

# **POLICY TO PREVENT CHILDREN MISSING EDUCATION**

**Education Inclusion Service**

**POLICY TO PREVENT CHILDREN  
MISSING EDUCATION**

**September 2023**



Cyngor Bwrdeisdref Sirol

**Blaenau Gwent**

County Borough Council

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## **1. Introduction**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life. This document outlines the robust procedures that are to be followed within Blaenau Gwent to identify, locate and engage children who are CME and to ensure that Blaenau Gwent County Borough Council is effectively meeting its obligations under the Education and Inspections Act (2006).

The purpose of Section 436A of the Education and Inspections Act 2006 is to ensure that Local Authorities' (LA) have arrangements in place which enable them to establish the identities of children in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school. The Council should consult the parent/carer(s) of the child when establishing whether the child is receiving suitable education. The Council should have procedures in place to prevent children becoming CME. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision. This duty only relates to children of compulsory school age.

This policy document is designed to ensure that within Blaenau Gwent, there is a clear, multi-agency route in place accessible to and understood by all, outlining the procedures to follow should a child who is missing from education be identified. The Children's Act 2004 places a duty on all agencies to work together to promote the welfare of the child and to share information to support this requirement. It is anticipated that all agencies working in Blaenau Gwent will work with the Children Missing Education Officer to support this policy and follow the procedures outlined below in order to safeguard the education of children residing in Blaenau Gwent.

## **2. Who is a Child Missing Education?**

The children missing education that are the focus of this document are;

- Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.
- Children of compulsory school age who are on a school roll but have not attended for a period of 20 consecutive school days (recorded as unauthorised absence) and the whereabouts of the family is unknown.

This document does not apply to children who are registered at a school who are not attending regularly. The school should consider making a referral to the Education Welfare Service for irregular school attendance.

## **3. Parent/carer(s) responsibilities**

Parent/carer(s) have a duty to ensure that their children of compulsory school age are receiving an efficient full-time education. The majority of parent/carer(s) chose to adhere to this duty by enrolling their child at a school. However, some parent/carer(s) may elect to educate their children at home.

## **4. Why do children go missing from education?**

Children can go missing either when they fail to register with a school, or when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a successful transition. For example, because they:

- Simply move and their families do not tell either the new or old authorities.
- Move into a local authority area and do not register with a local school;

- Are unable to attend their preferred school as no places are available and do not take up the offer of an alternative place.
- Never enter into the education system because they fail to start appropriate provision at the start of compulsory school age; (there is no legal requirement for parent/carer(s) to inform the Council of the fact that they intend to educate at home if the child has never attended school).
- Are withdrawn by their parent/carer(s) who elect to educate at home and both parent/carer(s) and the school fail to notify the local authority.
- Cease to attend school due to disputes, parent/carer dissatisfaction, unofficial exclusion or removal from the school roll.
- Fail to complete a transition between providers, for example from primary to secondary school or from a school to alternative provision.
- Who enter the country and do not register with a school.
- Move into or out of the Looked after Children system or the secure estate without prior notice or planning.
- Do not wish to be found; families may change their names and move quickly from place to place within the UK.

## **5. Children at particular risk of missing education**

There are many circumstances where a child may become missing from education, however some children living in certain circumstances are at greater risk of becoming CME.

Amongst these are: (this list is not exhaustive)

- Pupils at risk of exploitation/harm/neglect - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools must follow the child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved.
- Children of Gypsy, Roma and Traveller (GRT) Families – Research has shown that many children from these families can become disengaged from education, particularly during the secondary school phase. It is therefore vital that schools inform the Council when a GRT pupil leaves the school

without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education. School should seek advice from the Children Missing Education Officer before the deletion from roll takes place to ensure the child is genuinely missing and not travelling. The Children Missing Education Officer will advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools or the provision of electronic or distance learning packages where these are available. The Children Missing Education Officer works with the Blaenau Gwent Traveller Service to ensure children gain access to their legal entitlement to an education that meets their needs and promotes inclusion. Joint home visits between the agencies are made to traveller sites in order to promote the importance of education and attendance at school to the families.

- Families of Armed Forces - Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools and the Council will contact the MOD Children's Education Advisory Service (CEAS) where necessary on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.
- Missing children/runaways - Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.
- Children and young people supervised by the Youth Justice System - Children who have offended or are at risk of doing so are also at risk of disengaging from education. The Youth Offending Service (YOS) are responsible for supervising those young people (aged 10 to 18). In Blaenau Gwent, there is a Service Level Agreement with YOS to ensure that children are receiving, or return to, appropriate full-time education.

It will sometimes be the case that another partner or agency is aware of the arrival or existence of a child, living in the Council area but not in education, before the Council is aware. There is a higher chance of this being the case in relation to children in the 'at risk' groups identified above as steps may be taken to avoid contact with statutory authorities in some circumstances.

Details of a child identified by an agency/professional must be shared with the Children Missing Education Officer and can be referred using the referral form. When the Children Missing Education Officer is made aware of children/young people in any of these groups who may not be receiving a suitable education, advice will be sought from the relevant specialist team/partner agency.

Blaenau Gwent Council has a range of procedures in place that identify and support children at risk of going missing from education. Outlined below are the systems currently in place to minimise the risk;

## **6. Schools' duties**

Schools must monitor pupils' attendance through their daily register. As from 1st September 2018 all schools must notify the Council if a pupil is to be deleted from the admission register.

If a parent/carer advises a school they are moving abroad, the school should be satisfied this is the case and ask to see sight of flight confirmation, details of the new address and the name of the new school.

Schools must put the pupil on the admissions register on the first day that the school expects them to attend regardless of if they actually attend. If the pupil does not arrive at school on the expected start date the school must follow their absence procedures.

It is the responsibility of the parent/carer to contact the school when an application has been successful, to arrange a start date and ensure that the child is enrolled at the school. If, however a place has been offered and the parent/carer does not

make contact with the school, it is good practice for the school to attempt to make contact to arrange a start date. If this is unsuccessful within 10 days, and the pupil is not placed on roll, the school must notify the Council that the parent/carer has not taken up the place offered as this pupil is at risk of becoming CME.

Schools must provide the Council with details of pupils who have ten continuous days of unauthorised absence and cannot establish the reason for the absence and their whereabouts unknown by following the procedure below;

Action to be taken when a child is absent from school and their whereabouts is unknown;

A registered pupil is deemed to be missing when:

- a. He or she fails to attend school without any explanation and;
- b. The school has been unable to establish the reason, or locate the pupil with any of the contact names at the last known address, or from intelligence from the wider school community; or
- c. The pupil's parent/carer(s) have not provided any information to indicate a change of education provision, unavoidable cause for the pupil's absence or that the pupil is travelling with them whilst in pursuit of their business.

### **Pupils deemed at high risk**

If a pupil is missing from school and the child is subject to a child protection plan and/or is a looked after child, the school must notify the social worker within the first 24 hours of the unauthorised absence if no home contact can be made. Where it is suspected or known that a pupil is at potential risk or harm, or where the school have information or reason to suspect the pupil has been a victim of criminal activity or at risk of Child Sexual Exploitation (CSE), notify the Social Worker/Police immediately, and inform the Children Missing Education Officer as soon as possible afterwards.



## **Process Timeline**

Days 1-5: Follow existing first day calling / contact procedures as defined by the school policy

Days 6 -10: Where a pupil has been absent for longer than 10 school days, the school must complete the actions set out on the 'Missing Pupil Checklist' (Appendix 1). If the child remains missing following these checks, notify the Children Missing Education Officer by sending a copy of the completed checklist. Keep a copy of the completed checklist in school and continue appropriate checks on a daily basis.

Days 11-19: Continue to make efforts within the school and assist the Council Officer and other agencies in the search. If, during this time, the child is located and confirmed to be living outside of a reasonable distance to the school, the Council Officer and school need to agree the date from which pupil may be removed from roll.

Day 20: If after 20 days of unauthorised absence the pupil remains missing from school and has not been located elsewhere within the county/out of county, the Council Officer will write to the school to advise when the pupil can be removed from roll. If a pupil is removed from roll and their destination school is not known, the school must upload the pupil's records using the statutory electronic Common Transfer File (CTF) to the 'Lost Pupils' database.

**CME may raise potential child protection issues and if schools believe a child or family have gone missing, the child should remain on the school roll until all enquiries have been completed by the school and Council Officer. The school and Council must record that they have completed these procedures (via Missing Pupil Checklist) before deleting them from the register.**

**Schools cannot remove a pupil from the school roll until reasonable enquiries have been jointly carried out by school staff and Council staff over a period of no less than 20 days. Schools will be advised of when Council investigations have been completed in writing by the Council Officer. If this process has not been followed schools will be required to reinstate pupils back on their school roll.**

The Missing Pupil Checklist is the document used by a school to refer a child who is missing from education. If the Children Missing Education Officer is able to make contact with the family via phone and confirm their whereabouts (which is within a reasonable distance from the school) the case will be referred back to the school as a non-attendance issue and the school may wish to consider referring to the Education Welfare Service for irregular school attendance. If the school have concerns about the child's welfare, they should refer for a police welfare check. The role of the Child Missing Education Officer is not to request police welfare checks where the school has concerns, but to make all necessary checks to attempt to locate the child. Schools also have safeguarding duties in respect of their pupils, and as part of this should investigate any unexplained absences.

## **7. The Role of the Children Missing Education Officer**

The role of the Children Missing Education Officer is to ensure that all children within Blaenau Gwent are in receipt of a full time education. The Children Missing Education Welfare Officer will also ensure the correct procedures are followed when a pupil is removed from roll of a Blaenau Gwent school. The Children Missing Education Officer will:

- Monitor the number of children/young people that the authority is aware of who are not receiving a suitable education.
- Cross reference live birth data with school admissions data Local authorities should be cross referencing school admissions data with the live birth register to identify reception aged children not registered at a school.
- Receive referrals from professionals and the general public regarding children missing from education.
- Receive information from schools on children who are absent from school and no contact can be made with parent/carer to establish reason for absence.
- Ensure details of any Child Missing from Education (CME) are recorded on our database.

- Carry out appropriate checks to trace such child and establish their educational provision.
- Serve notice on parent/carer(s) requiring them to satisfy the Council that their child is receiving suitable education when the Council becomes aware of a child possibly not receiving a suitable education.
- Take appropriate legal action in cases of non-cooperation from parent/carer(s).
- Ensure schools and professionals are aware of, understand and correctly follow existing procedures on CME.
- Challenge those systems and procedures that are identified as preventing children being returned swiftly to suitable education provision.
- Challenge appropriately where pupils are prevented from accessing an education.
- Ensure there are clearly defined links and procedures in place to deal with cross border enquiries.
- Identify and strengthen links with external agencies to ensure CME are quickly traced and minimise delay in returning them to education.
- Liaise with other named CME Officers from Councils across the country.

#### **Action taken on receipt of a Missing Pupil Checklist;**

The Children Missing Education Officer will, on behalf of the Council carry out all reasonable enquiries to attempt to identify the whereabouts of the family. The Children Missing Education Officer will initially make contact with parent/carer by telephone using all contact numbers provided by the school on the checklist. If contact cannot be made by phone, a cold call home visit will be carried out to establish if the family still live at the address, why the pupil is not accessing their education and to satisfy the officer that the pupil is safe and well. If parent/carer is not available for the home visit and there is no response to the calling cards/letters left at the address, the officer will call on neighbours to see if they are aware of the family's whereabouts.

If the pupil is not traced following all reasonable checks, the Children Missing Education Officer will write to the school to advise the date they can remove from roll (not before 20 days of continuous unauthorised absence). If contact with parent/carer is made, the officer will establish the reason for absence and advise the school of the outcome, confirming if the pupil is to remain on roll, or the date the pupil can be removed from roll.

## **8. Making a CME referral**

Any professional who locates a child who they believe is without suitable educational provision should notify the Children Missing Education Officer within 5 working days. It is expected that our key partners in this area of work will include:

- Educational Establishments (i.e. Schools, Pupil Referral Units etc.)
- Children's Social Care
- Health Services
- Police and Police Authorities
- Youth Offending Service
- Housing
- School Admissions
- Blaenau Gwent Traveller Service
- Immigration Services
- Voluntary and Community Organisations

Front line staff in each of the agencies which regularly come into contact with families with children must ensure that for each new contact, basic information about the child is recorded. This must include the child's name, address, age, the name of the child's primary carer, the child's GP, and the name of the child's school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangements.

Referrals can be made by completing the referral form or by making contact using the details below;

Email: [lisa.adams@blaenau-gwent.gov.uk](mailto:lisa.adams@blaenau-gwent.gov.uk)

Telephone: 01495 353340/07870 998947

Post: CME Officer, Anvil Court, Church Street, Abertillery, Blaenau Gwent, NP13  
1 DB

Members of the public are also encouraged to refer cases of concern to the CME officer.

To enable best efforts to search for a child/young person the following basic information should be shared (as appropriate) with the named officer:

- Name
- Date of Birth
- Gender
- Ethnicity
- Parent/carer(s) names including who has parental responsibility
- Sibling's names
- Previous address
- Previous school and last date of attendance
- Possible new address and school if known and suspected
- Previous home education
- Date child/young person left area

#### **9. Enquiries to and from another Local Authority (LA)**

Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. When the Children Missing Education Officer becomes aware of a child moving to another Council and a school has not been identified, contact will be made with the new Council and relevant information will be shared to ensure the child is receiving an education either by attending school or otherwise.

When another Council has provided an address in Blaenau Gwent of a child believed to be missing from education, the family will be contacted as soon as

possible. Unless concerns justify an immediate visit, initial contact will be made in writing before telephone calls or visits are made.

If no address is provided but there is reasonable evidence to suggest a child/young person could have moved to the area then initial checks will be run via School Admissions, and where possible via other local databases. Whatever the result of the search, the enquiring Council will be informed.

## **10. Conclusion**

The role of the Children Missing Education Officer is pivotal in ensuring that those children in Blaenau Gwent identified as missing from education are quickly identified and promptly returned to suitable education provision. By having clear guidance, policies and procedures in place across Blaenau Gwent all professionals and the public will be in a position to ensure support for vulnerable children within our community.

## APPENDIX 1 MISSING PUPIL CHECKLIST

To be completed by schools when;

- A pupil has gone missing and no contact can be made with parent/carer to establish reason for absence
- Ceased to attend the school and forwarding address of the family is not known
- When a child has not returned from holiday within 10 schools days of the expected date of return.

If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child' safety, Social Care must be informed immediately and child protection procedures followed.

Pupil				
Pupil's name:	DOB:	UPN:	Male /Female	
School:		Ethnicity (please state if not known):		
Last known address;		Please delete as appropriate		
		Child in Care:	Yes	No
		Subject to a child protection plan:	Yes	No
		Parent/carer name:	Traveller Family	Yes
Telephone number(s)				
Date last attended school:				
Siblings				
Name(s) and DOB: (please state if no siblings are known)				
School sibling(s) attend:				
Following checks with sibling(s) school, are they currently attending? (please include any relevant information provided by school)				

Checks to be made within 1 - 10 days of absence (checks should be started no later than the 5th day of absence)					
	Date	Time	Name of person contacted	Number	Response / outcome
Carry out first day calling (if this is an automated system please make telephone contact manually)					
Attempt telephone contact with all known emergency numbers					
Write to last known address and address of emergency contact if known (please attach a copy)					
Any further information from other agencies, wider school community (e.g. staff, other pupils, friends)					

If child is not located following checks, please send checklist to CME Officer, no later than the tenth day of absence and continue checks as appropriate (Do not remove child from roll until advised by LA Investigation Officer)

Checklist completed by:	
Position:	
Date passed to CME Officer (please attach copy of attendance record:	



## APPENDIX 2

### CHILDREN MISSING EDUCATION GOOD PRACTICE CHECKLIST SELF EVALUATION

Use the following categories to identify how well placed the Local Authority is in delivering on the duty to identify children and young people missing education in their area:

- **No: N**  
(Not previously identified, but discussions have now taken place and a plan has been produced)
- **Working Towards: W**  
(Achieved some of what is expected, identified some gaps, discussions have taken place and a plan has been produced)
- **Achieved: A**  
(The LA can provide evidence to support positive responses to the questions below)
- **Embedded: E**  
(The LA can demonstrate that the policy/processes/systems have been in place for a period of time and have been reviewed)

<b>Strategic Management &amp; Leadership</b>	<b>N</b>	<b>W</b>	<b>A</b>	<b>E</b>
Does the local authority have a written policy, - covering objectives, procedures, roles and responsibilities - agreed with partners concerning children not receiving a suitable education?		X		
Are the arrangements to identify children not receiving a suitable education embedded within the local authority's strategic planning arrangements and the cross-cutting arrangements for safeguarding and the inter-agency co-operation to improve wellbeing of children? Is this governance and planning translated into effective operational arrangements?		X		
Is there regular monitoring of the processes/numbers by Senior Management, Lead Members and CYPPs, LSCBs?	X			

<b>Networks &amp; Points of Contact</b>	<b>N</b>	<b>W</b>	<b>A</b>	<b>E</b>
Has the local authority identified the key stakeholders to provide information about children/young people without suitable educational provision in the local authority area?		X		
Has the local authority provided and publicised notification routes for all key stakeholders?		X		
Does the local authority have a named contact point to receive details about children not receiving suitable education?				X

Are there clear responsibilities for this role or those to whom the duties are delegated?				X
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<b>Information Systems</b>	<b>N</b>	<b>W</b>	<b>A</b>	<b>E</b>
Does the local authority maintain a database of children not currently in suitable education?		X		
If so does the database include fields such as: Date child/young person referred in; Date of assessment, if necessary; Date form of provision determined; Date it was considered that home education provision was not suitable Date moved into provision.	X			
Does the local authority monitor the numbers of children/young people in the authority who are not receiving suitable education, including those new to the area or the country?		X		
Are there clear access rules and procedures to ensure fair/safe data processing?		X		

<b>Securing Education Provision</b>	<b>N</b>	<b>W</b>	<b>A</b>	<b>E</b>
Does the local authority have clear processes for securing the support of other agencies where it is needed e.g. for welfare or health reasons?				X
Does the local authority have an agreed process for securing suitable educational provision for children once found?		X		
Does the local authority monitor the pace children move into provision?	X			
Does the local authority have the information systems in place to allow access to up to date information concerning availability of school places and availability of places with alternative providers?	X			

<b>Effective Pupil Monitoring Systems</b>	<b>N</b>	<b>W</b>	<b>A</b>	<b>E</b>
Does the local authority have systems to prevent children from not receiving a suitable education?		X		
Does the local authority keep a record of children who have left educational providers (school, custody and alternative provision) without a known destination?		X		

Does the local authority keep a record of children whose parent or carer(s), fathers as well as mothers; it considers are not providing them with a suitable education and a note of action it has taken to address these concerns?		x		
Does the local authority follow up children at regular intervals until they are registered with a new provider?		x		
Does the local authority have an agreed system with schools concerning children leaving provision that maximises the contribution schools can make to preventing children not receiving a suitable education?		x		
Does the local authority support and encourage schools to transfer files via s2s?	x			
Does the local authority have an identified officer as database administrator for s2s with responsibility for the Lost Pupil Database?	x			
Does the local authority upload to and download from the searchable area of the s2s website known as the Lost Pupil Database?	x			

### Evidence to show 'Achieved' status

(1) The policy itself which should be shared with and understood by at least Health, Education (including all schools in the area), Children's Social Care, Police, Youth Justice Services and Housing. The document(s) containing the policy should contain:

- the current position of the authority;
- evidence about the scale and nature of any problem around children not receiving a suitable education;
- ways of tackling it in a multi-agency approach; and
- arrangements for monitoring.

(2) The authority can provide copies of records, or the ready ability to produce regular records. 'Regular' is termly.

(3) The authority can provide documentary evidence listing other agencies in their area who their lead named individual has spoken to, referred children to and/or given details of children not receiving a suitable education, plus receiving details of children not receiving a suitable education from other agencies and the general public.

(4) Documents showing notification routes, and evidence of the dissemination of this information should be available. Dissemination should be by: mail outs,

website, leaflets etc. Essentially, if a number of likely important stakeholders are approached they can say easily how they notify the authority.

(5) If contacted, the authority can give the name of a person or persons with the responsibility for receiving information on children not receiving a suitable education.

(6) The person(s) in (5) are readily contactable, and are able to provide, without difficulty information on their role and the limits of their responsibility and if they are not responsible they know who is.

(7) The authority can provide accurate, verifiable and up to date figures (no more than a month old), and trends over time, together with a description of how these figures are collected and calculated.

(8) The authority can provide information on any case within the database and show the dates of: notification, assessment (if necessary), identification of appropriate provision and actual access to that provision.

(9) The authority can provide documentary evidence that regular updates on the number of children not receiving a suitable education are sent to senior responsible officers within the organisation. Ideally the numbers should come from the same system that provides data in response to (8).

(10) The authority can provide documentary evidence of the mechanism by which they identify children in recognised vulnerable groups in their area. There are also documents detailing how the educational status of these groups is monitored. Ideally the monitoring should be robust, in that it should rely on more than one source of data to establish the situation regarding children in recognised vulnerable groups in their area.

(11) Access rules and procedures to ensure fair/safe data processing are known and understood by any member of staff in the authority who is likely to have to deal with any data on children not receiving a suitable education. Any case drawn at random should show the implementation of these processes if tracked through to support receipt. This knowledge should be consistent with written down and agreed procedures.

(12) Documented procedures for securing the support of other services is known understood and agreed by relevant staff both in the authority and those in the relevant support services and partner agencies. Any case tracked through the system that requires such support should reflect the documented procedure.

(13) Documented procedures for attempting to secure appropriate provision is known, understood and agreed by relevant staff and followed regularly, so that any case tracked reflects those procedures in principle and shows records of any failures to secure provision.

(14) The authority can provide documentary evidence that gives regular updates on, for example, the mean, mode and range of time taken to access provision are

sent to senior responsible officers within the organisation. Ideally the data should come from the same system that provides data in response to (8).

(15) The authority can provide accurate, verifiable and up to date figures (no more than a month old) on the number of places available, broken down by at least statutory and alternative provision. A description of how these figures are collected and calculated should be available.

(16) The authority can provide accurate, verifiable and up to date figures (no more than a month old) on the number children who have left education without a known destination. A description of how these figures are collected and calculated should be available.

(17) The authority can provide documentary evidence of follow up procedures, together with a named contact for whoever is responsible for follow up work. Any case tracked should show evidence of regular (at least monthly) follow up contact until the case is registered with a new provider or the local authority designated person.

(18) Documentary evidence is available describing the process for children leaving provision. There should be evidence that this process has been agreed to by all school authorities in the area, and that contact with staff responsible for implementing these procedures should show knowledge consistent with an understanding of the process. Any case tracked upon leaving provision should show evidence reflecting the appropriate following of the process.

(19) The authority can provide documentary evidence of support given to all schools, and of appropriate encouragement of all schools in the use of the s2s system. Relevant staff in any school selected at random in the authority should be able to show that they are at least aware of the system. Ideally, where they are not currently using it, they should be able to show evidence of support from the authority to do so. This support should comprise at least the provision of relevant and appropriate materials on how to access the system.

(20) If contacted, the authority can give the name of a person or persons with the responsibility for administering the s2s.

(21) If contacted, the person(s) named in (21) can provide documentary evidence of regular (at least monthly) uploads and downloads to the Lost Pupil Database. This evidence could comprise upload and download reports for each session.

**Appendix 3**

<p><b>Notification to the Local Authority of a Child or Young Person Missing Education</b></p> <p>This form should be completed by any professional or agency undertaking an assessment or being aware of a child or young person of compulsory school age who does not appear to be attending a school</p>	<p><b>School/ County logo</b></p>
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NAMES:	DOB	Male/Female
Address:		Telephone:
Parent/Carer(s) details:		
Relationship :		
Previous address if new to area:		
<b>To the best of your knowledge is the child or young person:</b>		
Refugee/Asylum Seeker		Yes <input type="checkbox"/> No <input type="checkbox"/>
On the Child Protection Register:		Yes <input type="checkbox"/> No <input type="checkbox"/>
In Public Care:		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Reason for referral:</b>		
Not registered at a school <input type="checkbox"/>	Not known if registered at a school <input type="checkbox"/>	

How did this child/young person come to your attention and what are your concerns?	
Any additional information about previous educational provision: ( <i>past or present: e.g. date of last education provision, known attendance difficulties etc.</i> )	
Are any other agencies known to be involved with the child/young person concerned? <i>Please give details:</i>	
Any other relevant information including any safety factors to be acknowledged when visiting this family?	
<b>Details of Agency Making the Referral:</b>	
Referrer's Name:	
Designation:	
Address:	
Tel No:	Email:
Reason for involvement of professional making the referral and any other relevant information:	
Date that child/young person became known to agency as missing education:	

## Appendix 4

<p><b>Home School Contract for Extended Holidays</b></p> <p>To be agreed and completed by school representative and parent/carer</p>	<p><b>School/ County logo</b></p>
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Name of Pupil/s:	Date of Birth	Year
Name of School:		
Head teacher:		
Place of Visit:		
Date of Visit:		
Agreed Return Date:		
Address/contact details for visit		
Mobile Phone:		
UK contact details (name, address and contact number of a relative or friend who we can make contact with whilst you are away)		

The parent/carer will discuss with the school about taking work to ensure that the child/young person keeps up with their education during the visit abroad.

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place.

Failure to return on the agreed date may prompt welfare concerns; a child or young person who goes missing from education may be considered to be at risk of significant harm.

Any such concerns will immediately be referred to the statutory authorities for consideration.

Signed: \_\_\_\_\_ Parent/carer                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head teacher                      Date: \_\_\_\_\_



## Appendix 5

<b>‘Children and Young People Missing from Education’ Checklist</b> Actions to be taken by <b>Local Authority</b> to locate the child/young person	<b>School/ County Logo</b>
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<b>Name:</b>	<b>Date of Birth</b>	<b>NCY</b>
<b>Name of Parent/carer:</b>		
<b>Address:</b>		<b>Telephone:</b>

	<b>Action Taken</b>	<b>Who &amp; When</b>	<b>Outcome</b>
1.	Check internal school records and with member of staff i.e. form teacher, YT, HoS		
2.	Check with friends, siblings, and other relatives of the child		
3.	Telephone calls made/letters sent		
4.	Home Visit		
5.	Neighbourhood Enquiries ( <i>try to ascertain if property is council, housing association, private rental, owner occupied – note details</i> )		
6.	Enquiries made with School Admissions. <i>Check Capita/Pupil Databases for other siblings</i>		
7.	Enquiry made with Social Services (Intake and Assessment)		

8.	Enquiries made with agencies with known involvement - e.g. Child Health if there are any children in the family under the age of 4, Youth Offending Service, etc.		
9.	Enquiry made with Housing		
10.	Enquiries made with LA Revenues - Housing Benefit - Council Tax - Electoral Register		
11.	Any other contact/relevant information		
<b>In cases where instances of Domestic Abuse are known the following enquiries should be made:</b>			
1.	Women's Aid		
2.	Women's Safety Unit		

If after completing the above checklist, concluded all enquiries and the child/young person remains missing, discuss the removal of the child/young person from the school register with your Line Manager.

1. Attach this checklist and any evidence e.g. letters sent/responses received etc. to your referral sheets.

2. Send a copy of this completed checklist, with a copy of the child's Attendance Certificate to the named officer who will keep a record of 'all missing children'.

3. Check that pupil's CTF have been uploaded onto the Lost Pupil Database in s2s

Name of School: \_\_\_\_\_ Date removed \_\_\_\_\_

Authorised by: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of EWO: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 6**

<p><b>LEAVING SCHOOL FORM FOR PARENT/CARER(S)</b>          If your child is leaving, please can you fill in this form as fully as you can even if you do not know all the details yet</p>	<p>School/ County logo</p>
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<b>Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
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My child will be leaving school on: (date)

Because we are: (please tick)	a.	Moving House	
	b.	Returning to country of origin/emigrating	
	c.	Other – please give details	

New address if known:

New school if known:

If not yet known, the town or at least the country you are moving to:

Will you keep the same mobile telephone numbers? Yes  No

Please confirm your numbers or list new numbers:

*Parent/carer(s) mobile* .....

*Parent/carer(s) mobile*.....

If possible please give the name, address and telephone number of a friend or relative in the UK who is not moving and who you will be staying in touch with. *We will only contact them if we need information about your child's new school and we cannot contact you. In most cases this will not be necessary because the new school will contact us to transfer your child's information.*

*Name|:*

*Address:*

*Phone Number:*

Full Name of Parent/Carer(s). Please print names and sign.

Mother.....

Father.....

Other (state relationship).....

**Attached to this form is a school compliments slip.**  
 Please can you give it to your new school and ask them to contact us.

For school use only. Date returned:	Date returned to EWS:
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**The school is expected to transfer information as quickly as possible to your child's new school. Both the school and the Local Authority have a legal duty to try to locate your child if he or she stops attending and we do not know the details of the new school or other educational provision. This may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies and that their time is not wasted, nor are you contacted unnecessarily.**

## Appendix 7

<b>Notification of Removal of a Child's Name from a School Roll</b> <b>To comply with the statutory requirements of the Education (Pupil Information) (Wales) Regulations 1995</b>	<b>School/ County logo</b>
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<p>To be completed when a pupil is to be removed from school roll (except when ending statutory education, when leaving as part of the normal admissions round, or when permanently excluded).</p> <p>Keep a copy for school records.</p>
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<b>Name of Pupil:</b>	<b>Date of Birth:</b>
<b>Name of Parent/carer:</b>	<b>Looked After: Y / N</b>
<b>Address:</b>	<b>Telephone:</b>
<b>Reason for removal from school roll:</b>	<b>Date pupil removed:</b>
<b>Any other relevant information concerning this pupil:</b>	
<b>New address:</b>	
<b>New school:</b>	
<b>Has the pupil's CTF been uploaded to S2S?</b>	<b>Yes, for new school to collect</b>
<b>Yes, please tick as appropriate</b>	<input type="checkbox"/>
	<b>Yes, code MMM MMMM</b>

		<input type="checkbox"/> (Out of maintained system, elective home education or abroad)
		Yes, code XXX XXXX <input type="checkbox"/>
No, please give reason:		
If the school has been notified of decision to electively home educate; has the school notified the LEA/Admissions/Elective Home Ed Team		Y / N
If coded XXX XXXX, Children Missing Education procedure must be completed and notification received that EWS have concluded their investigation, prior to removal from roll	Date Child/Young Person Missing from Education checklist completed and given to EWO	
	Date confirmation received that CME investigation complete	
Signed:	Name:	
Position:	Date:	

*Date received:*

## Appendix 8

<p><b>Intention to remove pupil from school roll</b></p> <p><b>Information required by Education Welfare Service acting on behalf of the Local Authority in accordance with guidance from The Education (Pupil Registration) (Wales) 1995</b></p>	<p><b>School/ County Logo</b></p>
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*Please forward this completed form to the Education Welfare Officer before deletion from roll, and as soon as the grounds for deletion are met.*

<b>Name of School</b>			
<b>Pupil's name</b>		<b>DOB</b>	
<b>Address</b>			
<b>Reason for removal from roll</b>			
<b>Any other relevant information concerning this pupil (e.g. agencies involved, family circumstances etc.)</b>			
Date that pupil will be removed from roll			
If destination for child is known please give details			
Is pupil known to the Education Welfare Service?			
<b>Signed</b>		<b>Date</b>	
<b>Print name</b>		<b>Position</b>	

Please return to:

Date received:

## **Appendix 9**

### **Deletion of Pupils from School Roll: Guidance for Schools**

*These guidance notes should be used in conjunction with existing local procedures and codes of practice relating to Children Protection & Safeguarding, Special Educational Needs and School Exclusions.*

#### **1 Introduction**

Schools are permitted to remove compulsory-school-aged children from roll only under certain circumstances defined in **The Education (Pupil Registration) (Wales) Regulations 2010**.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

Pupils must not be deleted from the school roll without authorisation from the head teacher or other designated person.

#### **2 Transfer of data**

Common Transfer File (CTF)

Whenever a pupil is deleted from a school roll, the school has a statutory duty to upload a CTF to the School-to-School (S2S) website. **The Education (Pupil Registration) (Wales) Regulations 2010** describe the information that must be transferred and the method of transfer.

The school releasing the pupil must send a CTF to the new school within **15 school days** of deregistration. Where possible, the CTF should be sent to the new school before the pupil leaves. This applies to any transfer at any time between educational establishments for pupils aged 3 to 16 years (Nursery to end of Year 11).

When generating a CTF, the following codes should be used

- Local authority number (where new school is based) followed by the new school number (for DfES registered schools)
- XXX XXXX where the destination school is not known or the pupil is missing
- MMM MMMM where the destination school is outside the maintained sector (independent) or the child is being educated otherwise than at school or the child has moved outside England or Wales.

### **3 Prescribed grounds under which pupils can be taken off-roll and notification to the Local Authority**

**The Education (Pupil Registration) (Wales) Regulations 2010** sets out the criteria under which compulsory-school-aged children can be removed from school roll, summarised as follows:

#### **8 (1) (a) The Local Authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO)**

A pupil who is subject to an SAO must not be removed from roll unless the Local Authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

#### **8 (1) (b) The pupil has been registered at another school (no dual-roll agreement)**

A pupil who becomes registered at a new school can be removed from the roll of the previous school from the last date of attendance.

The pupil must not be deleted from roll until the new school placement and date of registration have been confirmed.

#### **8 (1) (c) The pupil is on dual roll and ceases to attend one of the schools**

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement.

#### **8 (1) (d) The parent/carer(s) have elected to home-educate (EHE)**

Parent/carer(s) have a right to withdraw their child from a school in favour of home education.

The child must not be removed from the school roll until the parent/carer has given written notification of their decision to educate the child at home.

**Parent/carer(s) sometimes use this option when there are problems for their child at school. It would not be appropriate for school staff to encourage EHE as a solution to difficult issues as this is unlikely to be in the best interests of the child.**

The school - not the parent/carer - has a legal duty to notify the Local Authority when deleting a child from roll under this criterion. Schools should do this as explained in **Blaenau Gwent EHE Policy**

#### **8 (1) (e) The pupil has ceased to attend and is no longer residing within reasonable distance to the school**



Pupils can be deleted from roll where the distance to school is deemed unreasonable and the parent/carer has no intention of maintaining the school place. Distance also comprises ease of access. A public transport journey time in excess of 75 minutes for secondary school pupil would be unreasonable. A walking distance exceeding two miles would be unreasonable for a primary school pupil.

Schools may remove a child from roll under this criterion without waiting for confirmation of a school transfer. However, the school must obtain details of the child's new address out of the education system.

Where a parent/carer has notified the school that the child is leaving the country and the school has reason for concern, such as a history of poor attendance or safeguarding issues, the parent/carer should be asked to provide proof of travel.

The school need only notify the Local Authority when removing a pupil from roll whose onward education has not been confirmed. This does not apply to children who have gone to live abroad or outside England or Wales, unless the school has concerns of a safeguarding nature. Referrals in such cases should be made via the **CME Referral**.

#### **8 (1) (f) The pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday**

A pupil who has failed to return following extended authorised leave of absence can be removed from roll providing **all three of the following three conditions are fulfilled**:

- i. The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted
- ii. There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause
- iii. Both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts.

Schools should seek assistance from their designated Education Welfare Officer (EWO). The EWO will support the school's efforts to locate the child and carry out a visit to the child's last known address where appropriate.

Schools must notify the Local Authority when deleting a child from roll under this criterion, if they have any concerns about the child's safety or welfare. Referrals should be made via the **CME Referral Form**.

#### **8 (1) (g) The pupil is certified too ill to pursue education**

This will apply on the very rare occasion when a pupil has a terminal or serious medical condition and is deemed medically unfit to continue with education. An appropriate medical professional will need to certify that that the pupil is unlikely to be in a fit state of health to return to school before ceasing to be of compulsory school age. Removal from roll is not permitted if there is any indication from parent/carer or pupil of the intention to continue to attend the school post compulsory school age.

The school is legally required to notify the Local Authority when removing a pupil from roll under this criterion. Schools should notify the Local Authority via the **CME Referral Form**

**Please note: this should not be confused with pupils who are medically unfit to attend school for a prolonged period of time and require outreach home tuition.**

**8 (1) (h) The pupil has been missing from school for 20 days or more continuously**

Schools may remove missing children from roll providing **all three** of the following conditions are fulfilled:

- i. At no time was the absence during that period authorised by the school
- ii. There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause
- iii. Both the school and the Local Authority have made reasonable enquiries and failed to ascertain the child's whereabouts.

During the first ten days of absence, schools must make reasonable attempts to locate the child and facilitate his/her safe return to school. Enquiries should include writing to the parent/carer(s), attempting to make telephone contact with parent/carer(s), appropriate friends and relatives, speaking to other children and parent/carer(s) and home visits.

Schools should seek assistance from their designated Education Welfare Officer (EWO), from Day 11 of the child's absence if not sooner. The EWO will support the school's efforts to locate the child and carry out a visit to the child's last known address where appropriate.

Schools must notify the Local Authority when deleting a child from roll under this criterion.

A referral should be made via the **CME Referral Form**.

**8 (1) (h) The Pupil has been given a custodial sentence for four months or longer as a result of a final order**

A child who is taken into custody for four months or more as a result of a final order can be taken off roll, unless the school has reason to believe that he/she will return to the school at the end of the period.

Schools must not deregister a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

Schools must consult with the Local Authority's Education Welfare Officer in the before removing a child from roll under this criterion.

### **8 (1) (j) Death of pupil**

In the very tragic circumstance that a pupil dies, the school should remove the child from roll upon notification of the death.

### **8 (1) (k) The pupil is above compulsory school age**

This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.

This may also apply to the small minority of pupils who have been moved into a lower year group but have reached the end of their official school-leaving age. Such pupils must be given an opportunity to confirm their intention to continue attending, or not.

### **8 (1) (l) The pupil is leaving a school that is not maintained by the government**

This relates to pupils leaving the roll of a school in the independent sector.

### **8 (1) (m) The pupil has been permanently excluded**

The permanent exclusion of a pupil does not take effect until the deadline for an independent appeal has expired or the decision to permanently exclude has been upheld at the appeal hearing.

- The pupil should be removed from roll using the school day after the conclusion of any appeals process as the date of removal from roll
- If no appeal has been lodged within 15 school days, the pupil may be removed from roll on the 16<sup>th</sup> school day following the exclusion

Schools must notify the Local Authority Exclusions Officer on the first day of the exclusion and comply with existing procedures for school's exclusions.

### **8 (1) (k) and 8(3) Nursery child leaving school**

This applies to children who have been admitted to a school to receive nursery education and are not transferring to Reception or a higher class at the school.

Although it is not a legal requirement to upload a CTF for children who have not reached compulsory school age (the start of the school term following their fifth birthday), it is good practice to do so.