

PEOPLE DIRECTORATE: CHILDREN & FAMILIES

PROCEDURE FOR CHILDREN MISSING EDUCATION

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Version: 7

PURPOSE

1.1 To set out the procedures used in line with legislative frameworks for Children Missing Education (CME)

SCOPE

2.1 This procedure should act as guidance to all professionals who need advice on what to do if they discover a child missing education. A child is deemed to be missing education if they are "a child, of statutory school age, residing within the geographical boundaries of the local authority, who is neither on a school roll nor being educated otherwise." Section 436A of the Education Act 1996.

Wigan Safeguarding Partnership is committed to:

- safeguarding all children and young people resident in Wigan
- having mechanisms in place which help prevent pupils from becoming CME and therefore reducing access to educational opportunities.
- sharing information appropriately with other LAs and agencies as required to ensure pupils are safe.
- supporting other LAs in order to identify and engage pupils back into appropriate settings to meet their learning needs
- A multi agency Operational Group of CME champions who will meet on a regular basis to complete peer audits and work together to improve practice.

This learning will be embedded into the CME Policy & Procedure document as necessary.

- A strategic CME group that spans the Partnership and addresses systemic issues impacting on the length of time children are missing education

The LA believes that it can best achieve this if its procedures are:

- underpinned by the relevant statutory requirement in relation to children missing
- interconnected with the Department for Education (DfE), central s2s (school-toschool) Lost Pupils Database, and
- consistent with and support the work of the Wigan Safeguarding Partnership <http://www.wiganlscb.com/>

It is a key responsibility of the LA and its schools to safeguard all children resident in Wigan or attending Wigan schools. The Inclusion Service alongside the Multi Agency Safeguarding Hub (MAST) are responsible for the monitoring and administering of children notified as being 'missing' from education and for liaising with colleagues / other Local Authorities to locate the children.

The Children Act 2004, places a duty on all agencies to work together to promote the welfare of children and to share information. There is an expectation that all agencies will work together to ensure children are safely on school rolls or are suitably home educated.

For further information on how and why we share information please see:

<https://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/Privacy-notice/Education/Children-Missing-Education-Privacy-Notice.pdf>

This procedure is specifically concerned with children missing from education with particular reference to:

- Those children that are new to the area and require a school place. Specifically:
 - Those that are new to the country within 20 school days
 - Those that have not taken up a school place within 20 school days of it being offered
 - Those new to area and not secured a school place within 20 school days
- All looked after pupils for whom Wigan is responsible who have no suitable educational placement
- Those who are returning from custody and a school place has not been found for them
- Those whose Elective Home Education is unsuitable
- Those who attend Alternative provision without an Ofsted registered base
- Children taken off roll after 20 days where reasonable joint enquiries have been made

Please note that Wigan also consider children who fall into the following categories as CME:

- Children persistently absent from school with attendance below 90%
- Those permanently excluded from school/receiving fixed term exclusions
- Those children who have particular social and behavioural difficulties and have personalised plan which means that they do not attend school full time
- Have medical or mental health needs
- Have complex needs including those with an Education Health Care Plan and no suitable school place is available
- Those who are pregnant or are young parents of compulsory school age
- Those who are from a Gypsy, Roma or Traveller background and alternative provision has been made

Role of the Operational CME lead

The LA named CME lead will act as a single point of contact for enquiries coming into the LA from other Local Authorities. They will provide consultation and advice for agencies across Wigan's Safeguard Partnership. The CME lead will chair the CME operational group to pull together learning and support case audits. In addition the CME lead will analyse the data on CME to ensure cases where there appears to be drift can be reviewed.

Case recording

A named identified lead is agreed for a Child Missing Education who will record their case work on their agencies own internal system. This is usually a professional with an existing relationship with the child and family. Where the lead is unclear the CME lead from the Inclusion Service will work with partners to identify who is best placed to ensure the child accesses education. The caseworker will receive supervision through their own agency's structure. They are also required to update notes on the CME sharepoint.

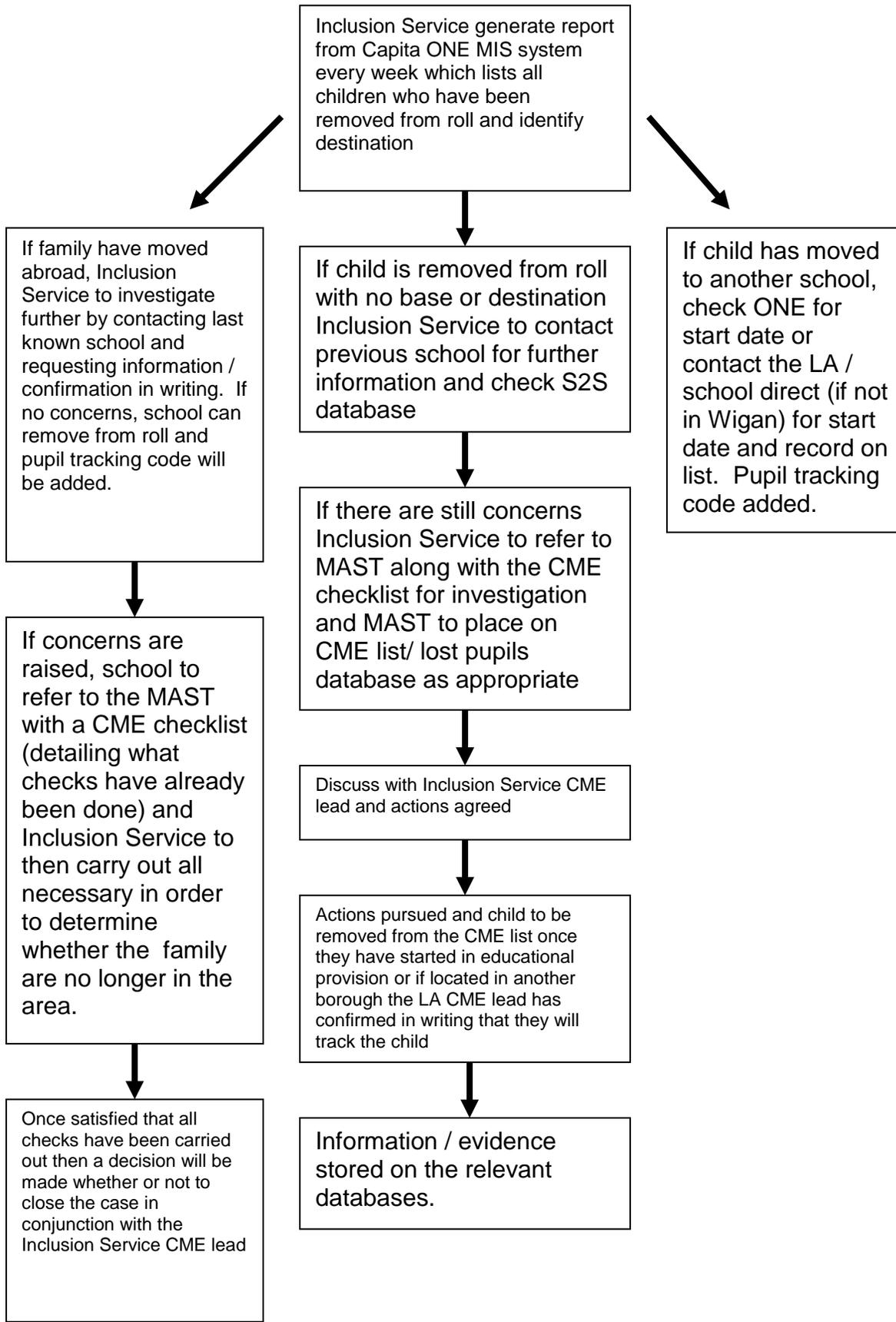
SEND

Whenever a child is at risk of becoming/is a CME consideration must be given to whether they have any special educational needs. It is critical that the SEND team are alerted not only in relation to children with an EHCP but for children who have additional support in school (K code).

The following flowcharts have been devised to explain:

- Weekly off roll tracking procedure Page 5
- Guest pupil tracking procedure Page 6
- Early Years transition Page 7
- If a child does not arrive in Reception Page 8
- Reception tracking Page 9
- Y7 intake procedure Page 10
- Mid year admission procedure Page 11
- Newly arrived young people Page 12
- Children Looked After Page 13
- Unsuitable elective home education Page 14
- SEND (EHCP) Page 15
- Permanent Exclusion Page 16
- Custody Page 17
- School CME Checklist Page 18
- LA Reasonable Enquiries checklist Page 21

PROCEDURE FOR OFF ROLL CHECKS



PROCEDURE FOR GUEST PUPIL CHECKS

Attendance Service generates a report from Capita ONE MIS system every week which lists all children who identify as Guest rolled



Each child who identifies as Guest rolled is checked on ONE database by Attendance Service to determine school history.



If a child is identified as Guest rolled, but with no main registered base logged, the Attendance Service will contact guest school for further information.



Attendance Service provide advice and guidance to the school to ensure the child is placed on roll



Child placed on roll?
Check completed by Attendance Service

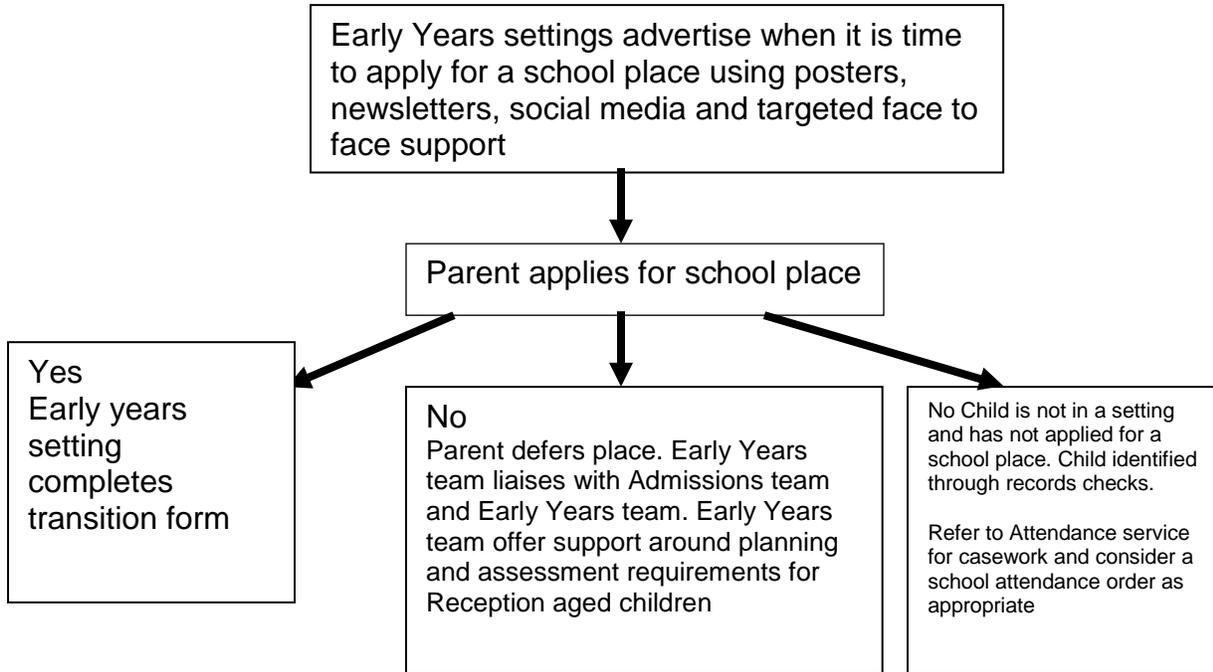


Yes

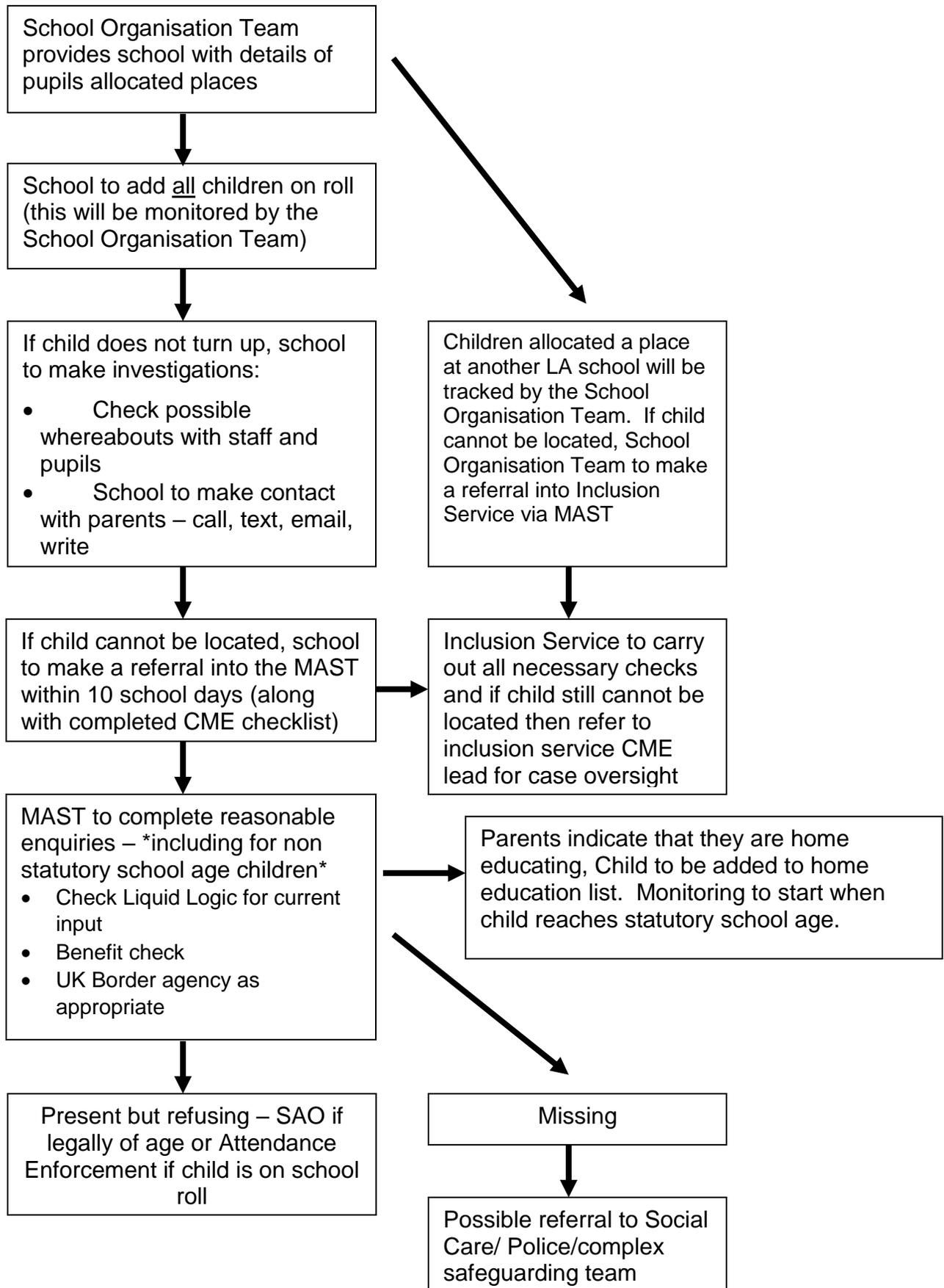


No – Case escalated to Attendance Service Manager to challenge with senior leadership at the school

Early years transition



IF A CHILD DOES NOT ARRIVE IN RECEPTION





CME lead diary for term before
5th Birthday

PUPIL TRACKING – RECEPTION INTAKE

Records check undertaken by
Inclusion Service to identify
children whose parents have not
applied for a place in reception
class.

Inclusion Service collate list of
children and refer to MAST

Records check undertaken by
School Organisation Team to
identify children whose parents
refused the reception place offered.
(Children on waiting lists for any
schools refused.)



Mail shot by School Organisation
Team to parents reminding them of
need to secure a place for term
after their 5th birthday and
requesting information about their
intentions. (Towards end of the
Autumn term.)



Responses recorded and list of
children with no school place
collated by School Organisation
Team.

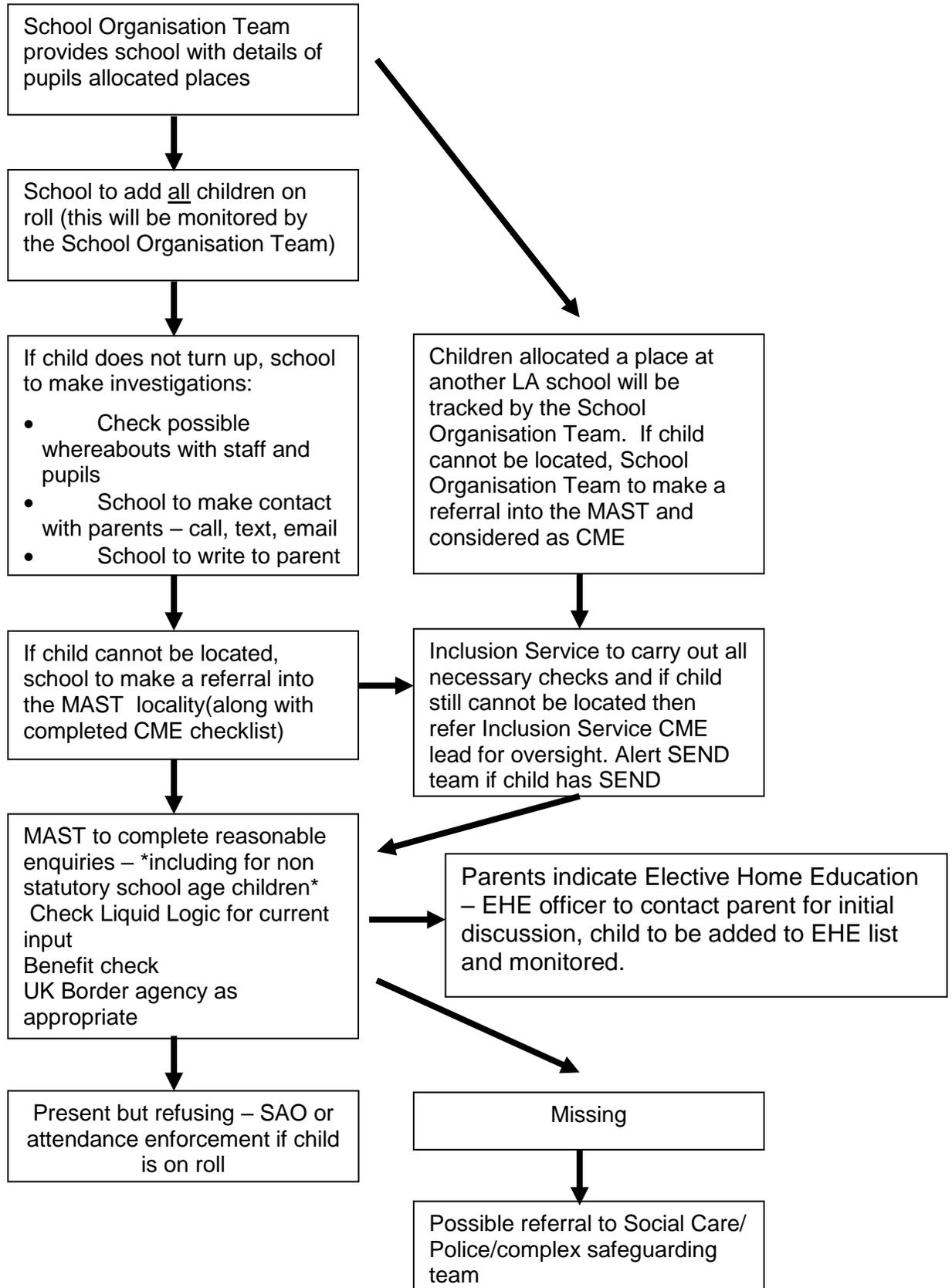


Individual referrals for each child on the list sent to the MAST who conduct further
investigations

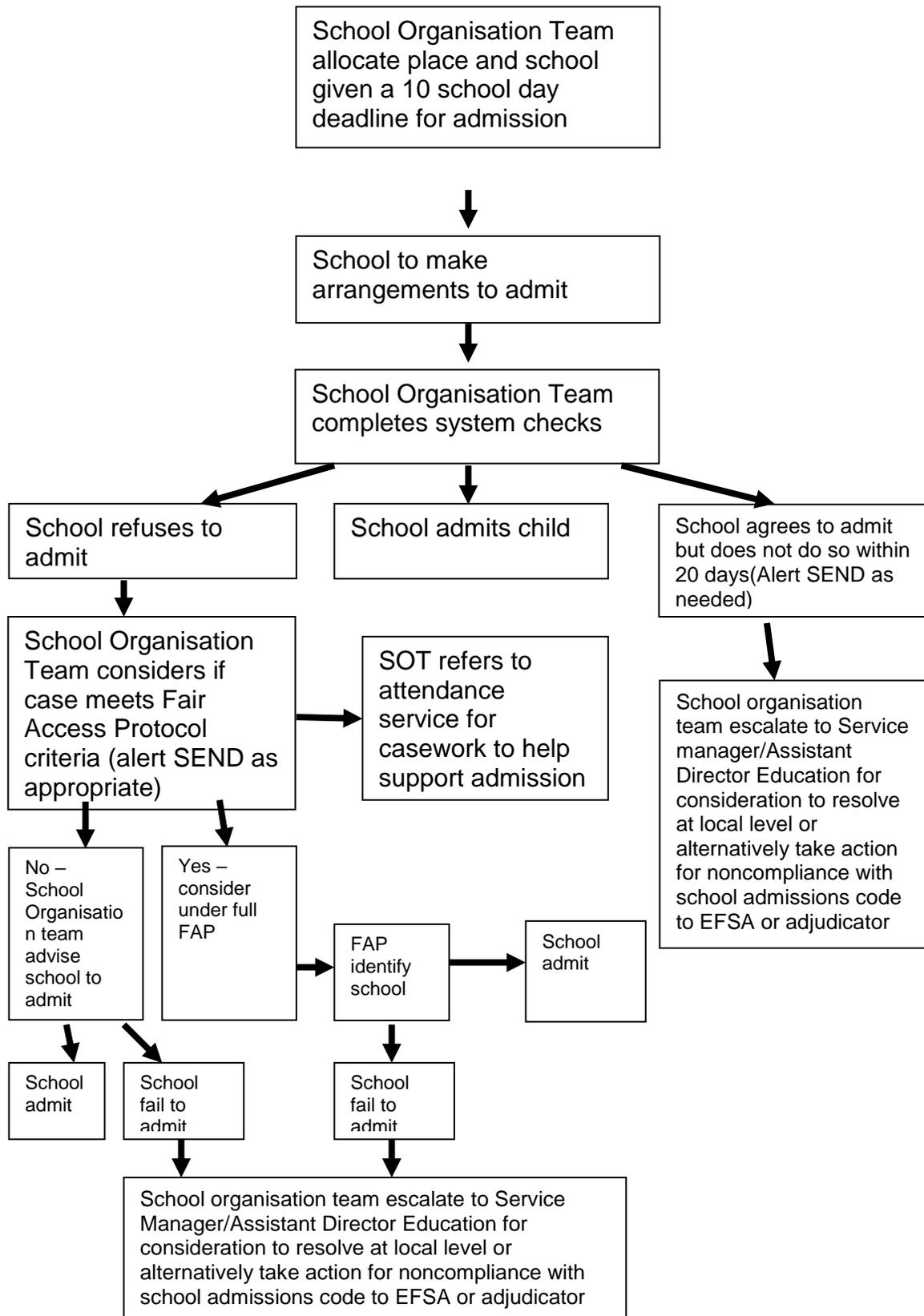


Any children who continue to be without a
school place to be added by the MAST to CME
sharepoint for continued monitoring. If no other
agency involvement refer to Attendance
Service for casework

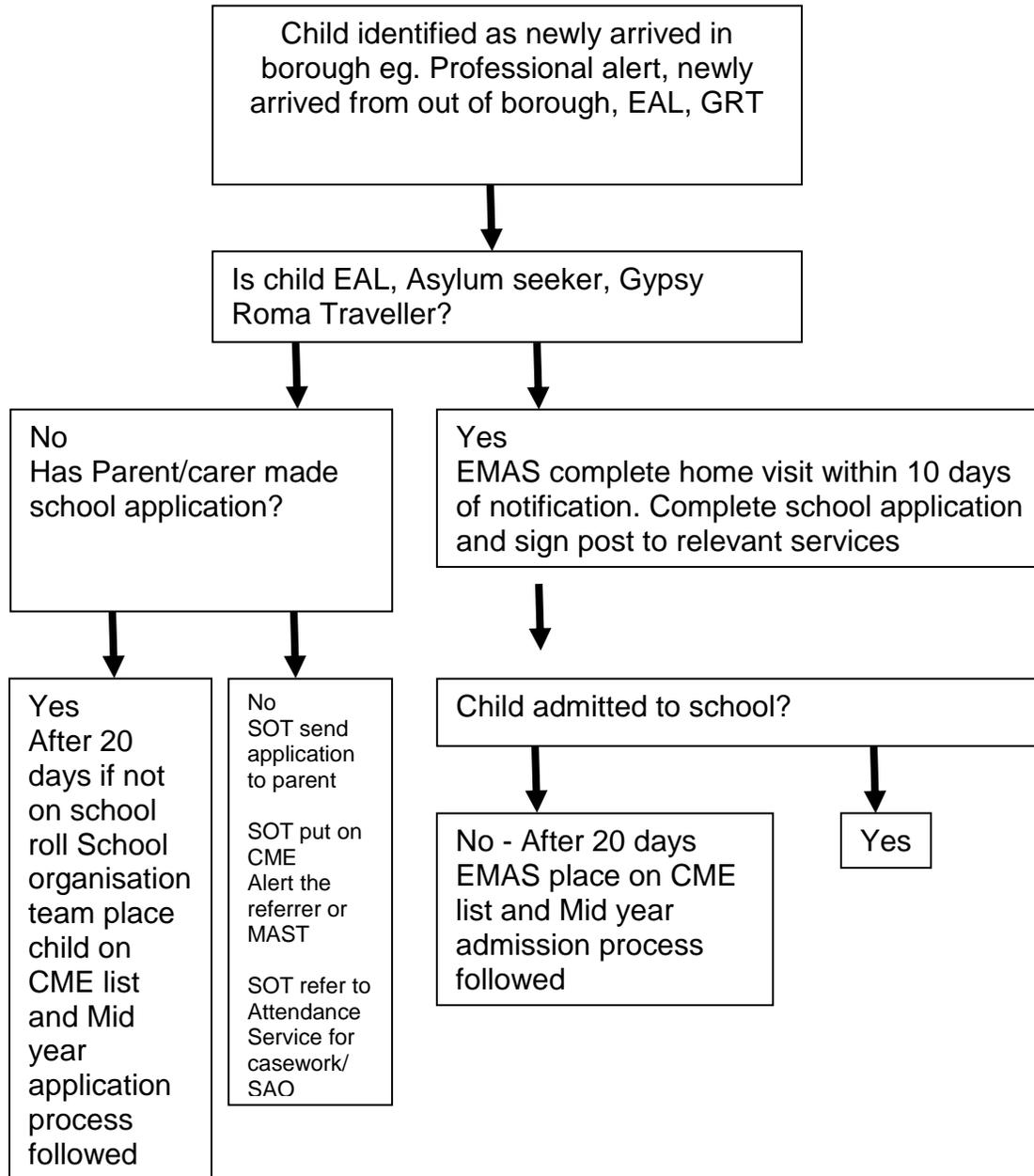
PUPIL TRACKING Y7 INTAKE



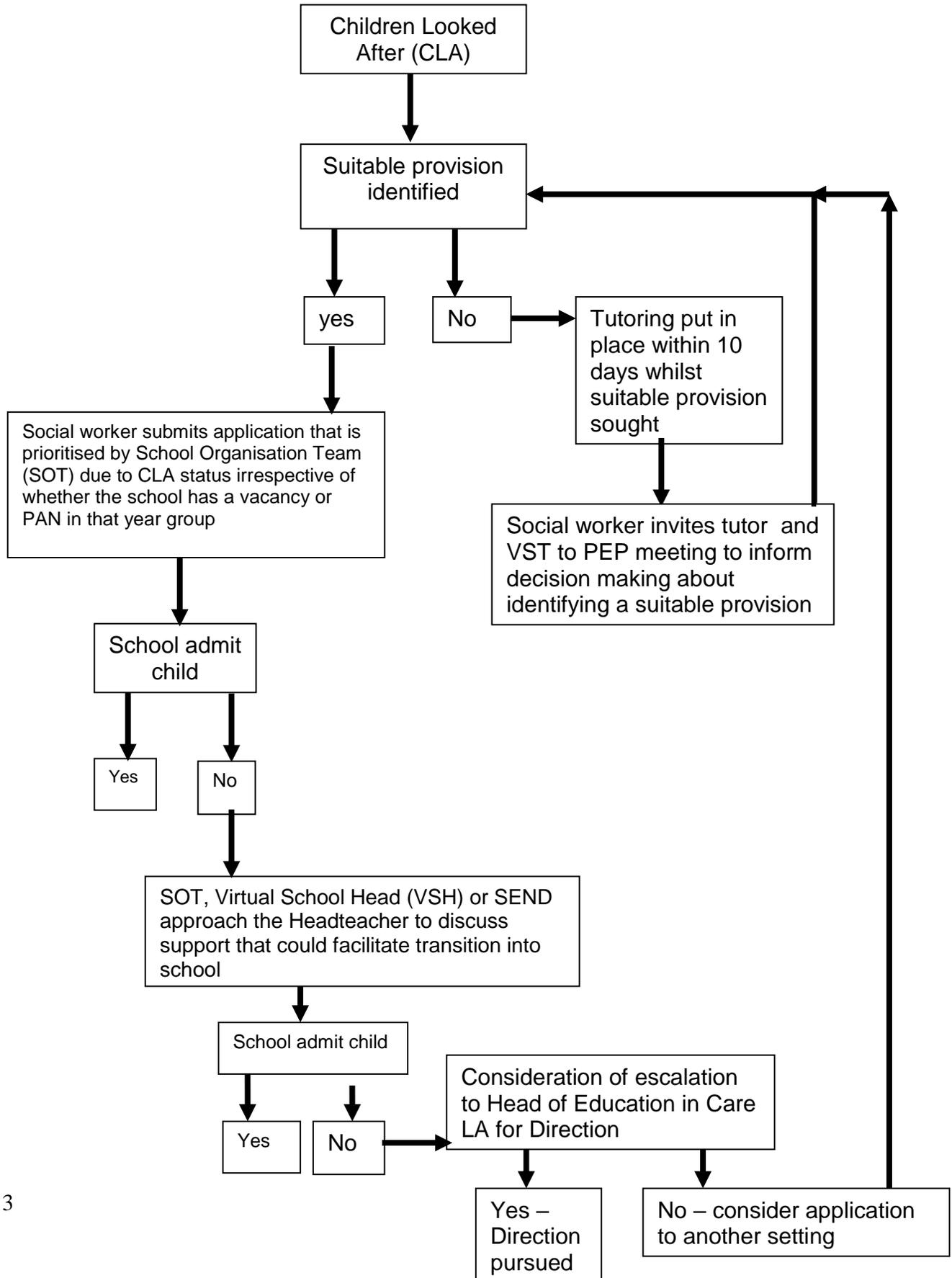
PUPIL TRACKING MID YEAR ADMISSIONS



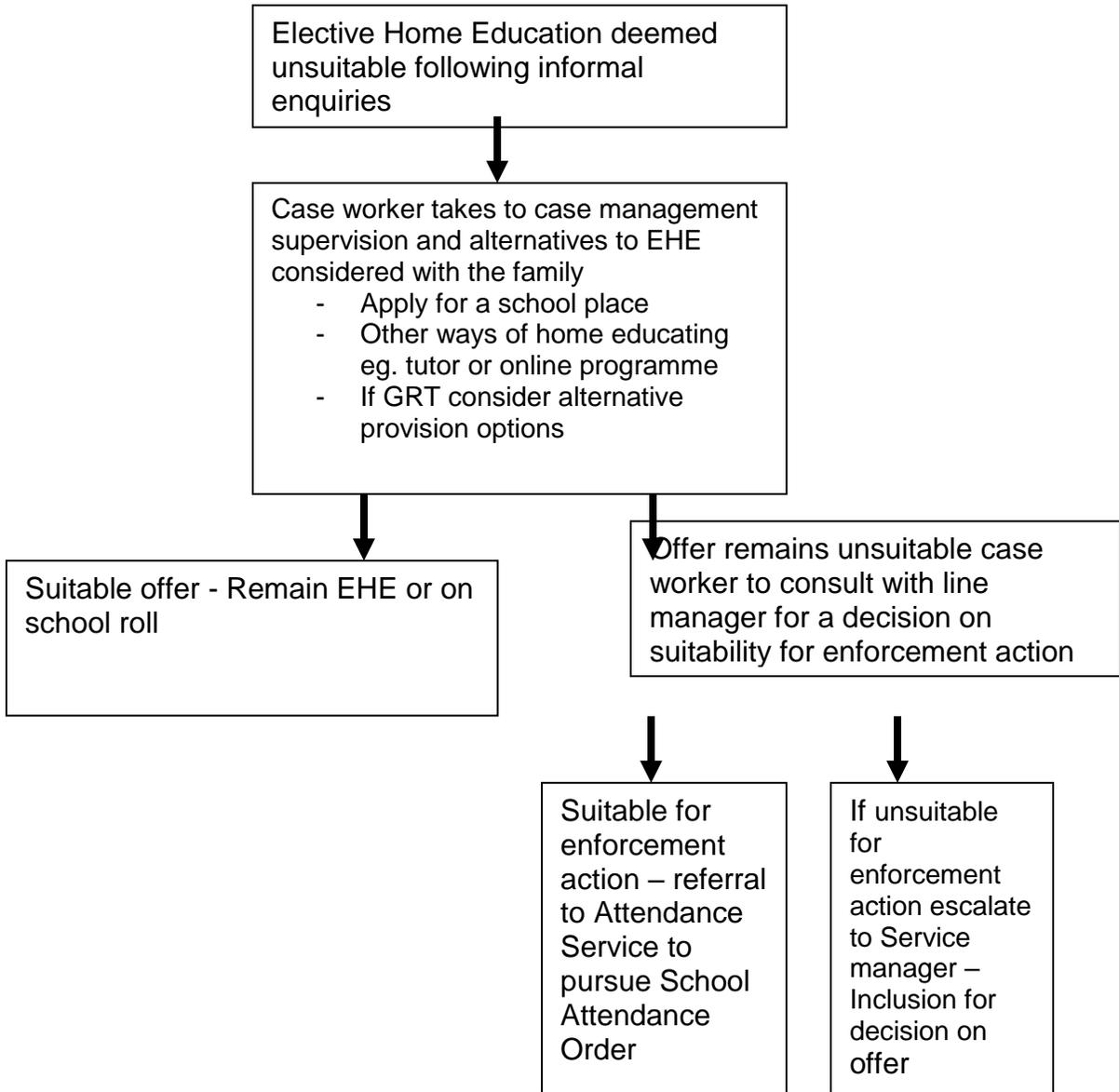
Newly arrived children and young people



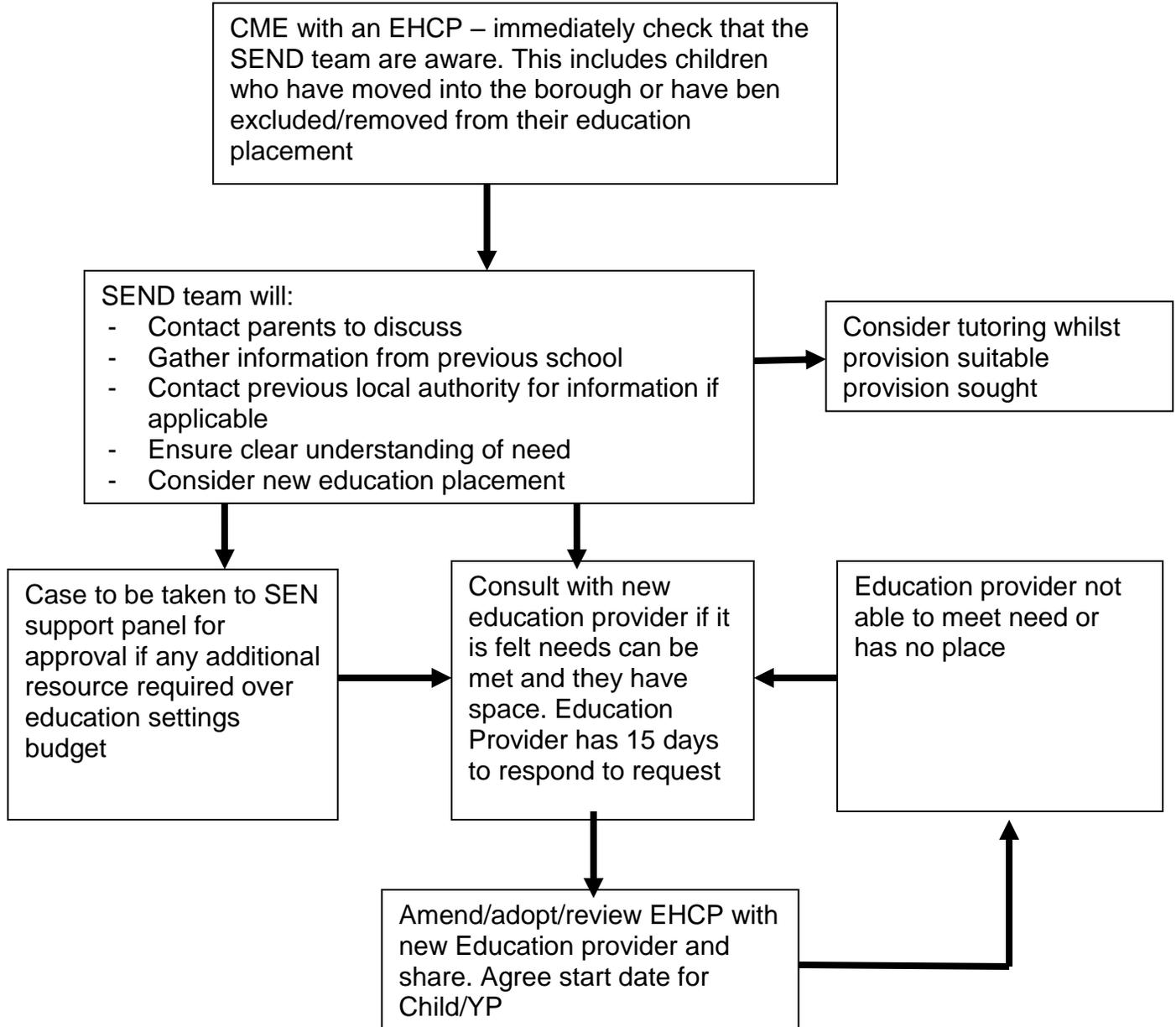
Children Looked After



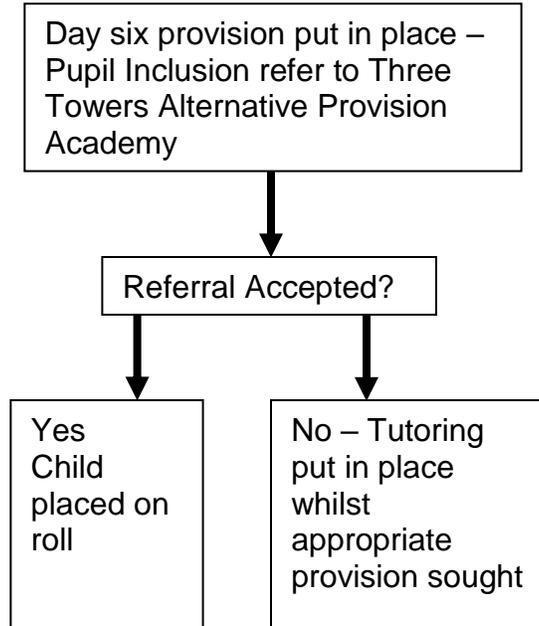
Unsuitable Elective Home Education



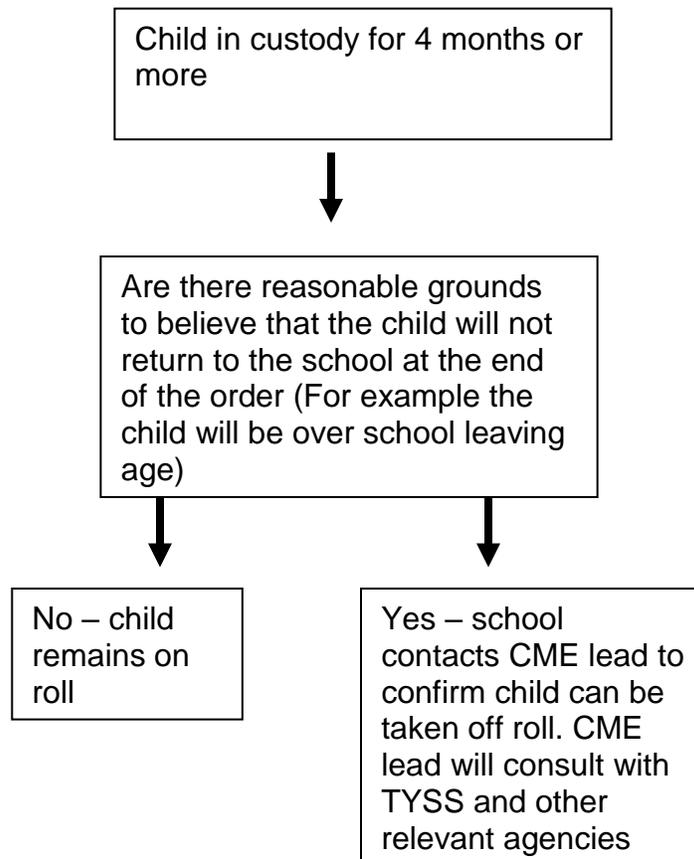
SEND (EHCP)



Permanent Exclusion



Child in Custody



CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST
September 2020 v4

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance please contact the Multi-Agency Safeguarding Team on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Multi-Agency Safeguarding Team CINdutyteam@wigan.gov.uk

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 82830

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect Y/N please provide detail:		
Is this child Gypsy Roma Traveller? Y/N		
Is this child an Asylum Seeker?		
Is this child known to Operation Encompass? Y/N Please provide detail		
Are this child's parents service personnel? Y/N		
Has this child had any Missing from home episodes? Y/N Please circle Current or historic		
Is this child known to the Youth Justice System? Y/N Please circle current or historic		
Does this child have any SEN/learning needs? Y/N		
Are there any other vulnerabilities you are aware of? Please provide detail including whether the child is at risk of criminal exploitation or Child Sexual Exploitation		
Date:		

All boxes must be completed, of not relevant please enter N/A

<u>School checklist</u>	<u>Dates/ Times</u>	<u>Outcomes</u>	<u>Name</u>
<p>School to attempt to contact parent on first day of absence.</p> <p>This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.</p>			
<p>School to check possible whereabouts with staff and pupils?</p> <p>This should include checking with family friends, all staff members, the child's friends, social media Contact all emergency contact numbers you hold in school.</p>			
<p>Visit to address(es) by school.</p> <p>Leave card if no answer Does the property look empty? Is someone at home but not answering the door? NB if school policy does not permit home visit a police welfare check to be requested</p>			
<p>Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)</p>			
<p>Contact made with agencies to understand when they last had contact/saw the child (no consent needed)</p> <ul style="list-style-type: none"> - Social care - school nurse (when did health have any contact with the child) 			
<p>School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes?</p> <p>https://www.gov.uk/find-local-council</p>			
<p>NB – Has the child been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc</p>			

for advice)			
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ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A

Please submit this referral to
CINdutyteam@wigan.gov.uk

Contact the MAST team on 01942 828300 for any further advice.

LA reasonable enquiries

	Date(s) Time	Outcome	Name and Team
Allocated worker to make contact with the referrer for an update to confirm the child is still missing			
Housing check			
Social Care check -			
Check relevant agencies with known involvement - see Early Help Hub screening checklist e.g. Probation, Police, GP, TYSS, Health Visitor etc.			
Benefits Check- including Child Benefit-			
If suspected benefit fraud email multi.agency.tco@hmrc.gsi.gov.uk			
Council Tax Check			
Home visit (to confirm resident status). Speak to neighbours for any further information			
Carry out health check - (complete proforma and send to named nurse for safeguarding (access to local and national GP database))			
Contact any other authority identified where a child may have gone to /send information/ request form securely(refer to CME contact list) and request that the new LA confirm contact with the child			
Check with UKBA (use enquiry form) if concerned that child has left the UK			
If suspected human trafficking, contact traffickingandslavery@gmp.police.uk			
Contact Pupil Inclusion for message to be sent via S2S lost pupils database			
Complete social media check (refer to policy)			
Summary of Actions			
All data including contacts, referrals etc to be uploaded to student folder on AGMA			
Quality Assurance Check (to be signed by Manager)			