

## **PEOPLE DIRECTORATE: CHILDREN & FAMILIES**

### **PROCEDURE FOR CHILDREN MISSING EDUCATION**

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**Approved by: Service Manager Education Support, Organisation and Capital  
Development**

**Issue: September 14**

**Revision: January 2015, September 2015 and September  
2016**

#### **PURPOSE**

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

#### **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.

Wigan LA is committed to:

- safeguarding all children and young people resident in Wigan
- having mechanisms in place which help prevent pupils from becoming missing to educational opportunities
- ensuring that all pupils who are not engaged in education in Wigan are speedily located and tracked to ensure they are re-engaged into learning
- sharing information appropriately with other LAs and agencies as required to ensure pupils are safe and
- supporting other LAs in order to identify and engage pupils back into learning.
- the Wigan LA Operational Group for CME meeting on a regular basis to discuss cases/issues and reviewing and updating the CME Policy & Procedure document, as necessary. Details of the meeting shared via the AGMA website with access given to key partners. The CME list is

kept on the AGMA site so that attendees to CME meetings can review cases and prepare updates.

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-to-school), Lost Pupils Database, and
- consistent with and support the work of the Wigan Safeguarding Children's Board <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 Pupil Inclusion Team are responsible for the monitoring and administering of children notified as being 'missing' from education and for liaising with colleagues / other LA's 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 formally registered as home educated.

This procedure is specifically concerned with children missing from 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. In addition to the above, Wigan considers the following:

- Children persistently absent from school
- Those excluded from school
- 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 and no suitable school place is available

Those children that are new to the area and require a school place Specifically:

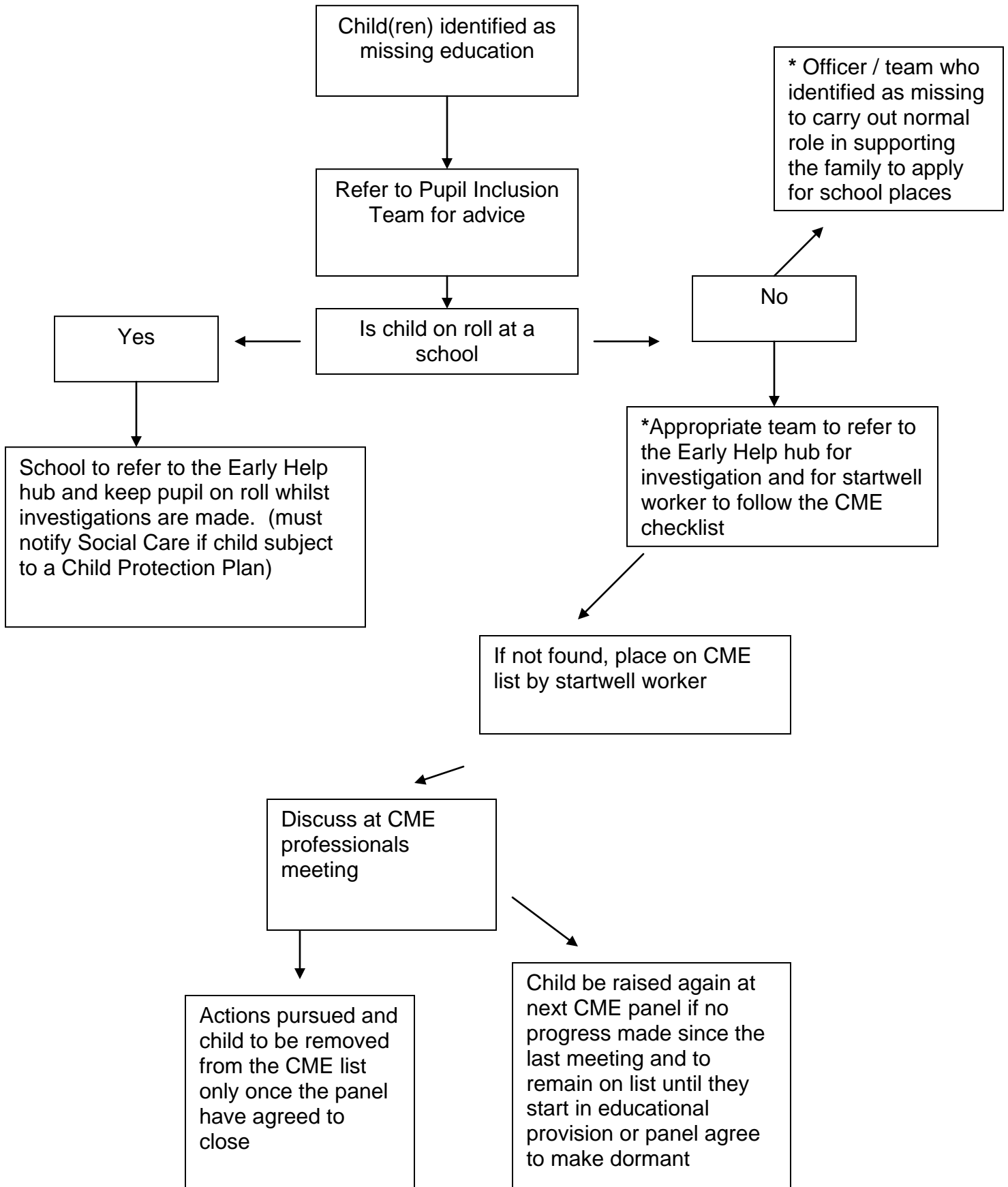
- Those that are new to the country
- Those that have not taken up a school place within 20 school days of it being offered
- Those new to area and not secured a school place within 20 school days

- Children Looked After placed in or out of Borough with no suitable educational placement
- Those who are pregnant or are young mothers of compulsory school age . Those who are returning from custody and a school place has not been found for them
- Those who are from a Gypsy, Roma or Traveller background and alternative provision has been made

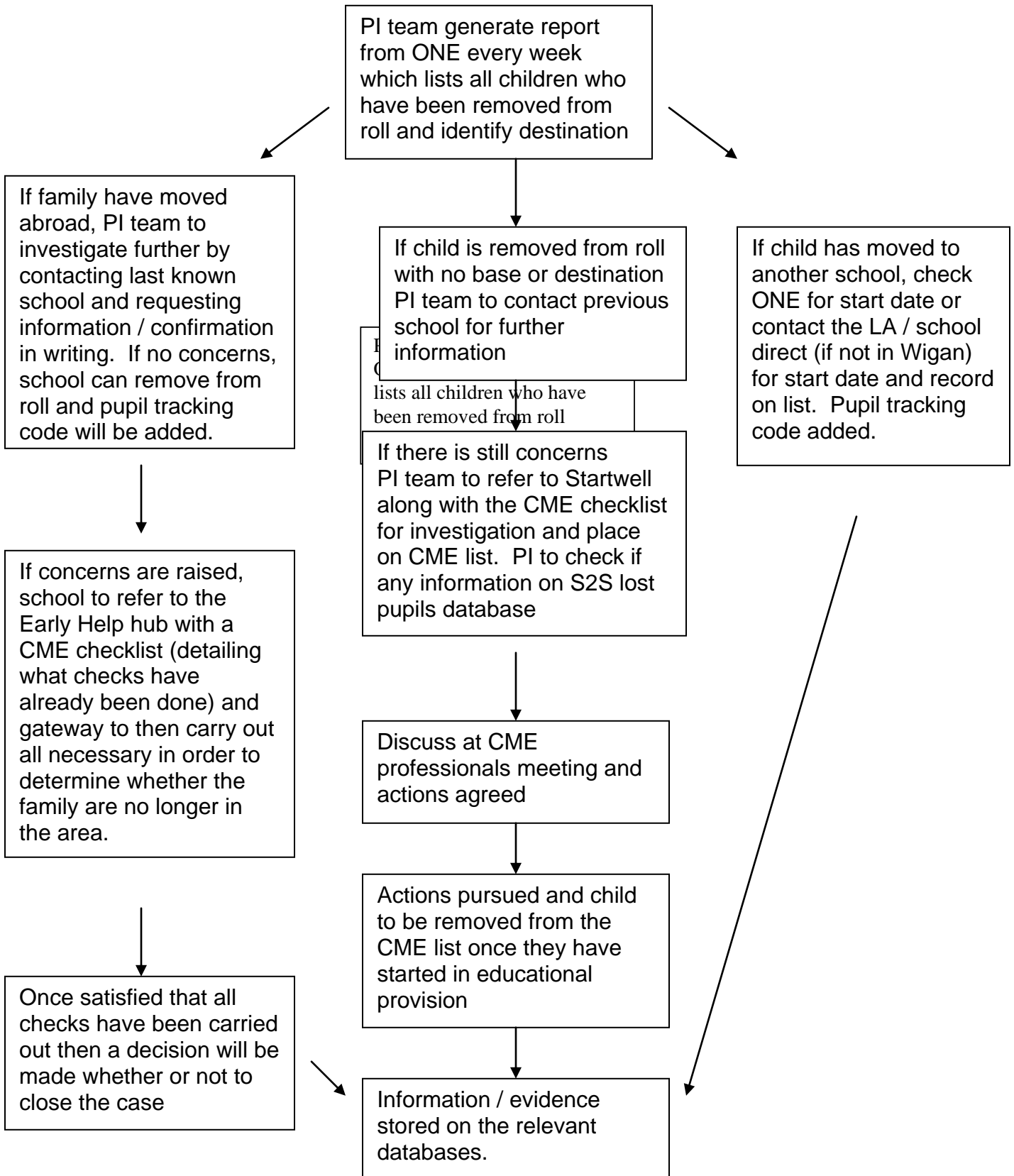
The following flowcharts have been devised to explain:

- Children Missing Education procedure
- Weekly off roll tracking procedure
- Reception intake procedure
- Y7 intake procedure
- Mid year admission procedure
- Children Missing Education Checklist

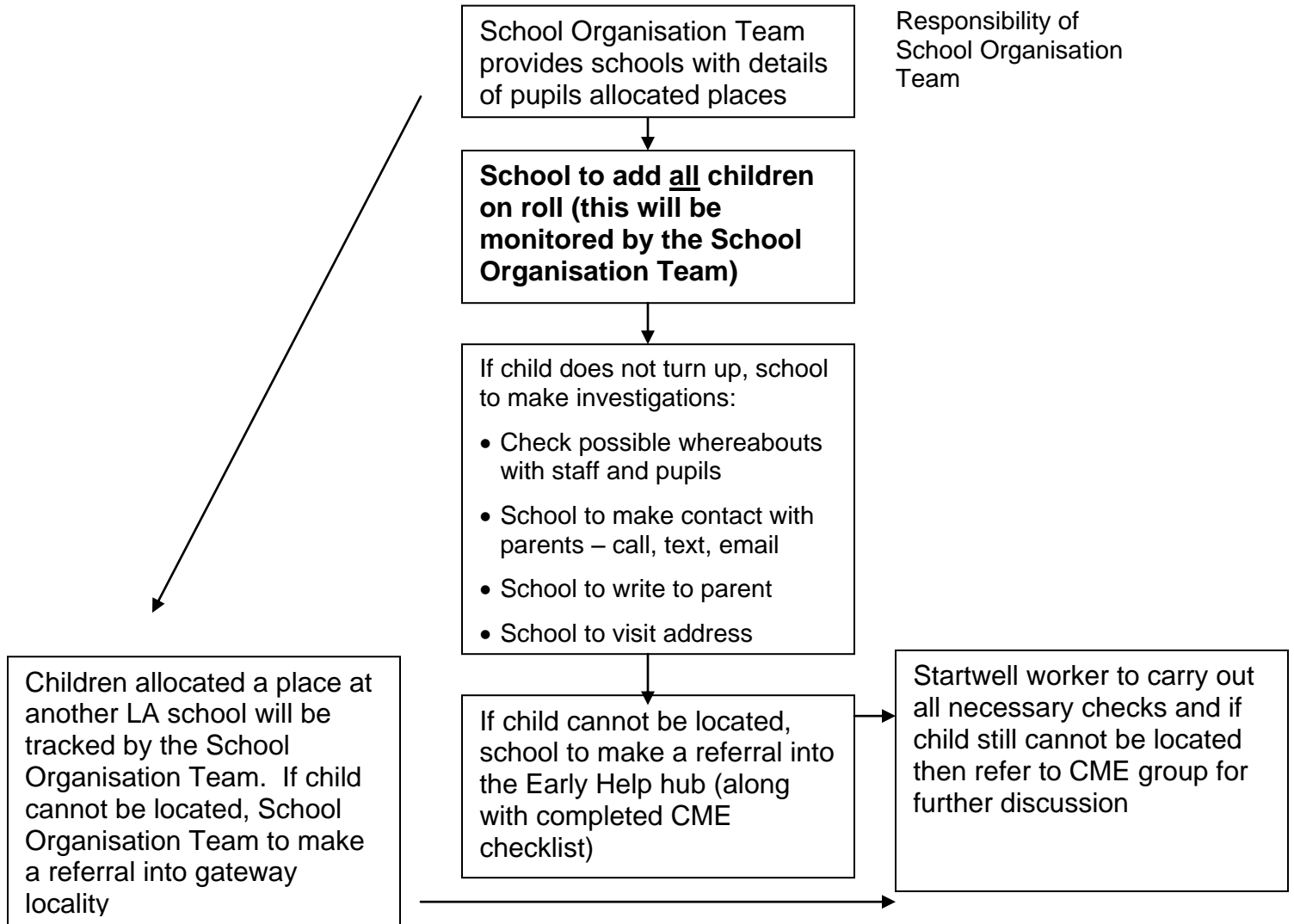
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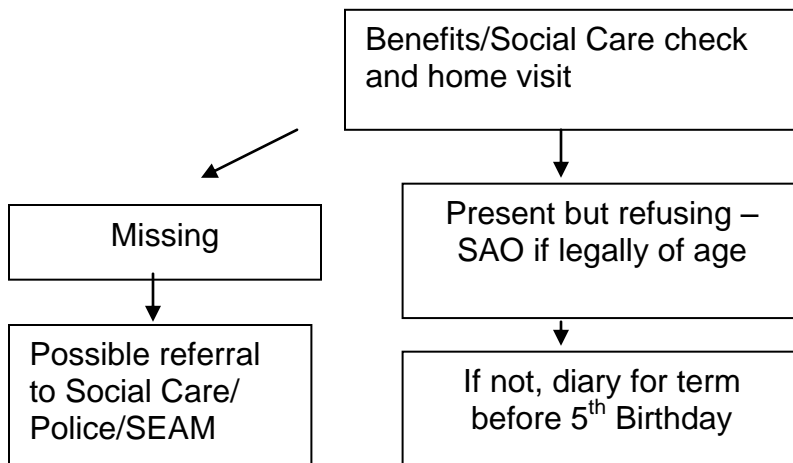
## PROCEDURE FOR OFF ROLL CHECKS



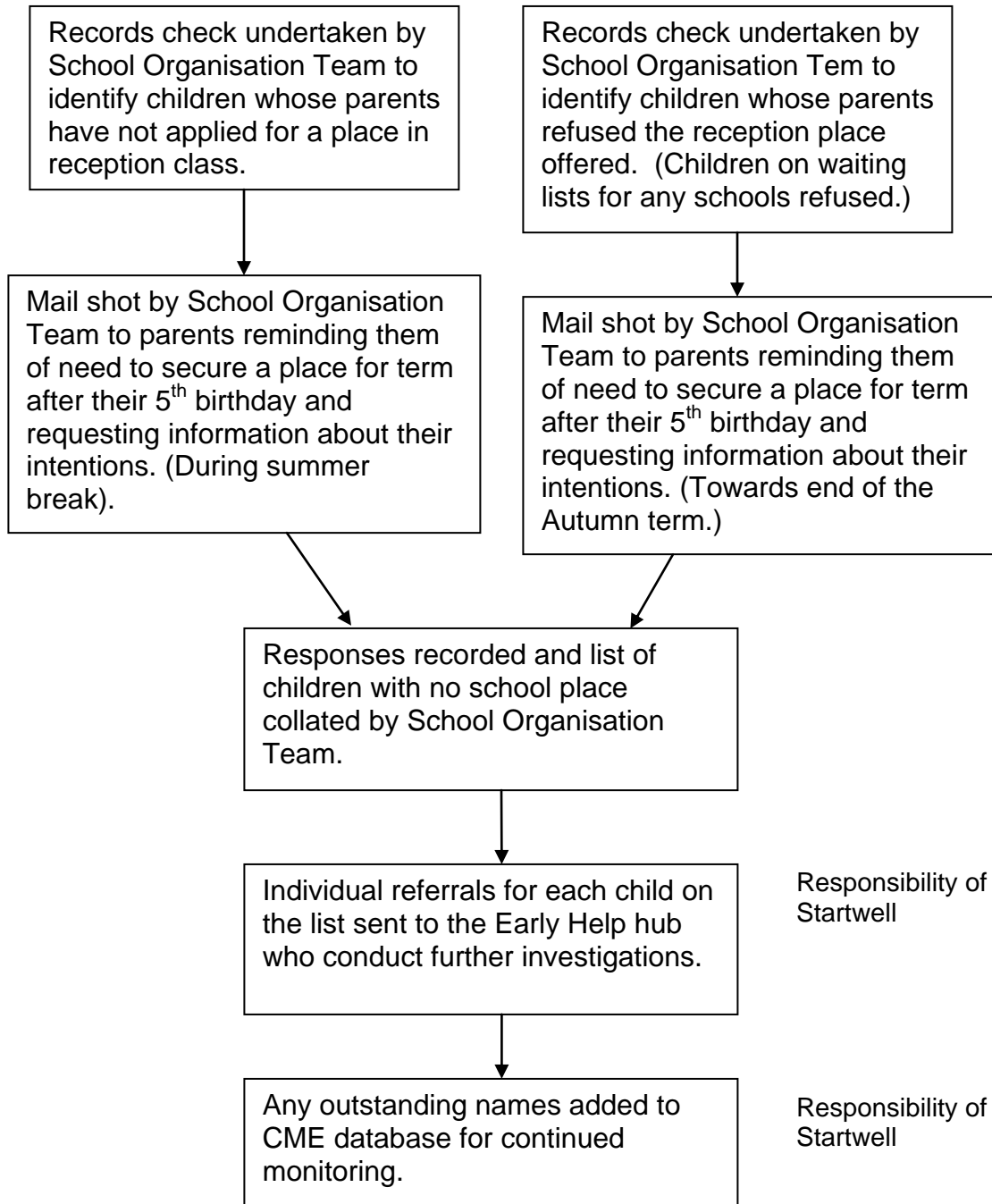
## IF A CHILD DOES NOT APPEAR IN RECEPTION CLASS



Startwell work to be completed and to be considered as CME.



## PUPIL TRACKING – RECEPTION INTAKE



# PUPIL TRACKING Y7 INTAKE

Responsibility of School Organisation Team

School Organisation Team provides schools with details of pupils allocated places

**School to add all children on roll (this will be monitored by the School Organisation Team)**

If child does not turn up, school to make investigations:

- Check possible whereabouts with staff and pupils
- School to make contact with parents – call, text, email
- School to write to parent
- School to visit address

Children allocated a place at another LA school will be tracked by the School Organisation Team. If child cannot be located, School Organisation Team to make a referral into the Early Help hub.

If child cannot be located, school to make a referral into the Early Help hub locality (along with completed CME checklist)

Startwell worker to carry out all necessary checks and if child still cannot be located then refer to CME group for further discussion

Startwell Work to be completed and to be considered as CME.

Benefits/Social Care check and home visit

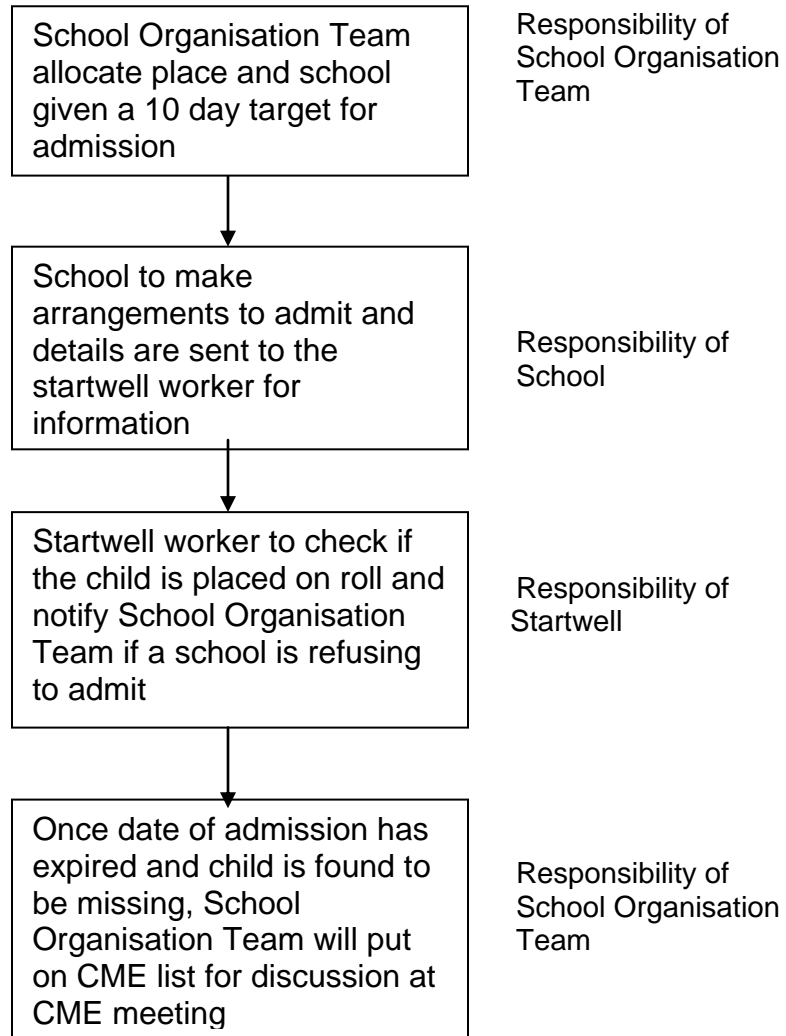
Missing

Present but refusing – SAO if legally of age

Possible referral to Social Care/ Police/SEAM



## PUPIL TRACKING MID YEAR ADMISSIONS



If a parent withdraws an application from the above process, School Organisation Team will check if the child is still on roll at the previous school. If found to be CME, will notify relevant startwell worker and add on to the CME list.

On the occasion that a parent submits an appeal and it is unsuccessful then if the parent chooses to appeal for another school, then School Organisation Team will refer cases to the Safeguarding hub for support in engaging the child in education as soon as possible.

For school closures / amalgamations, the School Organisation Team will coordinate the offer of a school place so that each child has a destination school. The School Organisation Team will monitor the admission of each child, adding children to the CME list and notifying the relevant startwell worker where a child fails to take up a school place.



**CHILDREN MISSING EDUCATION CHECKLIST**  
**SEPTEMBER 2016**

It is schools 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 are concerned that a pupil has ceased to attend without providing a valid explanation please complete the checklist below.

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 section 1. If, having completed the checklist the child's whereabouts remains unknown, please make a referral to the Early Help Hub [ehh@wigan.gcsx.gov.uk](mailto:ehh@wigan.gcsx.gov.uk) (or EMAS if involved with the family) within 5 days or earlier if section 1 is completed. **It is important that this checklist is sent along with the Early Help hub referral or EMAS referral so that the worker assigned to the case can see what action has already been taken to locate the child(ren).**

**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.**

Name:	DOB:
Address	
Previous Address (if known)	
School:	
Contact names and numbers	
Reason referral made to Early Help Hub / EMAS	
Date	

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

**Section 1**

<b><u>SCHOOL'S RESPONSIBILITY</u></b>	Date(s) Time	Outcome	Name and Team
1. School to check possible whereabouts with staff and pupils?			
2. School to attempt to contact parent within 1 working day (Truancy Call, First Day calling, Text, Email)			
3. School to write/and/or contact to parents			
4. Visit to address(es) by school after discussion with Health. School to report information to EMAS (if known).			
5. Contact made with relevant agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			
NB – Has the child actually been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

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

**Section 2**

<b><u>EARLY HELP HUBS'/STARTWELL RESPONSIBILITY (OR EMAS IF CHILD IS KNOWN)</u></b>	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 – see Early Help Hub screening checklist			

Social Care check – see Early Help Hub screening checklist			
Check relevant agencies with known involvement - see Early Help Hub screening checklist e.g. Probation, Police (PPIU 0161 872 5050), GP, YOT, Health Visitor etc.			
Benefits Check- including Child Benefit- (0191 2251227) (see Early Help Hub screening checklist) If suspected benefit fraud email <a href="mailto:multi.agency.tco@hmrc.gsi.gov.uk">multi.agency.tco@hmrc.gsi.gov.uk</a>			
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) Dawn MacLean 0151 213 2789 Fozia Hussain 0161 888 1477 if concerned that child has left the UK			
If suspected human trafficking, contact <a href="mailto:traffickingandslavery@gmp.police.uk">traffickingandslavery@gmp.police.uk</a>			
Contact Pupil Inclusion for message to be sent via S2S lost pupils database			
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)		Manager's signature and date:-	
Managers recommendations			
To be taken to the next CME panel and for a decision to be made, either to close or make dormant.			
Outcome of CME panel decision			