



Queen Katharine
Academy

Children Missing in Education and Missing Pupils Procedures (Family whereabouts unknown) September 2022

Staff referred to in our procedures

Attendance Manager:

S. De Matteis

Admissions Manager:

C. Hobbs

Deputy Designated Safeguarding Officer:

J. Roddis

Deputy Principal/ Designated Safeguarding Lead:

V. Giaquinto

Student Support Officers:

Y7 E. Stimpson/K. Johnson

Y8 J. Elliot/J. Price

Y9 R. Barker/E. Buddle

Y10 M. Jones/L. Osbourne

Y11 A. Townsend/

Identifying CME

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity (e.g. school, alternative provision, elective home education) and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)'.

Children can go missing either when they fail to register with a school, or when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a successful transition.

A child is classed as CME if they are;

- Of compulsory school age **and**
- not on a school roll **and**
- not receiving a suitable education otherwise than being at school, eg, at home, privately or in alternative provision.

This might be;

- a child who has arrived into PCC from another LA, another country or after leaving a custodial establishment;
- a child who has left private schooling or Elective Home Education (EHE) and wishes to enter the school system;
- a child who is deemed not to be receiving a suitable education whilst EHE.

CME also includes those children who are **missing** (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision.

This might be:

- a child who has not taken up an allocated school place as expected;
- a child who has 10 or more days of continuous absence from school without explanation;
- a child who is not at their last known address;
- a child who has left school suddenly and the destination is unknown.

Safeguarding Children most at risk of missing education

Some children who experience certain life events may be more at risk of being missing from education. These might include:

- Children of homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation;
- Children living in women's refuges;

- Children subject to a Child Protection Plan;
- Children in new immigrant families who are not yet established in the UK and may not have fixed addresses;
- Children from transient families, i.e. who have experienced high levels of mobility between different education providers;
- Children from a Gypsy / Roma / Traveller background;
- Children for whom English is an additional language;
- Children taken off roll following a lengthy absence due to an extended family holiday in term time;
- Children excluded from school;
- Looked after children / children in care / children who go missing from care;
- Young people who have committed criminal offences;
- Children with long-term medical or emotional health problems;
- Children in private fostering arrangements;
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families;
- Young runaways;
- Young carers;
- Teenage parents;
- Children entering or leaving the independent schools sector;
- Children who do not receive a suitable education whilst being educated at home;
- Children who have been bullied;
- Children affected by substance and/or alcohol misuse;
- Children with parents/carers with mental health problems;
- Children being sexually exploited/trafficked.

When we report a child as CME

- If a child has failed to register following an offer of a school place
- If a child has missed 10 or more days of school without suitable explanation or
- If a child has suddenly disappeared and attempts to contact the family have failed.

When we remove a child from roll

A pupil of compulsory school age CANNOT be deleted from the admissions register when:

- 1. The pupil's whereabouts are known and the pupil is refusing to attend or the parent/carer is preventing attendance eg on grounds of distance;**
- 2. The pupil has been absent for less than 20 days.**

The contents and maintenance of the school registers is governed by the **Education (Pupil Registration) (England) Regulations 2006**.

Deletions from registers

Regulation 8 enables schools to delete compulsory school-age children from registers only in the following circumstances:

- The school is replaced by another school on a School Attendance Order;

- The School Attendance Order is revoked by the LA;
- Completion of compulsory school age;
- Permanent exclusion;
- Death of the pupil;
- Transfer between schools;
- Pupil withdrawn to be educated outside of the school system;
- Failure to return from an extended family holiday after both the school and local authority have tried to locate the pupil;
- A medical condition prevents their attendance and return to the school before ending compulsory school age;
- In custody for more than four months;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

Regulation 12 requires schools to inform the LA of the following deletions of compulsory school age pupils as soon as they become aware of the circumstances and before the deletion is made:

- The pupil's parents have advised in writing their intention to withdraw their child to Electively Home Educate;
- A pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- The school medical officer has certified that the pupil's health means they will not return to the school before reaching the end of their compulsory school age: and
- Permanent exclusion.

We will contact the LA with details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence and schools to enable the Local Authority Attendance Officer to commence further enquiries.

The pupil will remain on the school roll until all reasonable enquiries (Letters home, phone contact, home visits and liaison with other educational establishments and agencies to track pupil down) are completed even if this means that the pupil will amass more than 20 days absence.

The outcome of both the school and the LA attempts to trace the pupil will dictate their next steps. Where they are unable to find the pupil, cases will be referred to the appropriate agencies (e.g. police, social care, housing, and medical). Once the school has ensured a joined up approach with appropriate agencies working together to locate a pupil, and when we have confirmation in an email from Stephen Hawley in the LA. The school will delete the pupil from the school register and transfer the pupil's information to the Lost Pupil Database via the S2S website to safeguard against the child missing his/her education.

All regulation 8 and 12 information is then recorded in the CME inbox by SDE and CHO

LA role in response to a CME referral from school

Referrals should be made using the CME Referral form

For every referral the CME Tracking Officer will run checks on education/social care databases and liaise with relevant professionals regarding potential child protection/SEN concerns.

Once referred the CME Tracking Officer will:

- Open an involvement on Capita One database;
- liaise with the CME Monitoring Officer;
- liaise with the us.

Make further enquiries and attempts to locate the family including:

- Checking all relevant databases, including a EHA check where relevant;
- liaising with social care, health, housing and other agencies;
- making contact with other LA's and CME Officers.

Once the whereabouts of the child are known and education provision has been established, the CME Tracking Officer will contact the school where the child was originally registered, if applicable, to confirm off-roll arrangements.

In cases where the child cannot be located (and there are no immediate safeguarding concerns), the CME Tracking Officer will publish the message on the national school2schools website and Lost Pupils database.

Local Authority CME Officer

The LA CME Officer is Stephen Hawley. He:

- Collates information on all reported cases of CME of statutory school-aged children in PCC;
- Records all cases on the Capita One database;
- Liaises with partner agencies (eg health, housing, DWP etc) and other LAs and schools across and beyond the UK to track pupils who may be missing from education.

3rd Floor, Bayard Place, Peterborough, PE1 1FB

CME Tracking Officer

Tel: 01733 864028

Attendance Service Business Support

01733 863681

Email: cme@peterborough.gov.uk

Admissions Team

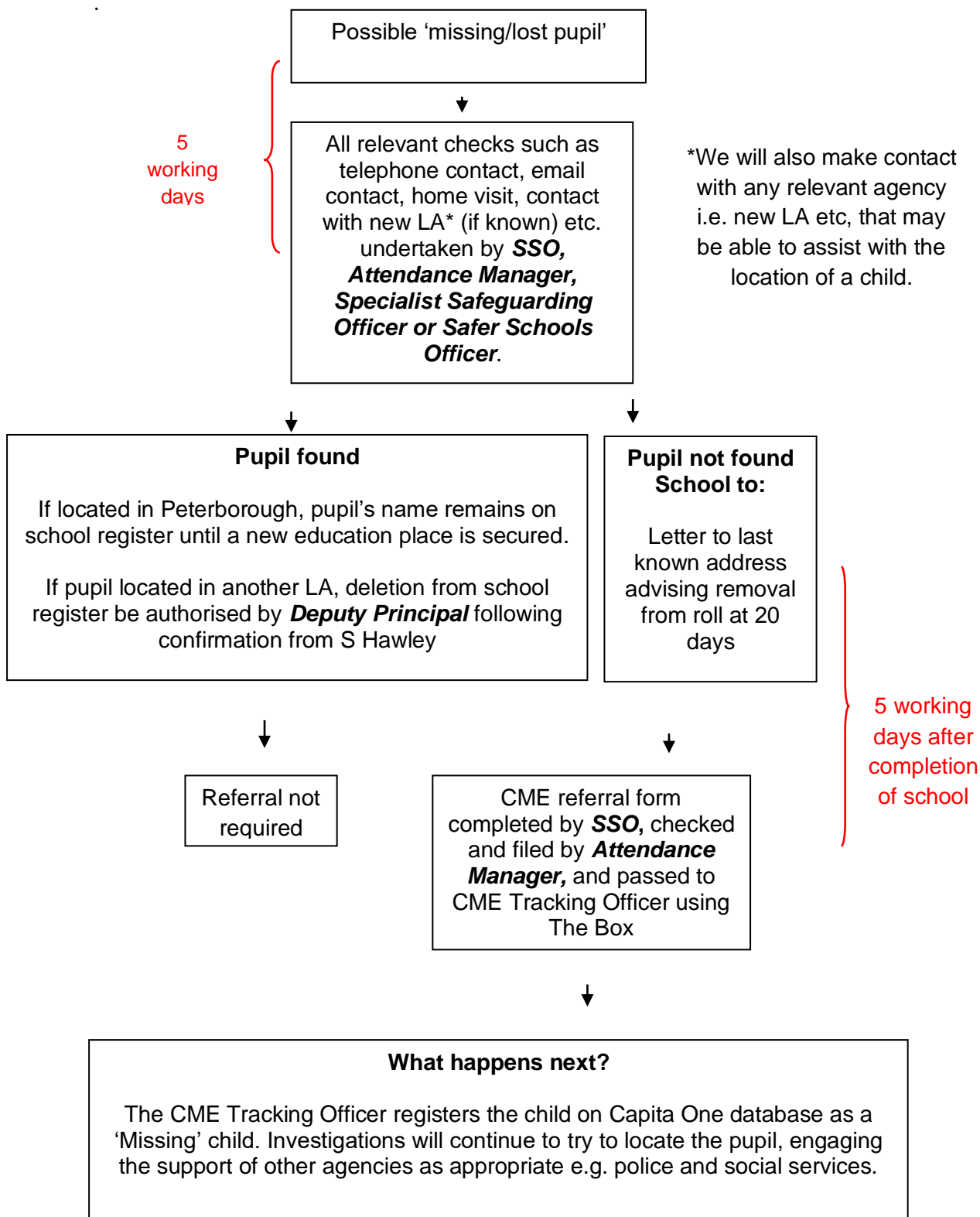
3rd Floor, Bayard Place, Peterborough, PE1 1FB

Tel: 01733 864007

Email: admissions@peterborough.gov.uk

Children who have gone missing from school

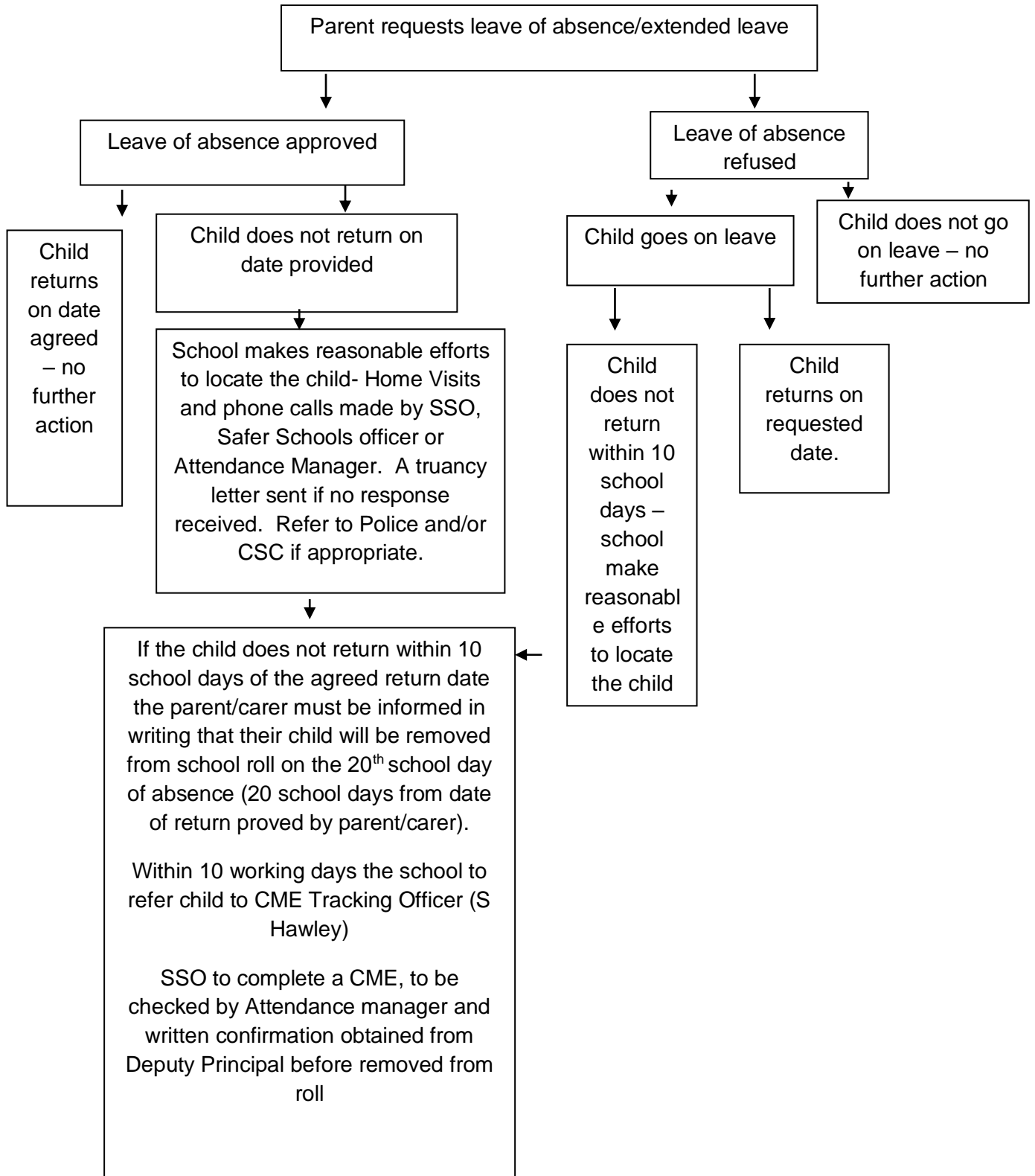
- They have stopped attending and no contact can be made with the parent to establish a reason for the absence **or**
- informed the school that they are leaving the city



Holiday/Absence request

Children who have gone missing following a leave of absence request:

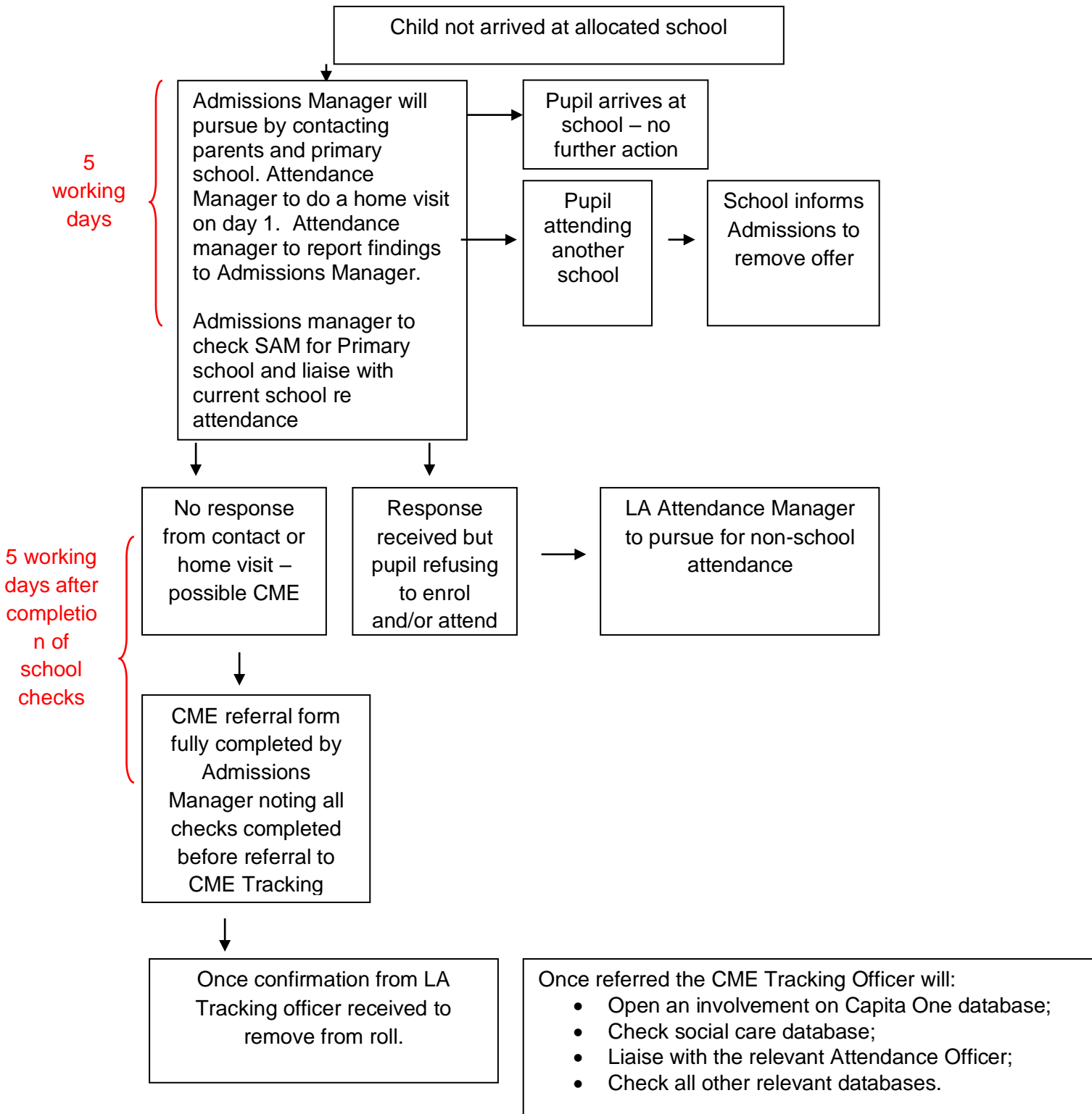
- not returned from holiday within 10 school days of the expected date of return



Transition

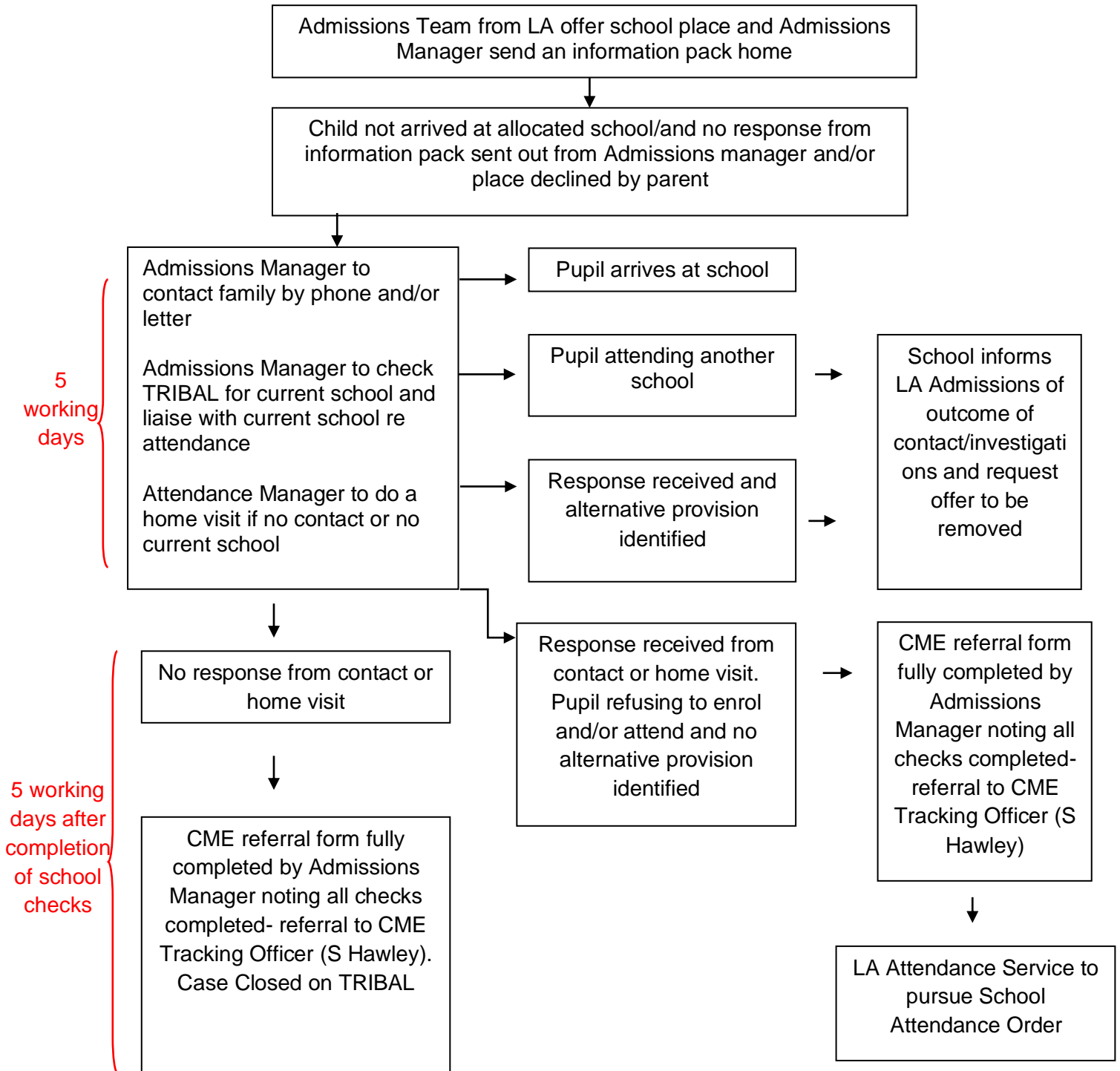
Non-appearance at allocated school following a transition offer:

Note: During a normal transition phase (e.g. Reception, Y2-Y3 for separate Infant/Junior Schools, Y6-Y7), a child becomes the responsibility of the new school when the child has been 'allocated' a place. All schools need to adopt this principle to prevent children from 'falling through the net' and becoming missing/lost



Admissions

Non-appearance at allocated school following an In Year Offer:



CHILD MISSING EDUCATION (CME) Referral Form and Check List Completed by SSO

Referrer's Name:	Signature:
	Date:

Child Details			
Full Name:		Date of Birth:	
Current/Last Known Address:		UPN:	
Post code:		Date of Last Attendance:	
Ethnicity:		Language:	
LAC Yes/No	CP Plan Yes/No	CIN Yes/No	CAF Yes/No
Does the Child have a statement of Special Educational Need Yes/No			

School Details

Sibling Details		
Full Name:	Date of Birth:	School:
Full Name:	Date of Birth:	School:
Full Name:	Date of Birth:	School:

Parent/Carer Details	
1.Full Name:	2.Full Name:
Relationship:	Relationship:
Current/Last known Address:	Telephone Numbers:
Post code:	

Reasons for Referral	Yes
Child/Pupil has not taken up offer.	
Child/Pupil is a no show (new academic year) he/she did not turn up for school on first day.	
Child/Pupil has not returned from half term break or holiday	
Child/Pupil has stopped attending mid-term with no reason - No contact has been made by parents	
Other, please provide information:	

School/Education Provider Checklist*

In all cases the actions in Section 1 must be completed where relevant, prior to referral to Child Missing in Education Officer (CMEO).

SECTION 1

Absence Days 1 - 10			
	Date of Contact	Outcome	Name and Designation
1st day contact			
Have contacted all emergency contacts			
Informed CSC (CP/LAC) where relevant			
Enquiries of wider school community e.g. staff, pupils, friends			
Check pupil records			
Confirmed pupil is not attending current school shown on SAM			
Checked with siblings' schools			
Visit to last known address by PCSO or School			
Enquiries to neighbours			
Written to parent informing of referral as CME			
Leaving City Form completed and attached if relevant			

SECTION 2

Absence Days 10			
	Date of Contact	Outcome	Name and Designation
Letter notifying of removal from roll if no further contact (20 day letter)			
Send completed CME form to AO/CMEO			

CTF Uploaded			
CTF uploaded onto S2S Website	Date	Destination = Independent School/Scotland Code: MMMMMMMM	Destination = Unknown Code: XXXXXXXX

*After all enquiries by the school **and** the LA have been exhausted; removal from the school roll **MUST** be discussed and agreed with the allocated LA Attendance Officer/CME Officer. Removal from roll should comply with the Education (Pupil Registration) (England) Regulations 2006.

*Pupil records **MUST** be retained by the last registered school until requested by a new education provision and archived until the pupil's 25th birthday.

Leaving City Form

PLEASE COMPLETE THIS FORM IF YOU ARE RELOCATING TO ANOTHER CITY, EMIGRATING FROM THE UK, TRAVELLING WITHIN THE UK OR RETURNING TO YOUR HOME COUNTRY.

PERSONAL DETAILS:

Parent/Carer's Full Names:
Child/rens Full Name(s) and dates of birth:
Current home address: Post Code:
Contact Numbers/Email:
Last date of attendance at current school:

NEW DETAILS:

New Address: Country:	New School details:
Contact Numbers/Email (if different):	

TRAVEL DETAILS (Traveller families only):


Expected date of return*: *Should the child/ren not return on the agreed date and no contact is made by the family your child may be removed from roll without prior warning.
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TRAVEL DETAILS (for those leaving the UK**):

Date of flight/leaving UK: Departure Airport/Port: Flight Number/Ferry Ref Number: Arrival Airport/Port: **PLEASE PROVIDE EVIDENCE OF TRAVEL ARRANGEMENTS
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I declare that I have parental responsibility for the children named above and that the information is correct. I understand that my child will be deregistered from the school at the end of the last day of agreed attendance (unless I declare as a traveller a date of expected return). I understand that if I am leaving the city and then return to the Peterborough Local Authority area I will have to reapply for a school place.

Name of person signing: Signature.....

 <p>Peterborough City Council is registered under the Data Protection Act for the purposes of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight form to prevent and detect fraud. We may also be obliged by law to share this information with other organisations which handle public funds. Further information relating to your rights under the Data Protection Act can be sent to you on request.</p>
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*(Parent's name
and
last known address)*

Date

Dear *(Parent Name)*

Reference: *Child(ren's) Name(s) and date(s) of birth*

I am writing to inform you that (name) will be deleted from our Admissions register under Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should they fail to return to school by the time that registration ends on *(20 school days from the date of this letter)*.

The school is permitted to take this action if your child(ren) have not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 school days and

- (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;
- (iii) both the proprietor of the school and the local authority have failed after reasonable enquiry, to ascertain where the pupil(s) is/are.

In line with our safeguarding procedures, all details will be sent to the Children Missing Education Tracking Officer at Peterborough City Council for further investigation.

Should you return to Peterborough you will need to make a formal application to Peterborough City Council, School Admissions for another school place for <child's name>.

If you disagree with the above action or wish to discuss, please do not hesitate to contact us as a matter of urgency.

Yours sincerely

Headteacher
Copy to: Attendance Officer

School Numbers and movement of pupils

Our Admission Manager will update the LA admissions team on a weekly basis with the following information

School numbers per year group

School: Queen Katharine Academy		
Date:		
Year Group	Current Number in Year Group	PAN
Year 7		300
Year 8		270
Year 9		270
Year 10		270
Year 11		270
Year 12		As agreed by LSC
Year 13/14		As agreed by LSC

() = Dual Reg, students

New starters

School: Queen Katharine Academy						
Date:						
	Name		DOB	Address	Contact Number	Start date

Leavers

School: Queen Katharine Academy			
Date:			
Name	Year	Contact Number	Destination

Our Admissions Manager completes a weekly log of all our leavers who are taken off roll (including CMEs) and sends it to LA via The Box system.

SCHOOL: Queen Katharine Academy					
DATE: Week Ending					
Full Name of pupil	Gender	Date of Birth	Address, inc postcode	UPN	Destination (please do not state 'unknown')

Our Admissions Manager completes a weekly log of new starters which is then placed on the LA system TRIBAL