Team
- If a student is a resident of another Local Authority it is our responsibility to notify the 'home' Authority of any of the circumstances above
- Link Inspectors and Ofsted will monitor schools' compliance with legal requirements. It is anticipated that as a result of the Children Act 2004 Ofsted will become more rigorous in this area and compliance with the Education and Inspections Act 2006 will form part of the JAR

7. Common Transfer Files

When a student ceases to be registered at the academy, and becomes a registered student at another school in England or Wales, we will send a CTF to the new school.

8. Excluded Students

The Local Authority expects to be informed of all exclusions from the academy (both permanent and fixed term – currently North Lincolnshire has a policy not to have any permanently excluded students). We follow the DfE statutory Guidance on Exclusion from School.

Detail

- It is intended that from September 2007 regulations made under the Education and Inspections Act 2006 will require LAs to ensure that suitable full-time education is made available to permanently excluded students from the sixth school day of exclusion. The academy will be required to arrange full-time education from the sixth school day of fixed period exclusion
- If the exclusion is potentially permanent the academy should notify the Principal Officer (Schools). North Lincolnshire has developed a protocol in order to prevent permanent exclusions and, therefore, the potential for students to 'slip through the net'. Students will be tracked by the Exclusions Panel until they are placed in another appropriate provision
- Students who are on the roll of a PRU are subject to the same regulations
- It is the academy's responsibility to monitor the attendance of those students on its academy register with alternative packages. It is also the academy's responsibility to monitor the quality of the education provided by alternative providers
- Students who move into the area and have been previously permanently excluded will be considered by the Principal Officer (Schools) and the case may be taken to the Exclusions Panel

- The LA operates the Cross-Boundary Protocol for students resident in North Lincolnshire but educated elsewhere and vice versa. Students only revert to their home authority when the appeals process has been exhausted

9. Education Welfare Service

When a child is referred to the Education Welfare Service by the academy or other agency/body as being in danger of going missing from school, the case will be prioritised and caseworked until either the child is back in school or it is confirmed that the child is without a school place in which case the Admissions Officer will be informed.

Detail

- Regular truancy sweeps will be carried out and school-age students found out of school will be stopped and enquiries made as to their educational status. If necessary the students will be escorted back to school. If the child is found to be without a school place the child's details will be given to the Admissions Officer who will inform the CME and a check can be made on the Lost Student database
- The Education Welfare Team has a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations. As Ofsted identified that children go missing from alternative provision, there is a need to audit registers of alternative provision as well as schools. This will include regular monitoring of students who have been removed from roll to ensure that the appropriate legislation and guidance above is being followed and that no student is allowed to 'disappear' from a school roll

10. Looked After Children in Education

- The Looked After Children's Education Team promotes the educational attainment and progress of looked after children who are the responsibility of North Lincolnshire. The team is also able to offer limited help and advice with looked after children living in North Lincolnshire from other authorities.
- North Lincolnshire looked after children are regularly tracked and monitored by the team, with school attendance being a major factor in this work. Welfare contact the academy daily to collect attendance information.
- The team (in the context of CME) is able to help and advise social workers, designated teachers, foster carers and residential carers with regard to school attendance, and ensure that looked after young people are engaged with education.
- The team will facilitate the interface between Learning, Schools and Communities and Schools and other agencies involved with the child particularly Children's Social Services and Health Services.
- If a Looked After Child is believed to be missing the named Social Worker for the child must be informed immediately by the agency that has raised concern.

11. Children at Particular Risk of Missing Education

Pupils at risk of harm/neglect – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected the academy will follow local child protection procedures.

Children of Gypsy, Roma and Traveller (GRT) families – Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. The academy will inform the local authority when a GRT student leaves the academy without identifying a new destination school.

Children of Service Personnel – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice.

Missing children and runaways – Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.

Children and young people supervised by the Youth Justice System – Children who have offended or are at risk of doing so are also at risk of disengaging from education.

Children who cease to attend a school – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the academy will refer to the local authority who should investigate the case and satisfy itself that the child is receiving suitable education.

Children of new migrant families – children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child missing education.

12. **Further sources of information**

- Child abduction
- International child abduction
- Forced marriages (FCO)
- HM Revenue and Customs (HMRC)
- Home Office
- National Crime Agency (NCA)
- Missing People
- Missing Kids
- Border Force
- Missing Children and Adults strategy
- Ofsted report 2010: Children missing from education
- Ofsted report 2013: Missing children
- Behaviour and attendance (including exclusions, bullying and alternative provision)
- Child sexual exploitation
- Child trafficking
- Elective Home Education guidelines
- Keeping children safe in education
- School Admissions Code
- School to school service: how to transfer information
- What to do if you're worried a child is being abused: Advice for practitioners
- Working together to safeguard children
- Young runaways

Review

In order to ensure that it reflects current best practice, this policy will be reviewed every 3 years.



CME1

the **ST LAWRENCE** academy

SCHOOL CHECKLIST TO LOCATE CHILDREN WHO HAVE BECOME MISSING/LOST

Please complete this checklist for students who have gone 'missing' or have not arrived for admission and the forwarding school/address is not known

Name of student and School attending	Age and date of birth	Name/telephone no. Parent/carer	Name of siblings and date of birth and school attending (if known)

Checklist of Actions taken to locate the student(s)

	Action Taken	Date and Who	Outcome
S C H O O L A C T I O N	Made telephone calls to any numbers held/identified or sent any letters to the family		
	Checked with members of staff who the child may have had contact with eg SENCO, Nurse, Learning Mentor		
	Checked with students, friends, siblings and known relatives at this and other schools		

Checklist completed by (**PRINT NAME**)

Position and date

PLEASE COMPLETE INITIAL CHECKS BEFORE PASSING TO SCHOOL EDUCATION WELFARE OFFICER