



Policy and Procedures for Children Missing Education

(Information and guidance provided by Sunderland Local Authority)

<u>Status of Policy</u>	<u>Date</u>
Policy Reviewed	Autumn Term 2018
Agreed by Staff	Autumn Term 2018
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Next Review	Autumn Term 2020

Headteacher Signature:

Date:

Chair of Governors Signature:

Date:

POLICY AND PROCEDURES FOR CHILDREN MISSING EDUCATION

The following is the protocol for children missing education which all State Funded Schools (this includes Academies and Free Schools) should follow.

At East Herrington we follow the procedures from Together for Children – Sunderland.

(Guidance to identifying children missing from education)

The national definition of a child missing from education is: “All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)”

Parents have the right to educate their child at home under Section 7 Education Act 1996. Further information can be obtained by contacting the council’s Attendance Team on 0191 561 5601

The purpose Sunderland’s document **(Guidance to identifying children missing from education)** is to describe the procedures that are to be adopted within Sunderland to identify, locate and engage children who are not receiving a suitable education.

This guidance does not replace any of the Child Protection Procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be followed at all times.

Section 436A of the Education Act 1996 (inserted by the Education and Inspections Act 2006) “requires all local education authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a suitable education”.

Part 1 (Clause 4) of the Education and Inspections Act 2006 introduced a new statutory duty on local authorities to make arrangements to establish (so far as possible to do so) the identities of children who are not receiving a suitable education. In February 2007 the DCSF issued statutory guidance to support local authorities in England to ensure they meet their requirements under this new duty.

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of the child and to share information. East Herrington Primary Academy will follow the procedures as stated in Together for Children’s policy.

Together for Children’s Early Help Advice and Allocations Team co-ordinates, the identification, referral, tracking and engagement of children missing from education, through multi-agency working.

School Procedure

(All information has been taken from Guidance to identifying children missing from education – Together for Children)

Should a child leave a Sunderland school without the school being advised (by the parent/carer) of the name and location of a new school, the school should immediately notify the EHAAT.

Should the child be the subject of a Child Protection Plan or a Child In Need plan, the school should also notify the named social workers.

Where child protection concerns arise as a result of the withdrawal from school, the school should contact ICRT on 0191 561 5007.

As CME may raise potential safeguarding issues: If schools believe a child or family has gone missing they should follow the locating pupils missing procedures (Appendix 2).

Schools should not remove any child from their roll without completing form CME1 to ensure that all children removed from the school register are, in accordance with Regulation 8(h)(iii) of the Education (Pupil Registration) Regulations 2006. See Appendix 2.

EHAAT monitors pupils who have been removed from roll on a monthly basis to:

- Ensure that the legislation on this matter is followed and to,
- Ensure that no pupil is allowed to go missing from education.

EHAAT tracks pupils removed from roll, to ensure that they are admitted to another education provision, either within Sunderland or in another education provision, either within Sunderland or in another city.

The SEN Team will track pupils with a Statement of Special Educational Needs (SEN) who are not in a provision.

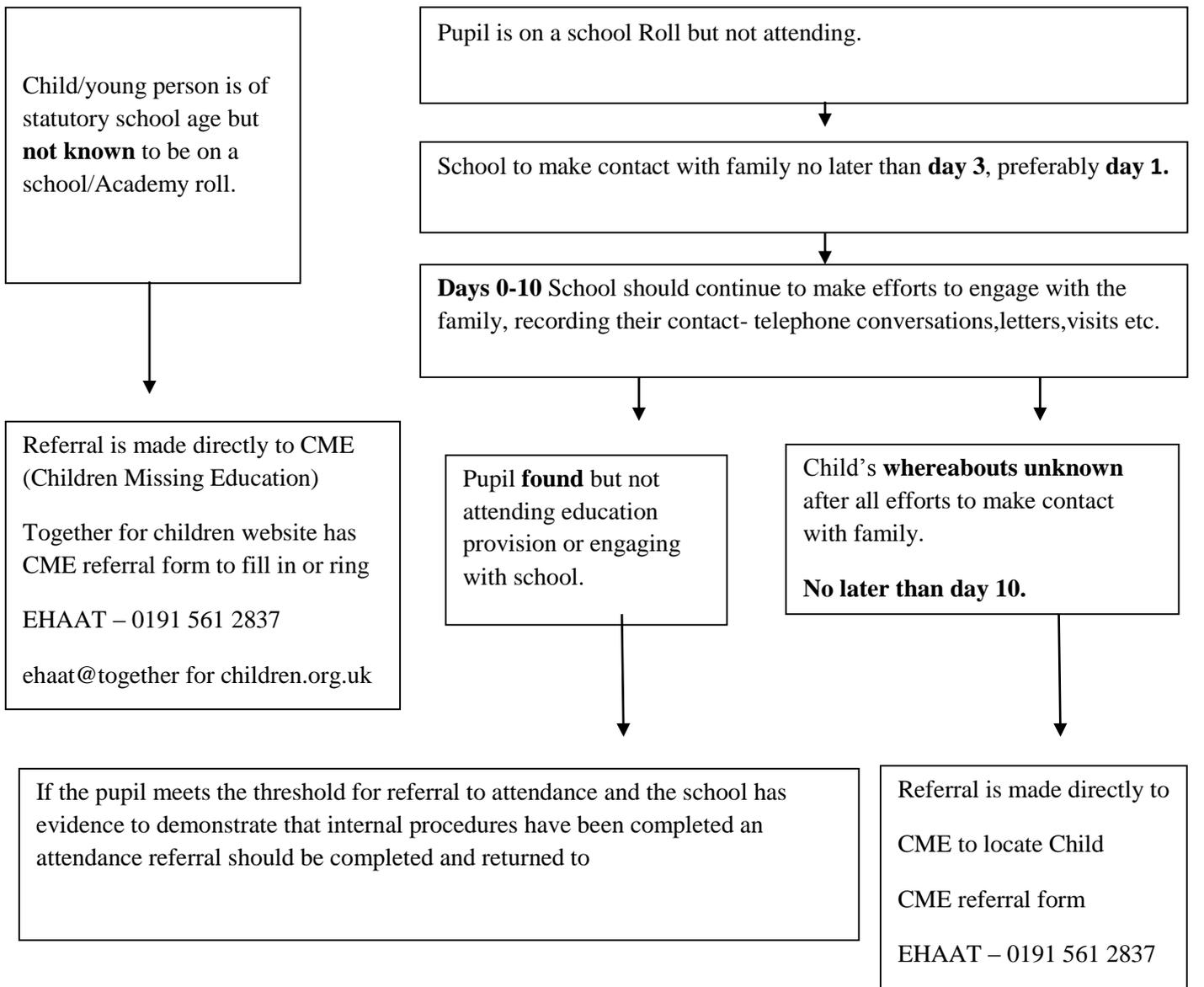
Please see the attached flow chart for children missing from education procedures which identifies that Schools should refer to Attendance completing the CME form by the latest at the tenth consecutive day of missing following school efforts to locate the child.

For school attendance queries where the whereabouts of the child are known and the child is on a school roll but failing to attend, referrals should be made in line with the criteria which is contained within the Responsibility for Attendance in Primary/Secondary Schools.

Our local officer based at Farrington is Helen Abernethy (currently on maternity leave) Emma Thompson is carrying out this role.

Any other attendance enquiries made to 0191 561 5601 or 0191 561 5817

Children Missing Education- Referral Process- For all State Funded Schools.



ADMISSIONS:

Please note if a pupil has been allocated a place at your school through the first admission, infant to junior or primary to secondary transfer rounds the child must be placed on the school follow the above procedures if they do not arrive at school on the first day of term.

In- year- If an application has been made to transfer school during the year (and outside of the normal intake process), the leaving school must keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.

A pupil can only be removed from roll after 20 consecutive days of continuous absence but this can only be done with the agreement of the Local Authority. As both the school and the Local Authority must demonstrate that they have failed to locate the pupil as per the requirements contained within the education (Pupil Registration) (England) Regulations 2006.

CME will confirm the date on which a pupil may be removed from roll. All other deletions are illegal and could result in the prosecution of the person responsible.

CME will also inform the school when a pupil is found, confirming new education provision allowing the transfer of pupil file to be arranged.

Days 0-10 and 10-20 are guidelines. If all checks are carried out evidence referral to CME could be made earlier than 10 days.