



city of  
**stoke**  
on trent

**POLICY AND GUIDANCE ON CHILDREN  
MISSING EDUCATION (CME)**

**Stoke-on-Trent City Council**

**Promoting Regular School  
Attendance**

**Children Missing Education (CME)**

**Policy and Guidance on Identifying  
and Maintaining Contact with  
Children Missing or at Risk of  
Going Missing from Education**

**(Reviewed July 2014)**

*Guidance issued in compliance with DFE  
guidance and provisions of Sections 7, 14,  
436A & 437 Chapter 2, Part 6 of the  
Education Act 1996 and Section 4 of the  
Education Inspections Act 2006*

**Mission Statement**

**“The Education Welfare Team in Stoke-on-Trent, by working in partnership with, and offering support to, schools, parents, pupils, communities and other agencies, will contribute to the raising of levels of attainment by seeking to ensure entitlement and access to education, allied to regular and punctual attendance.”**

## Introduction

This guidance provides an outline of Stoke-on-Trent LA's systems for identifying and maintaining contact with children missing education and most recent developments for identifying those at risk of going missing from education. The document has particular significance for:

- LA Officers
- School staff
- Governing Bodies
- Children & Young People's Social Care
- Health Services, including PCT, University Hospital Trust and Combined Healthcare
- Youth Offending Service
- Youth Services/Connexions
- Voluntary and Community organisations

Children/child missing from education in this document refers to all children of compulsory school age who are not on school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or considerably less for more vulnerable children).

This guidance has been produced to help the LA and its partners to meet their statutory duties relating to the provision of education and the safeguarding and welfare of children. It is related to current 'Legislation' and 'Related Guidance' (as detailed in Appendix A) and supports Stoke-on-Trent's developments, in line with sections 10, 11 and 12 of the Children Act 2004 and recommendations of the 'Every Child Matters' agenda to ensure that every child and young person has the opportunity to fulfil their potential and no child slips through the net.

The developments discussed in this policy also relate to Stoke-on-Trent's Children and Young People's Plan and Local Area Agreement, in particular the LA's strategic development to ensure access and participation and the promotion of social inclusion through interagency working to provide holistic support to children and young people in order that they have the best chance to achieve their full potential.

### **Duty to identify children not receiving education**

This document is issued under the new section 436A, inserted before section 437 in Chapter 2, Part 6 of the Education Act 1996 (school attendance), section 4 of the Education and Inspections Act 2006, which provides that local authorities must have regard to statutory guidance issued by the Secretary of State. **Section 436A 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 a suitable education.**

This duty does not apply in relation to children and young people who are registered at a school who are not attending regularly. The reasoning behind this duty is that it complements and reinforces duties that already exist for all Stoke-on-Trent schools to continue to monitor attendance and the importance of the local authority's role in working with schools to help them carry out this function effectively. Schools 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, via PLASC and on request for specific purposes. (Further information on

this duty is available at the Department for Education website.

The duty does not apply to children who are electively educated other than at school. Monitoring arrangements already exist for these children and Stoke-on-Trent LA has a separate policy in this area which offers support to parents and carers in this regard. Parents/carers 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 other than at school.

### **Requirements for the Local Authority and Partner Organisations**

The Local Authority is responsible for meeting the requirements under section 436A, having put in place arrangements for joint working and appropriate information sharing with other local authorities and relevant partner agencies which come into contact with families with children. This cannot be carried out in isolation from what is already being done to meet their duties under sections 10, 11 and 12 of the Children Act 2004. The new duty strengthens and complements these existing duties and is closely incorporated into the local authority's children's trust governance and strategic planning arrangements, made under section 17 of the Children Act 2004, and the cross-cutting arrangements of safeguarding and inter-agency co-operation to improve wellbeing of children, including the work of the Safeguarding Children Board.

### **Vulnerable Groups and Reasons for CME**

Children may fall out of the education system due to the following:

- failure to start appropriate provision and hence never enter the system;
- ceasing to attend, due to exclusion (e.g. illegal unofficial exclusions) or withdrawal; or
- failure to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA).

Some children who experience certain life events could be more at risk of not receiving education. These can include:

- young people who have committed offences;
- children living in women's refuges;
- children of homeless families, perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast;
- young runaways;
- children with long term medical or emotional problems;
- children affected by substance misuse;
- unaccompanied asylum seekers;
- children of refugees and asylum seeking families;
- children in new immigrant families, who are not yet established in the UK and may not have fixed addresses;
- children who have been trafficked to, or within the UK;
- children in care;
- children who are privately fostered;
- young carers;
- teenage mothers; and

Children in Gypsy, Roma and Traveller families often have a mobile lifestyle. There

are times when the high mobility of some of these children means they can be more at risk of going missing from education, for example, highly mobile Roma or Traveller families who are living on unauthorised sites and are subject to unpredictable forced movement which hinders access to school. More information is available from the Education Welfare Team.

### **Pupils excluded from school**

From September 2007 regulations made under the Education and Inspections Act 2006 required local authorities to ensure that suitable full-time education is made available to permanently excluded pupils from the sixth school day of exclusion, and schools will likewise be required to arrange full-time education from the sixth school day of fixed period exclusion.

If it becomes apparent that a child has been unofficially excluded the local authority will need to challenge the school as this practice is illegal. More information on exclusions is available at the Department for Education website.

### **Reducing the risk of children not receiving education**

A range of systems, processes and procedures are currently used by the local authority to reduce the risk children falling out of, or failing to access, the education system and go missing. Existing good practice broadly falls into three categories where the local authority has introduced measures to:

- reduce the likelihood that children fall out of the education system, such as the process of inspection of the admissions and attendance registers of schools
- identify and locate children who are not receiving education, such as via truancy sweeps and the provision of named points of contact to receive notification of children from other agencies
- linking together C&YPS teams to support the CME agenda with an internal referral process.

Although the main focus of this document is on processes and systems within Stoke-on-Trent Children and Young People's Services, it is important, as noted above, that work is carried out with partner agencies/organisations to ensure that there are robust arrangements for identifying children not receiving education. The work to identify children not receiving education is seen within the wider remit of the local authority to safeguard the welfare of all children. The Lord Laming Inquiry into the death of Victoria Climbié made a specific recommendation around children and young people who have failed to access, or are no longer accessing, education, as follows:

#### **Recommendation 24:**

*“Where, during the course of an assessment, social services establish that a child of school age is not attending school, they must alert the education authorities and satisfy themselves that, in the interim, the child is subject to adequate daycare arrangements.”*

**N.B.** Although Lord Laming makes specific reference to the duty of Social Care teams, it is made clear within Stoke-on-Trent Safeguarding Children Board procedures, included at section 10.1.4, that this duty applies to all agencies, organisations and individuals. (If at any time there are any concerns about a child's welfare, and in particular, it is considered that a child may be at risk of, or is, suffering significant harm, established Stoke-on-Trent Safeguarding Children Board

procedures must be followed).

## **Identification Processes within Stoke-on-Trent**

### **Notification Routes**

To limit the opportunity for children to go missing when they fall out of the education system, Stoke-on-Trent LA has identified a range of systematic processes and procedures. These include:

- procedures to identify and locate children missing education through truancy sweeps and the provision of a named contact, the Education Welfare Specialist Lead, to receive notification of children from other agencies.
- procedures to re-engage those missing with appropriate educational provision, via Admissions Team.
- developing existing systems to identify those at risk of missing education.

### **Children Missing Education Team**

The Education Welfare Specialist Lead manages referrals and actively seeks and identifies and monitors those children missing through effective multi-agency co-operation. The Court Support Officer also enters information on to S2S and maintains a record of missing pupils, forwarding concerns to other agencies as necessary.

The Education Welfare Team will work alongside key stakeholders in Stoke-on-Trent Schools, Admissions, the Safeguarding Children Board, Community and Adult Services, Health, Social Care, Connexions, Youth Offending Services (YOS), the Police, alternative education providers and voluntary organisations. The Team are working in partnership with these agencies to develop already existing inter-agency networks so that all members are aware of systems of referral for pupils who are missing or at risk of going missing from education. Through the creation of multi-disciplinary locality teams this partnership will continue to grow.

Referrals to the Education Welfare Team can be made in the following ways:

#### *Referral from within Stoke-on-Trent:*

- Missing Child Referral Form (see Appendix Seven: available electronically or as a hard copy).
- S2S Out-of-School Referral Form.
- Via Admissions and Family Services if unplaced after Secondary Transfer.
- Via [education.welfare@stoke.gov.uk](mailto:education.welfare@stoke.gov.uk)

Advice is available from:

- Telephone call to Education Welfare Team Duty Officer (01782 235355).
- Email to Education Welfare Specialist Lead [julie.parker@stoke.gov.uk](mailto:julie.parker@stoke.gov.uk) or to Education Welfare [education.welfare@stoke.gov.uk](mailto:education.welfare@stoke.gov.uk)

#### *Referral from LA / Agency:*

LAs and agencies use many different methods to notify Stoke-on-Trent of children recently moved to the city, including:

- Letter or e mail to the Education Welfare Specialist Lead /CME Officers.
- Arrangement for the Placement on Children (General) Regulations 1991 (Regulation 5) notification (used by Social Care).
- S2S secure messaging.

Requests to search school roll for a child missing from a LA are currently referred to and processed by Stoke-on-Trent's Education Welfare Specialist Lead.

For process maps of the routes via which the Education Welfare Team receives referrals please see below.

## **Checking Process - Children Missing from Education**

### **Current Practice**

Stoke-on-Trent's IEWT has access to various centrally held databases against which a child's name can be checked to establish whether he/she is registered with an educational provider. These databases are:

- PLASC (Thrice yearly school roll returns data)
- Admissions Access Database (which lists all children who have gone through Secondary Transfer from 2004 to 2011)
- Capita ONE
- Housing Departments databases
- S2S Lost Pupil Database

The Education Welfare Team also has access to school registers enabling them to ascertain if a child is on roll and through links with the Education at Home Monitoring Officer (EHMO) a list of those children receiving 'Elective Home Education' (those who have received a visit from Stoke-on-Trent's EHMO and whose education has been deemed suitable) is accessible.

*If a child is identified as being on the roll of an educational provider but is not attending, the case is referred to the relevant Education Welfare Officer following the Education Welfare Team referral process and notified to Education Welfare Specialist Lead. Julie Parker (01782 235355)*

## **Checking Processes - Children at Risk of Going Missing from Education**

### **Children who are not currently registered at a school**

When a pupil is expected to join the school either at a normal time of starting during compulsory education, (eg Reception, Year 3 or Year 7) or at any other time, and s/he does not arrive, the school should immediately check with the Admissions Team to establish whether the child is known to have registered elsewhere. If not, attempts should be made by the school over the subsequent two weeks to contact the parents in order to establish how the child is being educated. Referral should be made to the school's EWO if these enquiries are not successful.

However, if admission has previously been agreed, i.e. if the child has not arrived but he/she is still expected to attend as no other school has been requested, he/she should still be admitted to the expecting school's Admission and Attendance Register. The absence must initially be recorded as unauthorised and the EWO informed.

However, if there is any known information about where the child may now be living, this should be passed to the EWO so that checks can be made with other relevant local authorities. If a school is subsequently identified, the school that originally expected to admit the child may be asked to make direct contact to confirm their admission and from what date and to share any known information about the child.

If the child is still believed to be resident in Stoke-on-Trent, but with no known educational provision, the school that was expecting to admit them must complete an immediate written referral to the Education Welfare Team under their procedures (see below). This enquiry will establish:

- whether the child should be formally admitted (and then classed as either authorised or unauthorised absent if they continue not to attend),
- whether other educational arrangements are in fact in place or
- whether the child is currently missing from education.

These enquiries may include liaising with other local authorities, checks against children's databases, local and national, and seeking assistance from the Police etc.

### **Registered pupils**

There are strict rules on the deletion of "registered pupils" from the Admission Register. (See "*Guidance on Applying the Education pupil registration regulations June 2008*" and Education (Pupil Registration) (England) Regulations 2006). In all circumstances other than end of year transfers, a pupil must not be removed from the Admission and Attendance Registers until the Education Welfare Team has confirmed that the appropriate criteria apply, ascertained the pupil's whereabouts and safety and has confirmed that the pupil is either registered at another school or is being educated "otherwise". Where the pupil lives in another LA area, liaison will also be necessary with that LA. The following off-registration process is expected in every case so that the relevant LA for the child's home address can ensure continuity of their educational provision

If the appropriate criteria are met, the EWO will authorise an off-registration certificate and SIMS/EMS must be immediately updated by the school through the Data Exchange process (S2S). Otherwise the child must continue to be marked "unauthorised absent" if he/she should be attending the school and no other arrangements for their education have been agreed.

The Education Welfare Team must be informed of the proposed deletion and be given time to make appropriate enquiries, before the child's name is deleted. Off-registration without adhering to these procedures may place the child at risk of harm. 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. Separate procedures apply for the off-registration of statemented pupils about whom there must be consultation with SEN Statutory Assessment Team before any removal from the Admission Register can be authorised. EWOs can only authorise these changes after this consultation this has taken place and the change has been agreed.

If a registered pupil is continuously absent for two weeks without explanation, or fails to return from a holiday, the school should follow the normal procedures for investigating pupil absence (ie telephone calls, letters, invitations to meetings at the school etc). If, after further enquiries, the child has not returned to school after a total of no more than two weeks, the matter must be referred to the Education Welfare Officer. The pupil must remain on the Admission and Attendance Registers and be marked "unauthorised absent" during these enquiries.

If a pupil suddenly ceases to attend without prior warning, and their whereabouts cannot be established, the school should immediately notify the Education Welfare Officer. If there are any reasons to be concerned for the child's safety, including any

past history of concern, this should be raised immediately as a referral under Safeguarding Children Board procedures. The pupil should only be removed from the Admission Register after four weeks continuous absence **and** if their current whereabouts cannot be established **and** after authorisation from the EWO. Details about the child must be entered onto the Lost Pupils Database (see below) and the SIMS record amended accordingly.

In the event of a parent informing the school that s/he is removing the child to educate him/her at home, the headteacher must, within 10 days, send to the LA Officer with responsibility for Elective Home Education (see below), a copy of the parent's letter, together with the off-registration form. Capita ONE will then be amended by the LA Officer for EHE to show "Elective Home Education" as the base and the school will be advised by the EHE Officer of the applicable off-registration date. The child's name must not be removed from the Admission Register without applying this procedure.

### **Referral and Investigation Procedures**

When a child is referred to the Education Welfare Team as potentially missing from education, the case will initially be investigated by the EWO. A written referral will be required giving all known information about the child, address, dates of birth, previous educational history etc. The initial questions will be to establish whether the child is actually resident in Stoke-on-Trent and whether the parent/carer wishes to home educate or is requesting a school place. Persistence is required in carrying out these enquiries and no case must be closed without resolution. Any referral not resolved after four weeks will be discussed in supervision with the Education Welfare Specialist Lead.

If, after initial assessment or subsequently, it is felt by the Education at Home Monitoring Officer that a child who has been removed from a school, or who has never attended a school, is not, in fact, engaging in education, a written referral will be made to the EWT. Attempts will then be made to engage with the parent to discuss a possible admission to a school, but ultimately the Local Authority has the power to apply for a School Attendance Order if progress cannot be made by agreement. Consultation may take place with other agencies about how to meet the child's educational needs, including through alternative provision, or in response to any wider concerns about the child's welfare. In the event of any change in the child's circumstances, Capita ONE must be updated by the relevant member of the Education Welfare Team to show the child's current educational status.

If, as a result of initial enquiries, it is confirmed that the parent/carer wishes the child to be admitted to a school, the Admissions Team will advise and parents will follow the current Admissions process. If no admission has been secured after two weeks, the EWO will consider how some education will be made available on a temporary basis. This interim arrangement must be kept under constant review and continuing assistance given to assist the parents/carer in securing a school place under appropriate admissions arrangements.

If there are indications that the child may have special educational needs, either learning or behavioural, or other factors that may be relevant in determining the appropriate provision, the EWO officers should ensure that there is early consultation with the relevant Specialist Educational Needs Officer.

Once a suitable school has been identified, an urgent meeting will be arranged with the school to secure the child's prompt admission. From the agreed admission date, the school must update the child's SIMS record accordingly and s/he must be admitted to both the Admissions and Attendance Registers on a permanent basis. (Temporary admissions are not permissible). Any shared arrangements with, for example, a PRU, must make it clear which establishment is the main base for the child and attendance records must be co-ordinated and be in agreement with each other.

### **Current Practice from Specific Vulnerable Groups**

- *Young people who have committed offences* – Those at risk of going missing from education or who are currently off roll are referred to the Education Welfare Team by Stoke-on-Trent's Youth Offending Service.
- *Children of homeless families living in temporary accommodation, house of multiple occupancy or Bed and Breakfast and unaccompanied asylum seekers and refugees or children of asylum seeking families* – The Education Welfare Team works collaboratively with agencies internal and external to the LA Admissions, Schools, Parents and Local Voluntary Organisations to ensure that school-age children (Homeless, Refugees and Asylum Seekers) are encouraged and supported in accessing education and are included in the mainstream education system.
- *Young runaways* – The Education Welfare Team are currently developing links with the Police and other statutory and voluntary organisations through the Locality Teams to identify and refer those children and young people requiring extra support through statutory services.
- *Children with long-term medical or emotional problems* – Stoke-on-Trent LA has in place a Pupil Referral Unit (MERIT) – 01782 236412) to accept referrals and ensure that pupils with medical needs have the opportunity to access a good quality and appropriate education. MERIT works with parents, pupils, schools and any other agency to ensure that the educational needs of each pupil are met and that a planned, effective, regularly monitored and flexible reintegration programme is put in place for those children well enough to return to school.
- *Children in Care* – Links with Virtual Schools Headteacher – Tony Clifford are in place. CIC who's attendance falls to 90% will be referred to the EWO by school.
- *Children with a Gypsy/Roma/Traveller (GRT) background and children from transient families* – provision for Stoke-on-Trent's GRT students is co-ordinated by travellers Teacher – Jo Softly to ensure that Traveller children and those from other transient backgrounds gain access to their legal entitlement to an education that meets their needs, promotes the inclusion and achievement of Traveller children and to enable Traveller children and families to become independent users of the education system.
- *Young carers* – Assessments, support and advice is offered by Young Carers Co-ordinator, Karen Holdcroft, who sits within the Education Welfare Team. Karen can be contacted on 01782 235422 or [young.carers@stoke.gov.uk](mailto:young.carers@stoke.gov.uk)

- *Expectant and Teenage mothers* – The LA's STAR Team provides information and support to enable pregnant pupils and young parents to continue their education. This includes linking with appropriate support services to identify and provide support for each parent's needs and support to overcome obstacles to learning.
- Children who are permanently excluded from school – *Those children who are permanently excluded from school are supported through the LA/excluding school to ensure that they do not miss education. Full-time provision is provided within six days of the exclusion.*
- Children with poor attendance – *The Education Welfare Team works to promote, support and, where necessary, enforce school attendance to assist schools in developing policy relating to attendance and to establish links between home and school in order to support the education of children.*
- Children accessing alternative provision – *these children are often those who have been at risk of permanent exclusion or those vulnerable if placed in the mainstream setting. Stoke-on-Trent LA has therefore put in place cluster planning/flexible learning groups to secure appropriate programmes and monitor procedures for children who receive education in alternative provision. For more information on current developments please contact Sarah Bond, Lead for Learning Pathways, 01782 232399.*
- Careers and Guidance – *Careers & Guidance provides facilities and opportunities for informal education, advice and guidance and the constructive use of leisure time for young people aged between 13-19 years old. Their Personal Advisors can offer advice, counselling and information for young people. For more information please contact Careers & Guidance on 01782 237747 or email [careers.advice@stoke.gov.uk](mailto:careers.advice@stoke.gov.uk)*
- Children at risk of becoming involved in crime – *The Youth Offending Prevention Team carries out targeted intervention with young people who are identified as being at risk of offending. This work also includes work to promote effective engagement in education. Research has also shown that pupils who truant have a higher risk of being a victim of crime or becoming involved in crime and have lower education achievement. The team can be contacted on 01782 235858.*
- Children identified with specific child protection issues and those who are the subject of a child protection plan – *The Safeguarding Children Board (01782 235885), provides advice, guidance and support to schools and education support services. This role and the overview of missing children statistics and outcomes are the DfE requirements under recent guidance 'Safeguarding Children and Safer Recruitment in Education' 2007.*

### **Logging Child's Details on Database**

The EWT currently holds a database of children identified as being missing from education. Data is held in line with the Data Protection Act 1998 and current safeguarding children legislation and SCB procedures.

### **Locating a Child Missing from Education**

As children identified as missing or at risk of going missing from education are often part of a transient or mobile population it is also important that Stoke-on-Trent LA carries out checks to determine whether a referred child is still resident in the city. The details of any child found to be resident outside the city of Stoke-on-Trent are referred to their responsible LA via the S2S Out-of-City Notification Form, which has been specifically designed to allow the secure transfer of pupil details.

For those pupils that are established as being resident in Stoke-on-Trent, communication with the family is established in the first instance, through the Admissions Team, via correspondence sent to parents / carers on the day the referral is received. After ten working days parents / carers are then sent Letter 1 of the School Attendance Order which requires them to respond with details for the child's new educational establishment. If families have not responded to correspondence (including Letter 1 of the School Attendance Order), home visits are carried out and parents/guardians are offered targeted support to enable their child to access appropriate provision. If residency cannot be determined through these visits other checks may be carried out (against electoral roll data), in collaboration with colleagues from Stoke-on-Trent's Housing Departments/Associations. These checks are carried out in accordance with the following legislation:

- Section 27 of The Children Act 1989, which states that a local authority may request help from any local education authority and other agencies in exercising their duty to provide support and services to children in need and that Education staff have a duty to gather information regarding concerns.
- Section 7 of the Education Act 1996, which states that it is the duty of the parent of every child aged five to sixteen to cause the child to receive efficient, full-time education, suitable to his or her age, ability or aptitude and to any special need he/she may have, either by regular attendance at school or otherwise.
- The Children Acts 1989 and 2004, which state that all public agencies should work together, exchange and share information to promote the welfare of children and young people.

## **How a Child's Needs are Determined in order to Target Appropriate Provision & Services**

### **Processes**

The Missing Child proforma includes targeted questions to determine a child's needs, allowing Education Welfare Officers to refer the case to the most appropriate education professional.

Children's needs will also be assessed against the Early Help criteria. This enables the family's needs to be assessed in a holistic way, to decide what, if any, response is needed. If a response is required, it will be likely to be of a lower order than if the issue had been allowed to escalate. The Early Help enables practitioners to work collaboratively with any other professional who might have already completed an assessment for the child and share concerns with them. This will enable professionals from different agencies to work more effectively together, build up a picture of a child's needs over time and develop a more appropriate response.

A list of contact details and referral criteria for services working within Stoke-on-Trent can be found at Stoke-on-Trent's Family Information Service Hub, tel 01782 235891, [jane.fallows@stoke.gov.uk](mailto:jane.fallows@stoke.gov.uk)

## **Accessing Appropriate Provision**

Stoke-on-Trent LA brokers access to identified places in several ways:

### *Admissions*

The Stoke-on-Trent Admissions & Transport Team is the first point of contact for all queries on admissions to Stoke-on-Trent primary and secondary schools. They provide a valuable service to parents offering information and answering questions. The team publish annual Primary & Secondary school booklets, detailing the admissions process

For further information on admissions, please contact the Admissions and Transport Team, on 01782 234598 or email [admissions@stoke.gov.uk](mailto:admissions@stoke.gov.uk)

*Education Welfare Team*

To contact Education Welfare please call 01782 235355 or email [education.welfare@stoke.gov.uk](mailto:education.welfare@stoke.gov.uk)

### **Inter-authority Procedures for Notifying Children Missing**

The Education Welfare Team currently contacts other LAs to ascertain, via the CME named contact network, if children missing from Stoke-on-Trent schools have been taken on roll elsewhere. They also receive requests to search the schools' rolls from other Local Authorities via post and via the secure messaging function on the DFE S2S website.

**Appendix One - What do I need to do if it comes to my attention that a child is missing education?** (see also above page 4 Victoria Climbié compliance)

1. You will need to establish whether the child is of compulsory school age or not – please note that 16 year olds can either be still of compulsory school age or have officially left school, the school leaving date is the last Friday in June of a pupils year 11 year.
2. You will need to establish whether the child is registered on the roll of a school (either in Stoke-on-Trent or another authority) – it may be that he or she is just not attending for whatever reason. Education Welfare Officer (EWO) duty on 235355 can confirm this for you.
3. If the child is on the roll of a school and not attending regularly this is not an appropriate CME referral but needs to be referred instead to the EWO for their involvement – it may be that the EWO is already supporting this family and would be glad of any additional information that you have.
4. If the child is not on the roll of a school this does need to be immediately referred to the EWO duty number above. Even if the child has some other activity/work placement organised the statutory educational responsibility lies with Stoke-on-Trent to approve, support and monitor that activity for that child.

## Appendix Two– Checklist for CME Procedures

<b>Strategic Management &amp; Leadership</b>
Does the local authority have <b>a written policy</b> agreed with partners concerning children not receiving a suitable education?
Are the arrangements to identify children not receiving education embedded within the local authority's <b>children's trust governance and strategic planning arrangements</b> and the cross-cutting arrangements for safeguarding and inter-agency co-operation to improve wellbeing of children?
Is there <b>regular monitoring</b> of the processes/numbers by Senior Management, Elected Members and Children's Trust partners?
<b>Networks &amp; Points of Contact</b>
Has the local authority <b>identified the key stakeholders</b> to provide information about children/young people without educational provision in the local authority area?
Has the local authority provided and publicised <b>notification routes</b> for all key stakeholders?
Does the local authority have <b>a named contact</b> point to receive details about children not receiving education?
Are there <b>clear responsibilities</b> for this role or those to whom the duties are delegated?
<b>Information Systems</b>
Does the local authority maintain <b>a database</b> of children not currently in education?
If so does the database include <b>fields</b> such as: <ul style="list-style-type: none"> <li>• Date child/young person referred in;</li> <li>• Date of assessment, if necessary;</li> <li>• Date form of provision determined;</li> <li>• Date moved into provision.</li> </ul>
Does the local authority <b>monitor the numbers</b> of children/young people in the authority who are not receiving education, including those new to the area or the country?
Are there clear <b>access rules and procedures</b> to ensure fair/safe data processing?
<b>Provision Brokering Services</b>
Does the local authority have <b>clear processes</b> for securing the support of other agencies where it is needed e.g. for welfare or health reasons?
Does the local authority have an <b>agreed process</b> for securing educational provision for children once found?
Does the local authority <b>monitor the pace</b> they move into provision?
Does the local authority have the <b>information systems in place</b> to allow access to up to date information concerning availability of school places and availability of places with alternative providers?
<b>Effective Pupil Tracking Systems</b>
Does the local authority <b>keep a record</b> of children who have left educational providers (school, custody and alternative provision) without a known destination?
Does the local authority <b>follow up children</b> at regular intervals until they are registered with a new provider?
Does the local authority have <b>an agreed system</b> with schools concerning children leaving provision?
Does the local authority <b>support and encourage</b> schools to transfer files via s2s?
Does the local authority have <b>an identified officer</b> as database administrator for s2s with responsibility for the Lost Pupil Database?
Does the local authority <b>upload to and download from</b> the Lost Pupil Database?

## Appendix Three Children Missing Education (CME) - Checklist – Local Search - Guidance for Staff Other than Those Working Directly in CME

### 1. General Guide – all staff

- a. Take care to record all of the steps taken to find a child, e.g. the date, the time and who was involved. Record what happens at each stage; try to include your 'thinking' on paper about possible leads and where additional information may be found.
- b. Liaise with lead person(s) at school/local authority level to co-ordinate information and recording.
- c. Record information in ways that enable search information to be passed on/shared with other services/organisations to assist with searching in other areas.
- d. **Assess the risks and the vulnerability of the child(ren) involved. Use this as a guide to judge the appropriateness of steps outlined below and to set a timetable for each step.**

### 2. Immediate steps that all schools and authority staff should take

- a. Ask other children in the form/year group/school: consider also confidentiality/sensitivity.
- b. Check information held by other members of staff.
- c. Telephone **all** contact numbers, including emergency contacts, on record.
- d. Carry out home visit(s).
- e. Correspondence (recorded delivery).
- f. Check with parents/carers employers (if known).
- g. Review records held on the child(ren) and discuss with support staff/ teaching staff.
- h. Liaise with other agencies involved with the child(ren)/family, e.g. health services, social care, voluntary agencies, Police
- i. Check with housing department/housing association if the family live in social housing.
- j. Do **not** remove from school roll/Admissions Register until consultation has taken place with local authority, i.e. EWT team (see also policy/guidance on off-rolling).
- k. Check schools of any siblings

### 3. Referring for further action

- a. Clarify local intelligence to identify other areas/authorities in the UK where there may be reason for family to relocate/have relocated.
- b. Agree with local staff the level of risk/vulnerability of the child(ren).
- c. Headteacher/EWO to complete CME proforma; to be returned to EW Specialist Lead
- d. EW Specialist Lead to record information/action taken.
- e. EW Specialist Lead makes immediate referral to Court Support officer for further action.

### 4. Follow up action

- a. Maintain full and accurate records until a search provides information on the location of a child.
- b. Maintain search records on any child(ren) who have been located either locally or nationally.
- c. Maintain special vigilance on mobile/vulnerable families who may go missing again; information from previous searches may be useful.
- d. As with all sensitive pupil information, keep data safely and confidentially.

### 5. CME Procedures

- a. Send acknowledge to the referring school
- b. Request further information as required from school and other local sources
- c. Initiate national search via S2S system
- d. Monitor S2S system for a match
- e. Make contact with other relevant local authorities (if known)
- f. Maintain contact with referrer regarding appropriate next steps, potential police involvement and feedback on progress
- g. Initiate multi-agency collaboration on a national basis
- h. Maintain records of cases
- i. Initiate communication between agencies in receiving authorities and Stoke-on-Trent to allow the transfer of information.

## Appendix Four -: Pupil Transfer Proforma – out of city

Current School Details School Name: School Address:
---

Pupil Details Name: _____ D.O.B.: _____ Gender: _____ UPI: _____ Current Address: _____
Home Tel. No.: _____ Mobile Phone No.: _____

Destination – Home Address: _____	Destination – School Name of School: Address: _____
Home Tel. No.: _____	School Tel. No: _____

<b>Interim Contact Details (e.g. relative)</b> Name: _____ Relationship: _____ Address: _____  Tel. No.: _____
--

<b>Parent/Carer Signature:</b> _____	<b>Date:</b> _____
<b>Headteacher Signature:</b> _____	<b>Date:</b> _____

Pupil Record Sent: _____ Y/N _____ Date: _____	If No, give reason: _____
Address Sent to: _____	
Receipt of Delivery: _____ Y/N _____ Date _____	
Signature: _____	Designation: _____

**N.B. Copy to be sent to EWO Lead**

## Appendix Five: Missing Child Proforma

**EWO Name:**

**School Name:**

**Date Referred to EWO Lead:**

**Date Referred to Court Support Officer:**

Pupil Details			
Name:	D.O.B.:	Gender:	
UPI:	Ethnicity:		
Date Last Attended School:	Date Last Seen:	By Whom:	
Holiday: Yes/No	Destination:	Expected Date of Return:	
Current Address:			
Parent(s)/Carer(s) Name(s):			
Home Tel. No.:		Mobile Phone No.:	
Relative(s) Name(s):			
Address:			
Home Tel. No.:		Mobile Phone No.:	
Pupil Information (attendance printout to be attached)			
Child in Care	Yes/No	Child Protection Plan	Yes/No
Child in Need	Yes/No	Privately Fostered	Yes/No
CAF	Yes/No	Asylum Seeker/Refugee.....	Yes/No
Electively Home Educated	Yes/No	SEN/LDD	Yes/No
History of School Absence	Yes/No	Medical Issues.....	Yes/No
GRT.....	Yes/No	History of Exclusions.....	Yes/No
History of Long Holidays.....	Yes/No	History of Offending	Yes/No
At Risk of Sexual Exploitation	Yes/No	Teenage Pregnancy	Yes/No
Other Identified Needs	Yes/No	Previously Missing	Yes/No
In receipt of Free School Meals	Yes/No		
<b>Details of Checks (full records to be attached including any information school have obtained from other pupils/families)</b>			
School Staff Contact Name(s)		Date:	
IFIS Contact Name:		Date:	
Housing Officer Contact Name:		Date:	
Housing Association Contact Name:		Date:	
Community Charge Contact Name:		Date:	
Social Care Contact Name:		Date:	
Admissions & Family Services Contact Name:		Date:	
Youth Services Contact Name:		Date:	
Careers and Guidance Contact Name:		Date:	
GP Contact Name:		Date:	
School/other Health Services Contact Name(s):		Date:	
Police Contact Name:		Date:	
Benefits Agency Contact Name:		Date:	
Other Local Authority, Name & Contact:		Date:	
Voluntary Sector, Name & Contact		Date:	
Other Agency(ies) Name(s) and Contact(s)		Date:	
Neighbours comments		Date:	
<b>CME – Comments and Immediate Further Action</b>			
•			
•			
•			