

CHILDREN MISSING EDUCATION “Everyone’s Responsibility”

SUFFOLK COUNTY COUNCIL POLICY AND PROCEDURES

Revised December 2016

**Suffolk County Council; Endeavour House, 8 Russell Road, Ipswich, IP1 2BX,
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Contents

Part One - Background

1. Introduction
2. Who is a child missing from education?
3. Reducing the Risk of Children Going Missing from Education
4. Maintaining a database of Children Missing Education
5. Identifying and engaging key stakeholders

Part Two – How to Refer a Child Missing Education

6. Alerting the LA that a child or young person is suspected of being missing from Education - partner agencies

Part Three - Procedures

7. Children failing to attend regularly at school or alternative provision
8. Children who fail to transfer after Nursery, Years 4, 6 or 8
9. Children whose names are removed from school rolls
10. Children who go missing from school or alternative provision
11. s2s (School to School)
12. Following cases up after they have been found
13. Children found without any educational provision
14. Reducing exclusions
15. Children whose parents elect to educate them out of school
16. Case Escalation and Alert Procedures
17. CHILDREN MISSING EDUCATION “Everyone’s Responsibility”
18. Further Information
19. Appendices

1.0 Introduction

1.1 Children Missing from Education fall into two broad categories. The first category is those whose whereabouts and circumstances are known to the local authority but who have, for whatever reason, been out of education for ten school days (in the first instance contact the allocated Education Welfare Officer for school or Early Help Team).

The second category are those who are “lost”; children who have apparently disappeared; the authority knows neither where they are nor anything of their circumstances or possibly even of their existence.

Both of these categories of children and young people may be being denied the right to receive an appropriate education as well as being vulnerable and exposed to a greater risk of harm. Neither situation is acceptable and it is the responsibility of all agencies that work with children and young people to support in the identification and notification to the LA of children suspected of missing education.

1.2 Suffolk County Council is committed to:

- ensuring that all children who are registered at school or alternative provision attend regularly and that cases of poor attendance are followed up as quickly as possible;
- identifying children who fail to transfer after Nursery, Years 4, 6 or 8;
- ensuring that immediate steps are put in place to try to locate children who go missing from school in Suffolk and that assistance is given to other local authority areas from which children are missing, working closely with other local authorities to locate children who appear to be missing.
- following up on cases of children who are found without any educational provision;
- monitoring children whose parents elect to educate them out of school within the powers available to LAs;
- Maintaining a database of children who appear to be missing from education;

- 1.3 Suffolk County Council will ensure that maintained schools, academies, free schools, independent schools, and professionals within the county are aware of their responsibilities in relation to Children Missing Education (CME) and that they are appropriately supported to meet those responsibilities.
- 1.4 The Education Act 1996 (S. 436A) places a duty on local authorities to make arrangements to identify children not receiving education.

The Education Act 2002, (S.175) places a statutory duty on schools and local authorities, in all their functions, to safeguard and promote the welfare of children.

- 1.5 It is recognised that: “Basic to safeguarding children is to ensure their attendance at school.” (*OFSTED 2002*). Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being.

2.0 Who is a child missing from education?

- 2.1 A child or young person are missing from education if they are of compulsory school age (age 5-16) and they are not on a school roll and no alternative education arrangements have been made for them.
- 2.2 A child is **NOT** missing education if they are:
 - on a school roll but are not attending regularly;
 - they are being home educated
 - they are in temporary alternative provision such as a Pupil Referral Unit.

In the case of non-attendance, a referral should be made either to the Education Welfare Officer or schools Attendance Officer for further enquiries to be undertaken.

- 2.3 Some children and young people, often the most vulnerable, are at greater risk of going missing from education. These include:
 - looked after children
 - children moving out of independent schools
 - children living in women’s refuges
 - young runaways
 - children who are privately fostered
 - young carers

- children from transient families
- teenage mothers
- young offenders
- children permanently excluded from school
- children of homeless families, perhaps living in temporary accommodation
- children with long term medical or emotional problems
- unaccompanied asylum seekers
- children of refugees or asylum seeking families
- children in new immigrant families not yet established in the UK
- children from a Gypsy, Roma, or Traveller background
- children from families in the army

2.4 Children missing from education are at much greater risk of:

- physical harm
- sexual exploitation
- becoming involved in crime
- demonstrating anti-social behaviour
- abusing drugs and alcohol
- being illegally employed
- forced marriages
- human trafficking

2.5 Central to help safeguard children and young people is for the Local Authority, schools, and other agencies working closely together to identify children missing education and ensure that suitable education provision is made for them.

3.0 Reducing the risk of children going missing from education

3.1 Making sure that children don't 'go missing' from education is a priority for the Suffolk County Council.

3.2 Minimising the risk of children who have attended education provision in Suffolk falling through the net is reduced by ensuring that all Suffolk schools have robust systems in place for school registration and removal of children from roll.

3.3 Good practice in Suffolk includes:

- measures to reduce the likelihood that children fall out of the education system, such as audits of the registers of schools; clear processes for removing children from school rolls.

- measures to identify and locate Children Missing Education, such as truancy sweeps and the provision of named points of contact to receive notification of children from and to other agencies both local and national.
 - measures to re-engage the missing child with appropriate educational provision through admissions teams and area EOTAS arrangements.
- 3.4 Therefore Schools have a clear responsibility to ensure, when children move from school to school, to follow the correct procedures (See Part 3)
- 3.5 All agencies who encounter children and families also have a responsibility to alert the Local Authority, through the Children Missing Education Officer, if they suspect that a child is missing from education.

4.0 Maintaining a database of children missing from education

- 4.1 The Education Attendance Service maintain the Children Missing Education database. The Children Missing Education Officer will manage the database.
- 4.2 The database is being continually developed to provide better information to ensure that children are tracked effectively and for annual reporting.

5.0 Identifying and engaging key stakeholders

- 5.1 Preventing children missing from education, or to find and re-engage them after they have gone missing, it is crucial that a wide variety of agencies acknowledge a safeguarding responsibility in this area. Crucially all agencies have a responsibility to identify their role in reducing the risk of children missing from education and this is a priority for Suffolk County Council.
- 5.2 Effective multi-agency work in this area will involve information sharing, an operational involvement and recognition on the part of all key agencies of their responsibility to alert the local authority in every case where they suspect a child is missing from education.

Reducing the risk of Children Missing Education and rapidly identifying and securing provision for children identified as missing will involve joint working across many agencies.

5.3 Key stakeholders include:

- Education (maintained schools, Independent schools, Academies, Free schools, EOTAS, Elective Home Education, Other Professionals, Pupil Referral Units, Special schools, and City Technology Colleges)
- Children's Social Care
- Health (Strategic Health Authorities, Primary Care Trusts)
- Police and police authorities
- Youth Offending Teams
- Young Offender Institutions
- Children's Homes
- Housing providers
- Early Help Integrated Teams

Other important partners are [see Appendix 2]:

- HM Revenue and Customs
- UK Border Agency
- Public Protection/ Fire Service
- Crime and Disorder Reduction Partnership agencies
- Voluntary and community organisations, including faith groups and Youth Services
- Women's Refuges
- Local Authority CME Officers and related teams

Part Two – How to refer a Child Missing Education

6.0 Alerting the Local Authority (LA) that a child or young person of statutory school age is suspected of Missing Education

- 6.1 As stated above identifying children missing from education and intervening rapidly relies heavily on all agencies that come across children and families, working together.
- 6.2 It is therefore essential that all agencies working with children and families are aware of the need to alert the LA when they suspect that a child may be missing from education.
- 6.3 To make this process as easy as possible there is a proforma in **APPENDIX 1** of this document when completed should be sent to the Children Missing Education email address.
- 6.4 The Children Missing Education Officer will follow up all referrals, working closely with members of the Education Attendance Service and other local authority services, such as Social Care Services.

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- 6.5 The Children Missing Education Officer and the Lead Attendance Officer are available to provide staff briefings and support to partner agency teams to raise the profile of this work.
- 6.6 The public has a role to play in identifying children missing from education. Details are available on Suffolk County Council website for members of the public to notify (anonymously if they prefer) the Children Missing Education Officer of a child suspected of missing education.

Contact details:

E-mail to: cme@suffolk.gcsx.gov.uk

Postal Address:

Maryanne Corringham
Children Missing Education Officer
Suffolk County Council
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Telephone: 01473-265224

Part Three - Procedures

7.0 Children failing to attend regularly at school or alternative provision

- 7.1 Children who fail to attend regularly at the schools where they are registered should be referred to Education Attendance Service (EAS) and procedures followed as in the Technical Guidance. (*Education Attendance Service Working Practices and Procedures 2016*).
- 7.2 The EAS accepts referrals on registered pupils, whose absences the school has taken appropriate steps to resolve and which are unauthorised.
- 7.3 The attendance of children at alternative provision will be monitored by the Local Offer Brokers (Education Other Than at School team), who will refer cases of non-attendance to the Lead Attendance Officer or allocated Education Welfare Officer within the Early Help Team.
- 7.4 Wherever possible, the EAS will use the *fast-track case management to attendance* model as encouraged by the Department for Education to return children to regular full-time attendance (whether at school or alternative provision) as quickly as possible. This might result in legal action (prosecution and/or

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Education Supervision Order) where parents fail to fulfil their responsibilities towards their children's education.

- 7.5 Cases for which *fast-track* management is not appropriate (because of complex family circumstances), or which are subsequently identified as requiring an alternative approach, will be referred for multi-agency support.
- 7.6 An adapted version of the *fast-track case management to attendance* model will be used for 'looked after' children. This will involve the children's carers (Children's Home staff, foster carers, parents, or other family members).

8.0 Children who fail to transfer after Nursery, Years 4, 6 or 8

- 8.1 Each September, Admissions staff will identify children who have not transferred to school. EAS staff in each Locality Team will ensure that the list of children failing to transfer is obtained.
- 8.2 The EAS will contact and arrange to visit the homes of children whose educational provision has not been identified. Parents will be encouraged and supported to register their children at a school. If they fail to do this and are not making suitable alternative provision, the EAS will begin the School Attendance Order process.
- 8.3 It is important that these checks and procedures are carried out as soon as possible after the beginning of the autumn term.
- 8.4 If the family cannot be found within Suffolk, the Education Welfare Officer (EWO) assigned to the case will complete the form at *Appendix 1* and send it to the designated person for CME for further investigation and inclusion on the databases.

9.0 Children whose names are removed from school rolls

- 9.1 Removing a child from the school roll should be done in accordance with the Pupil Registration Regulations 2012 and new legislation introduced September 2016. It is important that schools follow the process properly, as this is a point where children can go missing from education.
- 9.2 Safeguarding is a limiting judgement in Ofsted inspections and one of the areas that will be considered as part of the inspection process is that schools follow procedures for removing children from the school roll.

- 9.3 When parents inform a school that the family is moving out of the area, the school should ask for the address the family is moving to, the exact date of the move and the name of the school the child is to attend. They should attempt to acquire an email address from parents and up-to-date telephone numbers.
- 9.4 When a statutory school age child is taken off roll or admitted within an academic year, new legislation introduced in September 2016 requires that **all** schools, including academies, free schools and independent schools complete the Children Missing Education referral form as either a CME, pupil removal, EHE or pupil admitted referral. The form must be completed and returned to the CME officer [APPENDIX 4] and once completed should be forwarded electronically to the CME email address. This allows the CME officer to follow up the case appropriately.
- 9.5 Where a school must update information sent on the referral form, usually due to obtaining further information, an email should be sent with the details to the CME email address. (Do not complete another CME form or update the original form as this creates duplication)
- 9.6 For maintained schools and those using the Admission Service of Suffolk County Council the return form for 'starters and leavers' is to be made within **5 days** [APPENDIX 4a].
- 9.7 On each visit of an EWO to a school, the Officer will enquire whether any child's name has been removed from roll since the previous visit.

The EWO will ascertain if the school has used s2s to transfer the child's file, check that the school has completed and returned the CHILDREN MISSING EDUCATION Form (Appendix 1) and that the school has checked the child's arrival at the next school prior to referral to identify whether the referral is roll removal or CME.

- 9.8 New government legislation introduced September 2016 requires schools and LAs to work collaboratively together. Schools are required to make reasonable enquiries to follow up the child's absence, including visits to the last known residence prior to referral. This responsibility applies to all schools regardless of their category [Free / Independent / Academy / Maintained].

A 'school check list' is included in the appendices as a guide to support schools with their enquiries prior to referral.

10 Children who go missing from school or alternative provision

- 10.1 The Education Welfare Officer must respond **immediately** (the same day) to the Education Establishment or Children Missing Education Officer's referral by making enquiries to try to locate the child, by visiting the last known home address within **72 Working Hours** and must inform Social Care if unsuccessful or if they have reasonable cause to suspect the child may be at risk of harm.
- 10.2 Schools are strongly advised to follow a first-day calling system for absent pupils as a matter of routine. In addition to promoting good school attendance for all pupils, this enables the emergency services to be contacted where it is established that a child has left home for an education establishment but not arrived.
- 10.3 If a child leaves or stops attending an education establishment unexpectedly or without notice and the education establishment has reason to believe the family is no longer residing at the address which was their home (that is, they have suddenly 'disappeared'), the procedure laid down by Suffolk Safeguarding Children Board (*Children Who Go Missing with Their Parents*), must be followed.
- 10.4 **Child subject to a Child Protection Plan or subject to Child Protection Investigations** If the child who has 'disappeared' is known to be subject to a Child Protection Plan or the subject of Child Protection investigations, the school must contact Social Care Services **immediately**, either through Customer First or direct to the Key Worker or Manager (if known). The school should also notify the EAS so that the child's 'disappearance' can be recorded by the EAS Team and the relevant EWO can track progress of the case.

Immediately on referral from the education establishment, the keyworker in Social Care must convene a meeting or hold a discussion involving the police (who have primary responsibility for tracking missing children) and members of the core group to agree a course of action aimed at discovering the child's whereabouts and taking all reasonable steps to ensure the child's safety.

The EWO for the child's education establishment will liaise with the keyworker and, where enquiries suggest the child may have left the county, will complete the form in *Appendix 1* (NOTIFICATION OF CHILDREN MISSING EDUCATION (NCME1)) and send it to the Children Missing Education Officer for details to be 'posted' on the s2s website.

The Children Missing Education Officer will continue, through liaison with the keyworker, monitor the progress of the case at least monthly intervals or until the child has been found.

- 10.5 **Children not on the Child Protection Register or subject to child protection investigations** If the child is not known to be subject to a Child Protection Plan or subject to Child Protection investigations and the school is unable to contact the parent(s)/carer(s) through the normal procedures for absent pupils, the school must contact an EWO **immediately** (this can be **any** EWO – not necessarily the person allocated to the school).

Where a family has moved overseas and not given a forwarding address, the EAS/CME Officer will take all reasonable steps to trace the family. If there are reasons to believe the child's safety or welfare is a cause for concern, then a referral must be made to Children's Social Care who will work with the Police.

The child's 'disappearance' must be recorded within the local team to ensure that the EWO for the education establishment can track progress. Where enquiries suggest the child may have left the county, the EWO must notify the Children Missing Education Officer using the form in *Appendix 1* (NOTIFICATION OF CHILDREN MISSING EDUCATION (NCME1)) so that details can be 'posted' on the s2s website.

- 10.6 **Children with alternative provision arranged by the LA** The Local Offer Brokers EOTAS, must follow the above procedures for children who go 'missing' from alternative provision. It is their responsibility to notify Social Care and the EAS where children have a Child Protection Plan or are subject to Child Protection investigations. The EWO's will follow the procedure described above for children missing from school.
- 10.7 Social workers and the police must share with each other information about children who appear to be missing with their families. They must agree a comprehensive strategy for tracking the child and responding to any needs and dangers that might reasonably be anticipated.
- 10.8 The police will enter the child and family's details onto their IMPACT system (Missing Persons and Case Tracking System) and undertake a risk assessment. The outcome of the assessment will determine the nature of the enquiries.
- 10.9 Any member of staff who discovers the whereabouts of a missing child must inform the police immediately by contacting the Force Operations Room (tel. 01473 613751).

- 10.10 When a missing child is found within the county, the EAS or EOTAS Co-ordinator/Local Offer Broker (whichever is the more appropriate) will take steps to re-engage him/her with education. If necessary, the Lead Attendance Officer will use the School Attendance Order process.
- 10.11 At the end of each academic year a report of all open CME cases is made.

11 s2s (School to School)

- 11.1 The D of E School to School (s2s) website is used by education establishment to transfer pupil data electronically. It is a statutory requirement for schools to transfer pupil data electronically rather than using paper.
- 11.2 This applies for all transfers both in and out of county schools, independent schools, education overseas and 'lost' pupils. To access this site schools will require a username and password.
- 11.3 When a child leaves a school at **any** time of the year (whether at usual transfer times or not) and for **any** reason, schools should create a Common Transfer File (CTF) and send it to the DFE secure s2s website. This website assists in tracking pupils who appear to be 'lost'.
- 11.4 If, after four weeks of non-attendance, a pupil has not been found despite attempts by the EAS and other services, or in any case if a child's future school is not known, schools should create a CTF in the usual way with the code XXXXXXXX as the destination. The file will go to the 'Lost Pupil Database' of s2s which other local authorities will be able to search.
- 11.5 Should a child leave a Suffolk school to be home educated, attend an independent school, or attend a school outside England and Wales, schools should (having first received written notification from the parents of their intentions), remove the child's name from roll and upload a CTF, using the destination code MMMMMMMM, to s2s. The file will be held in the database of pupils who have moved outside the maintained system.
- 11.6 The designated person for CME will ensure that the names of children missing from education in Suffolk (whether from school or alternative provision) are posted on the s2s website for other Local Authorities to check whether they have registered at any of their schools or are otherwise known to them. This will be done as soon as it is considered, from enquiries described above, that they may have left the county.

- 11.7 Similarly, the designated person for CME will ensure that messages posted on the s2s website by other Local Authorities are read at least weekly and that a search against EMS is carried out to see whether children 'lost' from those Authorities have registered in any of Suffolk's maintained schools.

12 Following children up once they have been found

- 12.1 Once children who were missing have been found and have moved into new provision or are awaiting provision the Children Missing Education Officer will follow up at 6 weeks and 18 weeks to ensure that they have not become missing again.

13 Children without any educational provision

- 13.1 Staff in **any** service or agency within the county who become aware of a child of compulsory school age who does not appear to be registered at a school or in receipt of alternative provision should notify the EAS.
- 13.2 The Education Welfare Officer will make enquiries regarding these children and inform the Education Other Than At School teams.
- 13.3 The Education Welfare Officer will contact and arrange to visit the homes of children whose educational provision is not known. Where appropriate, parents will be encouraged and supported to register their children at a school.

If parents fail to do this the Lead Attendance Officer will, if appropriate, begin the School Attendance Order process. Cases of a complex nature requiring a different approach will be referred to the Lead Attendance Officer.

14 Reducing exclusions

- 14.1 Suffolk County Council is committed to reducing the number of children excluded from school and the number of days lost to exclusion.
- 14.2 Where schools have put appropriate support in place and consider there is no alternative to exclusion, they must always follow the Discipline / Exclusion procedure. Schools will be challenged if they appear not to have done so.
- 14.3 Exclusions will be recorded on EMS [data management system used by SCC]. Children who have been permanently excluded from school will be found alternative schools, Pupil Referral Unit places or alternative provision by the EOTAS Co-ordinators/Local

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Offer Brokers. Their progress at any alternative provision will be tracked and monitored by them, and will be reported for non-attendance to the EAS.

15 Children whose parents elect to educate them out of school

- 15.1 *'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).

Parents are entitled, to provide suitable education by educating their children at home. When parents withdraw their child from school to do this, and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school where the parents informs the school in writing as provided by the *Education (Pupil Registration) Regulations 1995 under Regulation 9(1)(c)*: "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".

- 15.2 The duty of the proprietor (Headteacher) of the school is to inform the LA within 10 working days *under Regulation 13 (3)*: "when the name of a pupil has been deleted from the admission register in accordance with regulation 9(1)(c) the proprietor shall make a return to the local authority giving the full name and address of that pupil within 5 school days immediately following the date on which the pupil's name was so deleted". Appendix 1 needs to be completed and returned to the Children Missing Education Officer along with a copy of the Parental Letter.
- 15.3 Although children and young people with Educational and Health Care Plans [EHC] may be home educated, the Special Educational Needs Officer on behalf of the LA must give permission for this to be agreed and remains responsible for ensuring that the education the child receives is suitable, and meets the child's needs.
- 15.4 All known cases of Elective Home Education are visited by the Home Education Consultants who provide advice and support and evaluate the education provision.
- 15.5 Parents do not have to inform anyone if their child is never admitted to a school at the beginning of statutory school age. However, if a child's name is provided to the local authority as a child who may be missing education, investigations will follow. Lead Attendance Officer will contact parents to ascertain if the child is receiving an education.

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15.6 In the interests of the child, parents, and the local authority the initial contact is intended to support the development of a positive relationship between the home educator and the LA. Collaborative partnership between parents and the LA is in everyone's interest.

15.7 The LA does intervene if they have reason to believe that parents are not providing a suitable education and may issue a School Attendance Order (SAO) (under section 437(1) of the Education Act 1996).

Further, the LA may apply to court for a child assessment order under s.43 of the Children Act 1989 if there is reasonable cause to do so (which will only be where there is a risk of significant harm to the child).

15.8 The Local Authority has limited powers regarding elective home education. The law does not require parents to share the detail of their programmes with the Local Authority. However, our Home Education Consultants will seek to build positive relationships with as many home-educating families as possible. The Local Authority will record and track on EMS those children whose parents elect to educate them outside school.

16 Case Escalation and Alert Procedures

16.1 The following systems are in place to monitor and prioritise cases:

Flag alerts to be placed on the following data systems:

- **EMS:** on all cases where the referral has no receiving school named.
- **CF6:** when cases are entered onto CME database, Care First must be checked.
- **Profile:** CME cases will be entered onto Profile once full system integration has taken place and then automatically flagged up as CME.
- **S2S:** After all enquiries have been exhausted and the child's whereabouts cannot be established, the case is loaded onto S2S. The case remains open on the CME database until the child reaches non-statutory school age.

Other actions:

- When a child is identified by a school as CME and remains on roll, the CME Officer will contact school to recommend they contact their EWO to follow up. The school will be advised to follow their own attendance procedures.

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- If the child has not been traced after all attendance enquiries have been made by relevant professionals and school, then a CME referral will be completed.
- If the child has been offered a place but school have failed to put that child on their roll, the CME Officer will phone the school to challenge this and request they do so. Under Pupil Regulations 2013, schools are to place a child on their roll once they have been notified or an agreed start date determined.

16.2 6 Weekly Case review with Manager.

17 Children Missing Education - Everyone's responsibility

- 17.1 The procedures and processes set out in this policy must be consistently followed by all CYP staff, school staff and staff in partner agencies to collectively reduce the likelihood of Children Missing Education.
- 17.2 If, at any time in the procedures described above, a child is at risk of harm, the person with the concerns **must** make an **immediate** referral to Social Care Services in line with Suffolk Safeguarding Board Procedures. These can be found, together with the referral form, at www.scb.org

18 Further Information

If you require further information or guidance on any aspect of CME, please contact:

Maryanne Corringham
 Children Missing Education Officer
 Suffolk County Council
 Endeavour House
 8 Russell Road
 Ipswich
 IP1 2BX
 E-mail: CME@suffolk.gcsx.gov.uk
 Tel: 01473-265224

APPENDICES

APPENDIX 1
NOTIFICATION OF CHILDREN MISSING EDUCATION

APPENDIX 2
MULTI AGENCY ROLES AND RESPONSIBILITIES

APPENDIX 3
CME TRACKING AND TRACING PROCEDURE

APPENDIX 4
CME PROCEDURE CODES

APPENDIX 1



CME Referral Form -
January 2017.docx



School check
list.docx

Admissions form to be embedded

Children Missing Education: Multi-Agency Partners- Responsibilities

APPENDIX 2

Agency	Responsibilities	Key contacts
Children’s Trust Board	Hold the LA, schools, and Partners to account to ensure that processes and practices are in place to reduce the risk of children missing education and ensuring that when identified children are rapidly found suitable education	Chair of the Trust Board and trust members
CYP SMT	Ensure that all CYP Staff are aware of their roles and responsibilities regarding children missing education. All CYP team members must be aware of CME, be familiar with the CME Policy and what they must do if through the course of their work they are made aware of a child missing education.	Director for Children and Young People
CYP Area Management Teams	Ensure that all area CYP team members are aware of their roles and responsibilities regarding children missing education and when appropriate are alerting the Children Missing Education Officer of children suspected of missing education.	Area Directors

Children Missing Education Officer	To lead and co-ordinate all the local authority's actions in relation to Children Missing Education. To act as the named officer for children missing education. To ensure that the County Council systems are followed. To direct the EAS to locate children suspected of going missing. To follow up on missing children once found. To maintain a database of CME and to report to the County Council on the scale of the issue	Children Missing Education Officer
SCC Communication Team	To be aware of the CME policy and where appropriate brief the media of issues relating to CME	CYP Lead in Communication Team
Suffolk Education Attendance Service	All Education Attendance Service staff familiar with the CME Policy, regular register checks in school, support for the Children Missing Education Officer. In addition, EWOs will undertake direct searches for children and families suspected of being missing.	Senior Education Welfare Officer
Education and Learning Service	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Senior Adviser (SEN and Additional Needs)

Education Psychology Service	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Principal Educational Psychologist
ISIS	Ensure Headteachers and Governors are aware of the issues relating to CME, that schools know their responsibilities regarding taking children off roll and that school are aware of the need to use s2s. In addition, all team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Senior Adviser (Social Inclusion)
Admissions	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education. In addition to work closely with the Children Missing Education Officer to identify children missing and support in securing school places for children when found to be missing.	Suffolk School Admissions Team
EOTAS	A clear process in place to put provision in place for children who are out of school and for whom mainstream education is not appropriate. When a missing child is found and mainstream school is not appropriate the Area EOTAS Co-ordinator/Local Offer Broker will secure provision for the child through area	Social Inclusion Specialist Services

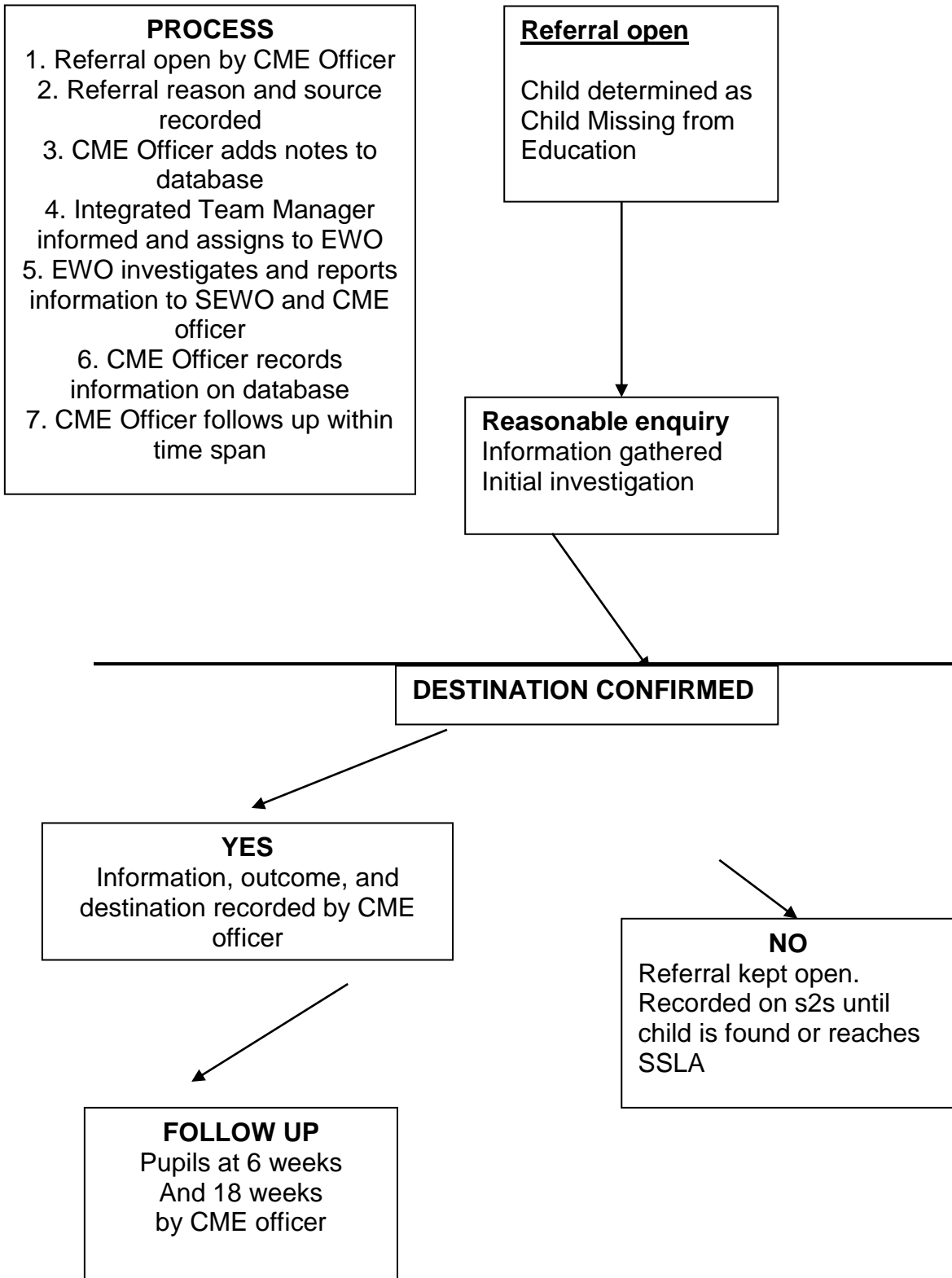
	EOTAS arrangements.	
Safeguarding Team	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Professional Adviser (Education)
Schools	Clear registration procedures in place, clear procedures to ensure that action is taken if children fail to attend school, clear procedures for taking children off the roll of a school in line with registration regulations. Appropriate use of s2s and when necessary referral to the Children Missing Education Officer.	Suffolk Headteacher and Governors
Independent Schools	To be aware of their duties regarding children missing education and to notify the Local Authority via the CME Officer or the safeguarding team if a child is suspected of going missing.	Headteachers of independent schools
Social Care Locality Teams	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Area Locality Managers

Social Care Children Missing Team	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Safeguarding Manager
Safer Neighbourhood Teams	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	SNT Co-ordinator
Youth Offending Service	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education. In addition to work closely with the Children Missing Education Officer to identify children missing and support in securing school places for children when found to be missing.	Head of Youth Offending Service
Health	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Strategic Leads for Health in PCTs
Police	When the police come across a child that does not appear to have a place at a school or where there is uncertainty about whether the child is in receipt of education they should notify the Children Missing Education Officer.	Police Education Liaison Officer

Housing Providers	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Borough Housing Office Leads Housing Association Leads
Benefits Agency	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Liaison Officer
Voluntary Sector	Voluntary sector organisations are familiar with CME issues and what they must do if through the course of their work they are made aware of a child missing education.	Voluntary Sector Forum
Public Protection Fire Service	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Fire Service Liaison Officer
Crime Reduction Partnerships	All team members must be aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Crime Reduction Partnership Leads

UK Border Agency	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education	Liaison Officer
Faith Groups	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Head of Organisation
Trading Standards	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Liaison Officer
Youth Groups	Group Leads and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Group leaders
Alternative Education Providers SCA, YMCA, NACRO	Managers and key staff are aware of CME and what they must do if through the course of their work they are made aware of a child missing education.	Head of Organisation

APPENDIX 3
CME Procedures



APPENDIX 4

CME PROCEDURE CODES

REFERRAL REASON

FTT- Failure to transfer
FSE – Failure to start education
FTR – Failure to register
INF – Information only
RTL – Reported to have left

REFERRAL SOURCE

ACA-Academy
FRS-Free School
EHE-Elective Home Education
IND – Independent School
LOS – Lost pupils s2s
OLA – Other LA
SCH – Maintained School
SOC – Social care
WLA – Within LA

OUTCOME

DEC – Deceased
EHE – Elective Home Education
EMI – Emigrated/Gone Abroad
IND – Independent School
NCA – Not compulsory school age
OLA – Other LA
WLA – Within own LA
S2S – Uploaded onto School to School DFE website