



# Children Missing in Education Policy

## Swaffham Prior C of E Primary School



At Swaffham Prior we want all children to learn within a safe, and peaceful community. Through broad and balanced experiences, we inspire wonder, encourage perseverance and individual growth. Our Christian values underpin our peaceful school where we work in partnership with families to nurture the whole child and instil compassion towards others providing a basis for a hopeful future.

**September 2019**



## **Guiding Principles**

The safety and welfare of all of our students at Swaffham Prior C of E Primary School is our highest priority. The school will follow the procedures laid down by Cambridgeshire Local Authority (LA) together with the guidance contained in 'Keeping Children Safe in Education' 2019 (KCSIE 2019) and 'Children Missing Education' DfE September 2016.

This Missing Children in Education Policy will apply to all students including those students in the Early Years Foundation Stage (EYFS).

## **Introduction**

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed. Every member of our staff who works with children has read Part 1 (including Annex A) of Keeping Children Safe in Education 2019.

## **Providing Information to the Local Authority for standard transitions**

The school recognises its duty to provide information to the LA for standard transitions as requested. The school recognises that there is an overlap with KCSIE 2019 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, to which the school would provide on request. For Cambridgeshire LA all arrivals and leavers will be reported, at all entry points. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving.

## **Students arriving or leaving at a non-standard point or entry to school (Compulsory School Age) - (Non-standard points are those mid-year)**

In the interests of safeguarding children and in order to assist the relevant Local Authority with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), the school will notify the Local Authority if a student joins or leaves, that it is added to or deleted from the school admission register. A child reaches compulsory schools age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. It is relevant to report those children who leave after an N2 year if we do not believe that they are joining another setting for Reception at compulsory school age.

## **Leavers**

When a student leaves the school the following information about that student is logged in Pupil Asset:

- future address
- future setting
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 'Children Missing Education')
- date of leaving

A report is then run from Pupil Asset with the following information to submit to Cambridgeshire Local Authority as appropriate to Cambridge LA - [cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk) ([admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)) (See Appendices for relevant LA forms)

- Full name of child
- Gender
- Full name and address of every parent and an indication of which parent the student normally resides with and where a parent notifies a school that the student will live at another address in addition to or instead then the new address, the full name of the parent with whom the student will normally live in future and the date if known
- Telephone number of parent (at least one)
- Future address with date of commencement
- Future setting and date of commencement
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 'Children Missing Education' (see Appendix 1)
- Date of leaving

In relation to deletions from the register, the school recognises that the duty arises as soon as the grounds for deletion are met and in any event before deleting the student's name. This information is shared with the relevant county as this information is logged at the end of term but within 5 days of the deletion.

### **Arrivals**

When a child starts at the school, at a non-standard entry point, the school will notify the LA within 5 days of the entry on the admission register to Cambridge LA - [cme@cambridge.gov.uk](mailto:cme@cambridge.gov.uk). A notification of a list of names will be sent at the start of each academic year when there is often a greater intake. Thereafter notifications will be made as the need arises throughout the year.

The school will provide all details contained in the admissions register for the new student which should be up to date on the first day that the child starts at the school. (See appendix 4)

### **Students failing to attend on the first day of school**

All new students are placed on the School's admission register at the beginning of the first day on which the School has agreed that the student will attend the School. If a child fails to attend on the agreed date and no other reason has been given, staff must inform the Headteacher without delay. The Headteacher will notify the local authority, having investigated the absence after 10 days.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

### **Significant Absence from School - duty to report**

The school will inform the LA of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. It is the role of the Headteacher to monitor prolonged absences with the support of office staff.

Where a student has been continuously absent with authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry (according to Children Act 2004), to ascertain where the student is, the school may delete the student's name from the admission register. The school will inform the LA of such deletion no later than the time at which the student's name is deleted from the register. If during the enquiry there is reason to believe that a child may be at risk of significant harm a referral would be made to social services having consulted the relevant LA threshold document. (See the School's Safeguarding and Child Protection Policy)

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), to help identify children who are missing education and/or otherwise at risk of harm. As part of Foundation's duty to safeguard children any unexplained absences should be investigated.

### **Changes to the Admissions Register**

In order to maintain the admissions register up to date and accurate the school request that parents should check the current details held for them once a year and remind parents to notify the school office of any changes to their details. If student's parents change address then the school will record, as required:

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

### **Pupil Supervision**

Our student supervision procedures describe:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon. We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone or email to the relevant school office. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school
- The enhanced supervisory arrangements for outings

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 of the DfE's 'Keeping Children Safe in Education' 2016 guidance.

### **Related Policies:**

Safeguarding and Child Protection Policy

Staff Code of Conduct

Missing Child in School Policy

### **Appendices:**

1. 15 Grounds for deleting a pupil from the school register/roll
2. Local Authority Contact Information
3. Local Authority Contact Details
4. The Leavers Spreadsheet Headings for required information
5. Request for Local Authority (CAMBs) Education Welfare Intervention
6. (CAMBs LA) Deletion from register - destination confirmed form
7. Parental request to remove their child/children from the school roll

## **Grounds for deleting a student from the school admission register**

Grounds for deleting a student of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

- 1 8(1)(a) - where the student 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.
- 2 8(1)(b) - except where it has been agreed by the proprietor that the student 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 student at another school.
- 3 8(1)(c) - where a student 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.
- 4 8(1)(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 student is receiving education otherwise than at school.
- 5 8(1)(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.
- 6 8(1)(f) - in the case of a student granted leave of absence in accordance with regulation 7(1A), that:
  - the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
  - the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
  - the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
- 7 8(1)(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.
- 8 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and
  - at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
  - the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
  - the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.
- 9 8(1)(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 student will return to the school at the end of that period.
- 10 8(1)(j) - that the student has died.
- 11 8(1)(k) - that the student will cease to be of compulsory school age before the school next meets and—

- the relevant person has indicated that the student will cease to attend the school; or
- the student does not meet the academic entry requirements for admission to the school's sixth form.

12 8(1)(l) - in the case of a student 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 student of the school.

13 8(1)(m) - that he has been permanently excluded from the school.

14 8(1)(n) - where the student 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.

15 8(1)(o) - where—

- the student is a boarder at a maintained school or an Academy;
- charges for board and lodging are payable by the parent of the student; and
- those charges remain unpaid by the student's parent at the end of the school term to which they relate.

Appendix 2:

**Cambridgeshire Local Authority information:**

Karen Beaton - County Attendance and Behaviour Manager, Education Office, March Business Centre, Dartford Road, March, PE15 8AN

If you are aware of the student's destination and have confirmation of the new educational placement **and** that the student has started at the new provision, the school is required to complete the Deletion from School Register - Destination Confirmed Form (Independent Schools) and send to [CME@cambridgeshire.gov.uk](mailto:CME@cambridgeshire.gov.uk)

In all other cases where a school is unaware of the student's destination and/or the student or the student and families whereabouts - this also includes those students who fail to transfer to statutory education from nursery school, then a referral should be made to the Local Authority for Education Welfare Intervention, after the school has made initial investigation to the student's whereabouts. The CME Request for LA EWO Intervention Form (Independent Schools) should be completed and sent to [CME@cambridgeshire.gov.uk](mailto:CME@cambridgeshire.gov.uk)

When a parent elects to home educate it is the school, not the parent who has a legal duty to notify the relevant LA and Cambridgeshire requires the 'EHE School Deregistration Form' to be completed and sent, along with a copy of the signed parent letter, to the Elective Home Education Office at [ElectiveHome.Education@cambridgeshire.gov.uk](mailto:ElectiveHome.Education@cambridgeshire.gov.uk)

Appendix 3:

**Local Authority contacts**

Cambridgeshire Local Area Designated Officer (LADO or DO) Tel no: 01223 727967

Cambridgeshire Education Child Protection Advice line Tel no: 01223 703800

Cambridgeshire Direct Contact Centre (Social Care) 0345 045 5203

Cambridgeshire emergency Duty team (out of hours) Tel: 01733 234724



## **The Leavers Spreadsheet Headings for required information...**

### **For the student:**

- Full Name
- Date of Birth
- Gender
- UPN
- Name of Last School Attended
- Name of School Transferring to

### **For parent 1:**

- Title First Name
- Last Name
- Relationship
- House Name/Number
- Street /Town /County / Post Code
- Phone Number

### **For parent 2:**

- Title First Name
- Last Name
- Relationship
- House Name/Number
- Street /Town /County / Post Code
- Phone Number

### **Referrer: (Who completes the spreadsheet)**

- Name of School Name of Referrer Position in School
- Email Address

**CHILDREN MISSING FROM EDUCATION**  
**REQUEST FOR EDUCATION WELFARE INTERVENTION**

**Referrals should be made within 10 days.**

**PLEASE NOTE: IF THERE IS SOCIAL CARE INVOLVEMENT OR CHILD PROTECTION THEN THE EWO AND THE LINKED SOCIAL WORKER SHOULD BE INFORMED IMMEDIATELY**

Name of child/children:	
Dob (s):	
Name of School:	
Last known address:	
Full name of Parents/Guardian name contact numbers:	
Emergency Contact numbers and full names:	
Does the family have a CAF?	
Is there social care involvement or child protection?	
Investigations already undertaken by school (i.e. phone calls, home visits, letters):	
Additional Information i.e. other family links	

Name:

Role:

Signed:

Date:

**Send Referral Form to the Locality Team F.A.O the Education Welfare Officer**

**Deletion from register - destination confirmed form**

**Name of child/children:**

**Dob (s):**

**UPN:**

**School:**

**Date taken off roll:**

**Destination:**

<p><b>Registered at another school</b></p>	<p>Forwarding Address, if known:</p> <p>Name and address of forwarding school:</p> <p>Start date:</p> <p><b>Upload CTF onto forwarding school via S2S website (if Independent school mark the destination as mmm,mmmm)</b></p>
<p><b>Moving abroad</b></p>	<p>Country and contact address:</p> <p><b>Upload CTF onto the S2S website and mark the destination as mmm,mmmm)</b></p>

**I have confirmed the destination of the child stated above:**

**Name:**

**Role:**

**Signed:**

**Date:**

**Email form to: [cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk)**

**Parental request to remove their child/children from the school roll**

**Name of child/children :**

**Dob (s):**

**Reason:**

I have registered my child/children at another school.	Name of school:  Start date:
We are moving	Date:  New address/contact:
We are moving abroad	Date:  Country and contact address:
I am going to educate my child/children at home and have informed the school in writing	Start date:
Other:	

**Name:**

**Relationship to child:**

**Signed:**

**Date:**

**School:**

Date taken off roll	
Has pupil's CTF been placed on S2S website? Code?	