

Hoddlesden St Paul's CVE Primary School

CHILDREN MISSING FROM EDUCATION (CME) POLICY

OVERVIEW

This policy has been written to ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leaves school without clear indications of where they will be continuing their education, is quickly accounted for. Where a child is unaccountably missing the policy will ensure that that appropriate action is taken to locate the pupil and that prompt action is taken to notify the relevant authorities.

OBJECTIVES

1. To ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leave school without clear indications of where they will be continuing their education, is quickly identified by the staff and drawn to the attention of the Headteacher.
2. To ensure that prompt action is taken in the first instance to locate them pupil missing from education.
3. To ensure that immediate action is taken to speedily put into place appropriate procedures which follow LA policy and DfE guidance, and to notify the LA and appropriate authorities of the missing pupil.

STRATEGIES

1. Any concerns will immediately be raised with the Designated Safeguarding Lead (Chris Dugdale - Headteacher) or the Deputy Designated Safeguarding Lead/s Adele Taylor or Jason Newsham who will take decisive action to initiate the LA and procedures for pupils missing from education (see guidance below).
2. The school will carry out daily registration and absences will be dealt with in accordance with the school's Attendance Policy.
3. Staff must be alert where there is a repeated pattern of absence or the reason for absence is unclear or unexplained and must promptly draw their concerns to the attention of the Headteacher.
4. Where a member of staff has concerns about the nature of a pupil's absence the school will promptly carry out its own initial checks in line with its attendance policy and its policies for keeping children safe.
5. If a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend.
6. If a pupil leaves this school without clear indication of a receiving school, the school will contact the LA to advise them of the situation and to start their tracking procedures.
7. In case of serious concern the Headteacher will contact the LA, in-line with the school's Safeguarding Policy and Procedures, for further advice.

OUTCOMES

This policy will ensure that all children are kept safe and that no child will go missing from education. This policy should be read alongside the school's Attendance Policy and in particular with the school's Child Protection and Safeguarding Policy of which it is an integral part. The policy has regard to the DfE guidance:

CHILDREN MISSING FROM EDUCATION

PROCEDURES FOR SCHOOLS

1. Respond quickly to any concerns.
2. Ask the friends of missing pupils for any current information.
3. Check with the pupil's named emergency contacts/telephone numbers.
4. Check all school records to see if a change of address has been entered.
5. Check the pupil's records to see if there are any siblings at another school – if so, ring the school to make further related enquiries.
6. If a voluntary aided or faith school, check with the appropriate local faith leader.
7. Check information with the school nurse.
8. Discuss with your school's EWO and complete CME Form 1 (**App1**) (in partnership with EWO for maintained schools) 'Checklist for Children whose Whereabouts are Unknown.' Forward ASAP to cme@blackburn.gov.uk
9. To delete a child from role the school must follow the **School CME and Deletion from Roll Procedures (App 3)**. **Deletion from school roll in Blackburn with Darwen** should then be filled in and returned to schoolrollnotifications@blackburn.gov.uk
10. Complete CTF and upload pupil information onto the DfE s2s (school to school) 'Lost Pupil Database.'
11. The school needs to maintain ownership of the 'missing' pupil's records until requested by either the new recording school or advised by the LA's Pupil Tracking and Licencing Officer or the Learning Access Manager.

TRACKING MISSING PUPIL CHECKLIST

Schools have a statutory responsibility to secure good attendance and to involve appropriate external agencies if poor attendance occurs. After a maximum of 10 days of continuous non-school attendance and where the school has been unable to contact parents/carers, the school should inform their neighbourhood Education Welfare Officer.

THE FOLLOWING CHECKS ALSO NEED TO BE CARRIED OUT:	✓
Ask the friends of the missing pupil(s) for any current information	
Check emergency contact numbers	
Check free school meals database	
If a voluntary aided faith school, check with the faith leader to see if has knowledge of family	

Check records to see if siblings at another school - if so, ring the school to see if present

Check with the school nurse

LAST REVIEW – 01/7/19

App 1

RESTRICTED Data: BwD CME Form 1 (Revised September 2016 version)

To be completed for pupils who have gone 'missing' for 10 consecutive school days and/or where a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school.

Child's School	
Name of Referrer / Agency	
Contact email address	
Phone number	(01254)

Name of pupil			
DOB		Year Group	Choose an item.
UPN			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	Choose an item.
Ethnicity			
Has this child got any additional needs? (if so please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any safeguarding concerns for this child? (if so please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have parents submitted a discretionary leave of absence form? (where known, please specify destination and reason provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Previous school			
New address / location area			

School to which admitted if known	
-----------------------------------	--

Is this child still on roll?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If deleted from roll on what date?	Click here to enter a date.	
Grounds for deletion under the Education (Pupil Registration) (England) (Amendment) Regulations 2016 – see <i>note 'A' below</i>	Choose an item.	
Percentage school attendance	%	Date last attended school
		Click here to enter a date.

Country of origin if entry to UK within last 6 months			
Last known home address			
Any previous address			
Full name of parent / carer		Parents DOB	
Full name of parent / carer		Parents DOB	
Parent email address			
Nationality of parent / carer			
Are there any communication issues due to a language barrier?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Home & Mob Tel no. of parent / carer			
Name of any known siblings		DOB	
Name of any known siblings		DOB	

Any other comments?	
---------------------	--

Checklist of enquiries undertaken by school staff to locate the missing pupil[s]

	Week 1 - Action Taken	Who & When	Outcome
1	Check internal school records, class teacher, SENCO, HOY, school nurse, learning mentor etc.		
2	Checks with friends, siblings and relatives of the child		
3	Telephone calls made / letters sent to family home (please attach all relevant copies, log-records etc.)		
4	If Social Care are involved, notify named contact as soon as concern arises		

	Action Taken – Week 2	Who & When	Outcome
5	Referral made to designated Education Welfare Officer (maintained schools only) or, where appropriate, discussion with GRT Home-School Liaison Officer (primary schools only)		
6	Upload completed CTF to DfE s2s website (lost pupils) – <i>see note 'B' below</i>		

- A. If the whereabouts of the pupil remain still unknown after all collaborative enquiries have been exhausted, please discuss the case with the Pupil Tracking & Licensing Officer prior to removing the pupil from your school roll. The school must still maintain ownership of the pupil's records until advised by the local authority's Pupil Tracking and Licensing Officer acting on behalf of the Learning Access Manager.

Removal from roll must fully comply with the appropriate DfE Registration Regulations and the Local Authority's related safeguarding procedures for CME.

- B. The school must also create a Common Transfer File (CTF) and post it electronically on the DfE 'Lost Pupil Database' via the s2s website.

Signature of Head Teacher School

Signature of EWO Date

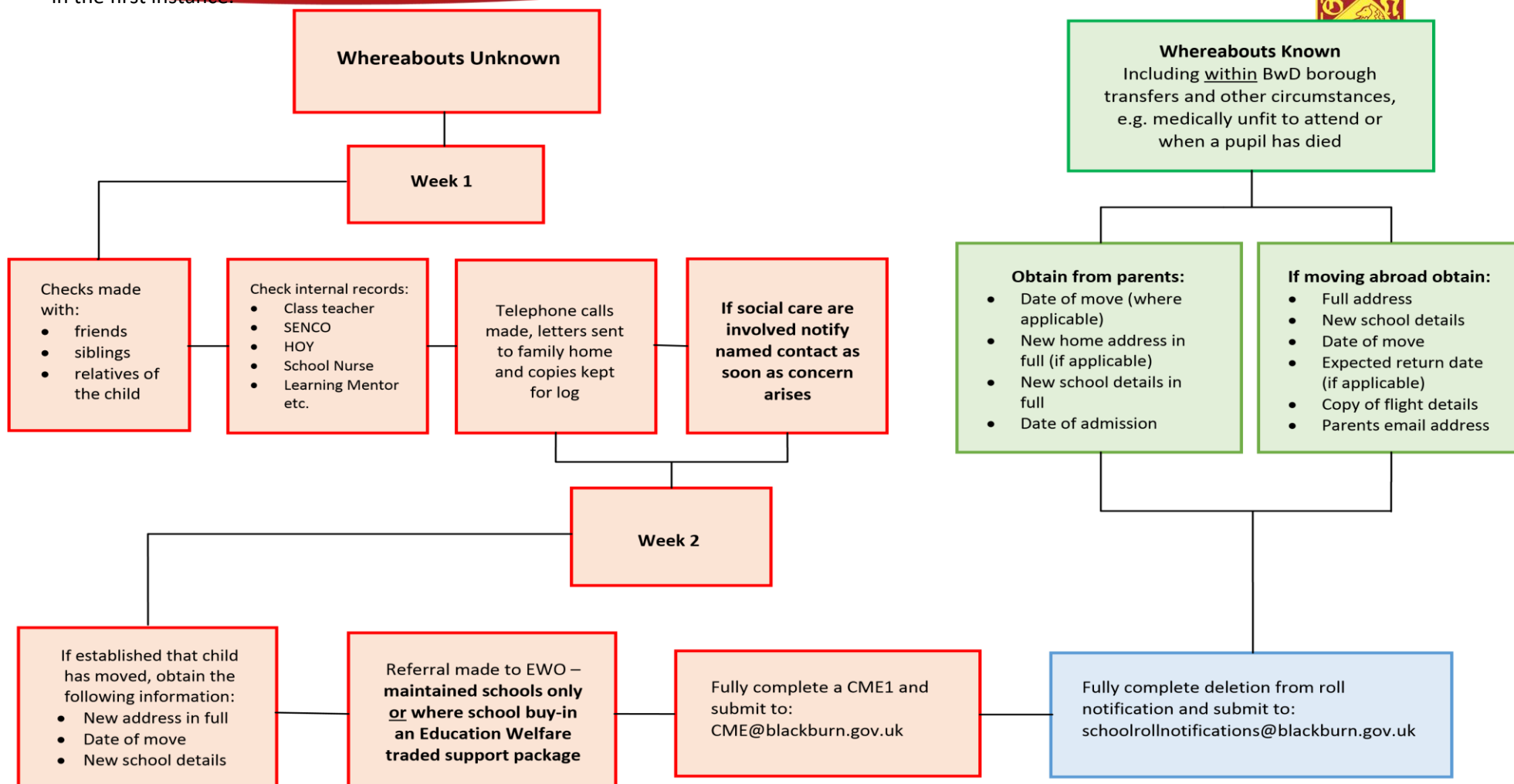
Once completed, this form should be returned by secure email to: cme@blackburn.gov.uk

If you have any related enquiries, please contact the Pupil Tracking & Licensing Officer, Learning Access Services, 10 Duke Street – 5th Floor, Blackburn, Lancashire, BB2 1DH, Tel: 01254 666515

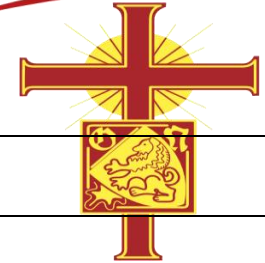
School CME and Deletion from Roll Procedures



All CME forms **must** be forwarded to CME@blackburn.gov.uk. All deletions from school roll **must** be forwarded to schoolrollnotifications@blackburn.gov.uk in the first instance.



Deletions from school roll in Blackburn with Darwen

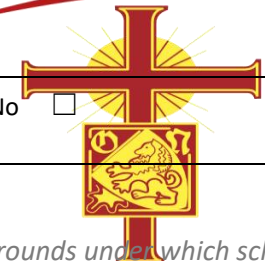


School	Huddlesden St Paul's CVE Primary School		
School contact phone number	(01254) 701940	Date	

Full name of pupil		UPN	
DOB		Year Group	Choose an item.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	Choose an item.
Current (or former) home address			
Full name of the parent with whom the pupil normally resides			
Parent / emergency contact phone number		Parent's contact email address	

New school (if known)	
New local authority (if known)	
New home address (if known)	

Has the pupil been deleted from the school roll	Yes <input type="checkbox"/> No <input type="checkbox"/>	What grounds* have been used / are proposed to be used?	Choose an item.
Date deleted?	Click here to enter a date.	Has this child been formally referred to CME?	Yes <input type="checkbox"/> No <input type="checkbox"/>



** In accordance with regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil's name from their admissions register.*

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are receiving a safe and suitable education. Under the amended 2016 regulations all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to delete a pupil's name from the admission register, including providing details of the pupil's residence, the person with whom they will reside, the date from which they will reside there, and the name of the new destination school – and this includes internal BwD transfers.