Children Missing Education (CME)

At Lynnfield Primary School, it is our duty to locate, track and monitor children missing from education and support them in returning to education with the support of the Local Authority.

Legislation

• Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
• Education Act 1996 (section 7, 8, 14 and 19)
• Education and Inspections Act 2006 (section 4 and 38)
• Education (Pupil Registration) (England) Regulations 2006
• Education (Pupil Registration) (Amendment) (England) Regulations 2016

Main changes from 1 September 2016 (Children Missing In Education – statutory Guidance – DfE)

- All schools must notify their local authority when they are about to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations (Annex A). This duty does not apply when a pupil’s name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- When removing a pupil’s name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil’s future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil’s name is to be removed from the admission register (see Annex A).
- Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A).
- All schools must also notify the local authority within five days of adding a pupil’s name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil’s name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- When adding a pupil’s name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

Introduction

- All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
- Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.
- Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable
education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

- At Lynnfield School, we enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, we undertake reasonable enquiries to establish the child’s whereabouts and would then notify the local authority at the earliest opportunity.
- We monitor pupils’ attendance through their daily register. We inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. We monitor attendance closely and address poor or irregular attendance. It is important that pupils’ poor attendance is referred to the local authority.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register when the local authority and Pastoral Team staff have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies where we do not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- We have a safeguarding duty in respect of our pupils, and as part of this we fully investigate any unexplained absences.

**Recording information in the school’s admission register**

- It is important that our school’s admission register is accurate and kept up to date. At Lynnfield, we regularly encourage parents to inform us of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters, texts and seeing parents in both formal and informal meetings. This assists both the school and local authority when making enquiries to locate children missing education.
- Where a parent notifies school that a pupil will live at another address, we record in the admission register: a) the full name of the parent with whom the pupil will live; b) the new address; c) the date from when it is expected the pupil will live at this address.
- Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, we record in the admission register: a) the name of the new school; b) the date when the pupil first attended or is due to start attending that school.

**Sharing information with the local authority**

- We notify the local authority when a pupil’s name is to be removed from the admission register at a non-standard transition point as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school’s final year – unless the local authority requests for such information to be provided.

- In line with the duty under section 10 of the Children Act 2004, we and the local authority have procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. We record that we have completed these procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral is made to children’s social care (and the police if appropriate).
If there is evidence to suggest the child has moved to a different local authority area, we contact the named person in the new authority using secure communication methods.

When the whereabouts of a child is unclear or unknown, we complete and record one or more of the following actions:

- make contact with the parent, relatives and neighbours using known contact details;
- check local databases within the local authority;
- check with agencies known to be involved with family;
- check with local authority and school from which child moved originally, if known;
- check with any local authority and school to which a child may have moved;
- check with the local authority where the child lives, if different from where the school is;
- home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.
- follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children’s social care, and HMRC;
- check with UK Visas and Immigration (UKVI) and/or the Border Force;
- in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children’s Education Advisory Service (CEAS);

This list is not exhaustive or prescriptive therefore every effort should be made to locate a missing child as possible.

Children at particular risk of missing education

- **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected we follow child protection procedures. However, if a child is in immediate danger or at risk of harm, we refer immediately to children’s social care (and the police if appropriate).

- **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 important that schools inform the local authority 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. Local authority Traveller Education Support Services (TESS), where these exist, or the named CME officer within the local authority, can 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.
- **Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children’s Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

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

- **Children and young people supervised by the Youth Justice System** – Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). Where a young person was registered at a school prior to custody, the school may be able to keep the place open for their return.

- **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, we, with the support of the local authority, investigate the case and try to ensure that the child is receiving suitable education.

- **Children of new migrant families** – children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the authority becoming aware, therefore increasing the risk of the child missing education.
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<th>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</th>
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Liz Cairns  
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