

# **Children Missing Education Policy and Procedure**

**March 2021-22**



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## 1 Introduction

All children, regardless of their circumstances, are entitled to an efficient, full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.

This policy and procedure document sets out key principles that enable the London Borough of Camden to adhere to the Department for Education (DfE) Children Missing Education (CME) guidance in identifying children who are not registered pupils at a school and are not receiving suitable education otherwise.

At the London Borough of Camden, the CME work is undertaken by the School Inclusion Team (SIT). There is a named CME Officer as per the DfE guidance, that is placed within this team.

This policy is in line with the CME DfE statutory guidance (September 2016) <https://www.gov.uk/government/publications/children-missing-education>

This duty only relates to children of compulsory school age (5-16).<sup>1</sup>

Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This guidance does not replace any Child Protection procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

## 2 Children Missing Education (CME) Definition

CME are children of compulsory school age who are not:

- registered pupils at a school
- receiving suitable education otherwise than at a school

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment or training) later in life.

## 3 Children at particular risk of missing education

There are many circumstances where a child may become CME, therefore it is vital that each CME case is judged on its own merit. Although not exhaustive, the list below presents some of the circumstances where children are at particular risk of missing education:

- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT) families
- Children of Service Personnel
- Missing children and runaways
- Children and young people supervised by the Youth Justice System
- Children who cease to attend a school

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<sup>1</sup> A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

- Children of new migrant families
- New arrivals in the borough, either from another Local Authority (LA) or from abroad
- Failure to start appropriate provision and never enter the system
- Stopped attending, due to illegal exclusion or withdrawal by parents/carers
- Failure to complete a transition between schools
- Children experiencing mental health problems/ Medical Needs
- Children at risk of a forced marriage
- Children at risk of Female Genital Mutilation (FGM)
- Children experiencing abuse and neglect
- Unaccompanied asylum seekers
- Looked after Children (LAC)
- Young Carers

## 4 Roles and responsibilities

### 4.1 Local Authorities

LAs have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise.

The LA should consult the parents of the child when establishing whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision (AP). Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving a suitable education.

LAs should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. As stated in the Introduction, this role is fulfilled by the School Inclusion and Children Missing Education Officer within SIT.

Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex problems face tougher obstacles to getting back into suitable education. When developing policies and procedures for children not receiving a suitable education, LAs should consider the reasons why children go missing from education and the circumstances that can lead to this happening.

LAs should have in place arrangements for joint working and information sharing with other LAs and agencies. Individual LAs can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children.

Where there is concern for a child's welfare, the LA's safeguarding procedures should be followed. If there is reason to suspect a crime has been committed, the police should also be involved. **Where there is a concern that a child's safety or well-being is at risk, there is an obligation to take immediate action.**

## 4.2 Parents

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school, unless they are subject to a [School Attendance Order](#)

Further information regarding School Attendance Orders can be found on the link below <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

## 4.3 Schools

[DfE Statutory Guidance](#) states that “**All schools** (including academies and independent schools) must notify their local authority when they are **about** to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations. This duty does not apply when a pupil’s name is removed from the admission register at standard transition points”

*“All schools must also notify the local authority **within five days** of adding a pupil’s name to the admission register at a non-standard transition point”*

*“Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register”*

[The London Borough of Camden Admissions Team](#) requests return by all Camden schools which notify the LA of children that have been added or removed from the school register. Please see “Statutory On/Off Roll Information and Request for Secondary School Vacancy” form (Appendix 1), “Statutory On/Off Roll Information and Request for Primary School Vacancy” form (Appendix 2) and “Statutory On/Off Roll Information for Independent Schools” form (Appendix 3).

It is the responsibility of the home school to confirm with the destination school that the child is on their roll. The home school must only remove the child’s name from the admissions register once the child has been added onto the destinations school register.

CME notifications do not apply for children who have left the country, unless the school has reason to believe this may not be the case.

If a child is absent from school and their whereabouts is unknown, their name must only be removed from the school admission register once the school and Camden Pupil Attendance Service (PAS) have failed, after **jointly** making reasonable checks, to establish the whereabouts of the child. Schools must notify the CME team of any such cases immediately, by completing and returning the CME notification form.

## 4.4 School Inclusion and Children Missing Education Officer

As recommended in the DfE CME Statutory Guidance, the London Borough of Camden has a named Local Authority CME Officer who is placed within SIT. The named CME Officers responsibilities include:

- Receiving all CME notifications
- Maintaining a register of all children reported as missing from education
- Tracking children until they are placed into suitable education (Appendix 4)

## 5 Notification Sources

Established CME notification routes in the borough include:

- CME notification form - which captures the core information about a child who is residing in the LA. (Appendix 5)
- Direct notifications from parents/family members
- Weekly Out of School report from the in-house database – identifies children that key stakeholders in the authority have marked as CME
- Camden Admissions “Request for Secondary School Vacancy and On/Off Roll Information” form, “Request for Primary School Vacancy and On/Off Roll Information” form and “Request for Independent School On/Off Roll Information” form
- DfE S2S Database/ Lost Pupil Database

## 6 Tracking Processes

CME tracking processes include:

- A CME register with core information of children who are not currently in suitable education, including the monitoring of children with an EHCP \*  
*\*Camden’s SEN service leads on monitoring and placing children with an EHCP*
- A live report of CME which includes a RAG rating system for known vulnerabilities and length of time out of education
- Weekly returns from Camden schools giving details of children who have been added and deleted from the school register
- Regular contact with families until the CME is in receipt of education
- Where there is evidence to suggest that the child has moved to a different LA, the named CME Officer in the destination LA will be notified. SIT will maintain a record of the child’s details until receipt of notification is confirmed
- A process with agreed timeframes for untraceable CME (Appendix 6)

Most CME will reintegrate back into mainstream education. For those unable to be placed through the usual In Year Admissions process, the following routes are available:

- Fair Access Panel
- Primary Inclusion Forum
- Medical Needs Panel
- Camden Centre for Learning Referral Panel
- Camden Pathways (Alternative Provision)

## 7 Key stakeholders and agencies (statutory and non-statutory)

In line with the DfE CME guidance, there is a requirement that the following stakeholders share information about CME:

### Camden Services

- Housing Department
- Schools/School Admissions
- MASH (Multi Agency Safeguarding Hub)
- Early Help
- SEND
- Elective Home Education (EHE)
- Pupil Attendance Service (PAS)
- Youth Offending Service (YOS)

### Other

- Parents/Carers/Family Members/Friends
- Schools
- Local Authorities
- General Practitioners/Medical professionals
- Specialist Agencies/Charities

## 8 Enquiry Systems

To assist with the tracing of a CME, SIT has access to the following:

- Impulse In-House Database
- Camden Resident Index
- MASH (on written request)
- Housing information (on written request)
- Council Tax information (on written request)
- Youth Offending Service (YOS) (on written request)
- Health/NHS Spine Database (on written request)
- DfE Get Information about Pupils (GIAP) database

## 9 DfE S2S Database/ Lost Pupil Database

[The DfE School to School](#) (S2S) database is a secure way to electronically transfer the common transfer file (CTF) to any other maintained school.

S2S contains a lost pupils report of pupils who either move outside the English maintained system or leave a school without providing information about their new school. This database gives the functionality for local authorities to search for information on pupils arriving into their local authorities for whom no CTF has been received.

The School Inclusion and Children Missing Education Officer regularly accesses this database to check and follow up on CTF transfers that are pending.

## **10 Untraceable CME**

Most CME are located and placed in educational provision. For those that remain untraceable, reasonable checks are carried out in a timely manner and recorded on the LA database (Impulse). Case closures are agreed with line managers.

## **11 CME Promotion**

In line with the DfE CME Statutory Guidance, SIT regularly raises awareness to promote their CME policies, procedures and notification routes to key stakeholders and agencies. In addition, the named officer promotes CME practice and procedures at the Camden Annual Attendance Conference.

The School Inclusion and Children Missing Education Officer attends the London CME Network meetings to reflect on current issues and share best practice.

## **12 Children who remain out of education**

SIT aims to reintegrate CME into suitable education within 8 weeks. However, on the rare occasion where there are no vacancies in Camden schools, CME may be referred to the Fair Access Panel (FAP) for secondary aged children or Primary Inclusion Forum (PIF) for primary aged children. The panel would make a collective decision on naming a suitable school for the child.

## **13 Safeguarding**

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of every individual to ensure that children are re-engaged back into education provision as a matter of priority. Processes include:

- Effective information sharing between parents, schools and local authorities
- Cross checking CME cases with MASH
- Uploading of a weekly report of CME onto a secure database for MASH to cross check
- An immediate referral to MASH ([or police if necessary](#)) if any known or new safeguarding concerns arise

**Statutory On/Off Roll Information and Request for Secondary School Vacancy**  
**(This form must include details of children residing in ANY borough)**



Please complete the following: Name of your School:  
Date:

Vacancy table below and other tables, if relevant

Please return the form by email to the [Admissions Team](#)

**VACANCY INFORMATION**

Year Group	PAN	Number on roll today	Do you have a waiting list for this year group?	Any other relevant information
7				
8				
9				
10				
11				

Pupils who have been added on school roll at a non-standard transition point. **Please return this information within 5 days of adding the pupil on the register**

First Name	Surname	DOB	Year	Parent/Carer name, address and contact details with whom the child will be living with	Date on roll

Pupils removed from school roll at a non-standard transition point. Please return this information no later than the time at which the pupil's name is removed from the register

First Name	Surname	DOB	Year	Date taken off roll	Please state under which grounds of <i>regulation 8 of the Education (Pupil Registration England) Regulations 2006</i> that the pupil is being removed from the school roll <i>Please copy and paste the cells if adding more children below</i>	If on roll at another school, please provide the name and address of the destination school together with the on-roll date.  <i>Note: Pupils must not be removed from roll until the destination school has confirmed pupil has been added on their school roll</i>	Parent/Carer name, address and contact details with whom the child will be living with
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		

For any CME removed from roll above and/or for pupils who have applied for a place at your school (on the waiting list) and are currently not on roll at any school/receiving suitable education, please complete and return the CME Notification form immediately to [Sona Ruparell](#)

New regulations have come into force on 1 September 2016. The Regulations amend the 2006 Regulations and includes

- The insertion of a new paragraph requiring that a school's admission register must include any new address at which a pupil will be living and any new school which a pupil will be attending, when the school has been given notice of this information by a parent of the pupil (*regulation 3*).
- Extending the duty to make a return to the local authority with information in relation to a pupil whose name has been deleted from the school's register (*regulation 5*). It is now a legal requirement for all schools to report all children on and off roll.
- **All schools** (including academies and independent schools) must notify their local authority when they are *about* to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations<sup>1</sup>. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school.

DfE CME Guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

**Statutory On/Off Roll Information and Request for Primary School Vacancy**  
**(This form must include details of children residing in ANY borough)**



Please complete the following: Name of your School:  
Date:

Vacancy table below and other tables, if relevant

Please return the form by email to the [Admissions Team](#)

**VACANCY INFORMATION**

Year Group	PAN	Number on roll today	Do you have a waiting list for this year group?	Any other relevant information
Reception				
1				
2				
3				
4				
5				
6				

Pupils who have been added on school roll at a non-standard transition point. **Please return this information within 5 days of placing the pupil on the register**

First Name	Surname	DOB	Year	Parent/Carer name, address and contact details with whom the child will be living with	Date on roll

Pupils removed from school roll at a non-standard transition point. Please return this information no later than the time at which the pupil's name is removed from the register

First Name	Surname	DOB	Year	Date taken off roll	Please state under which grounds of <i>regulation 8 of the Education (Pupil Registration England) Regulations 2006</i> that the pupil is being removed from the school roll <i>Please copy and paste the cells if adding more children below</i>	If on roll at another school, please provide the name and address of the destination school together with the on-roll date.  <i>Note: Pupils must not be removed from roll until the destination school has confirmed pupil has been added on their school roll</i>	Parent/Carer name, address and contact details with whom the pupil will be living with
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		

For any CME removed from roll above and/or for pupils who have applied for a place at your school (on the waiting list) and are currently not on roll at any school/receiving suitable education, please complete and return the CME Notification form immediately to [Sona Ruparell](#)

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DfE CME Guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

**Statutory On/Off Roll Information for Independent Schools**  
**(This form must include details of children residing in ANY borough)**

Please complete the following: Name of your School:  
Date:

**Please return the form by email to the [Admissions Team](#)**

Pupils who have been added on school roll at a non-standard transition point. **Please return this information within 5 days of placing the pupil on the register**

First Name	Surname	DOB	Year	Parent/Carer name, address and contact details with whom the child will be living with	Date on roll

Pupils removed from school roll at a non-standard transition point. **Please return this information no later than the time at which the pupil's name is removed from the register**

First Name	Surname	DOB	Year	Date taken off roll	Please state under which grounds of <i>regulation 8 of the Education (Pupil Registration England) Regulations 2006</i> that the pupil is being removed from the school roll <i>Please copy and paste the cells if adding more children below</i>	If on roll at another school, please provide the name and address of the destination school together with the on-roll date.  <i>Note: Pupils must not be removed from roll until the destination school has confirmed pupil has been added on their school roll</i>	Parent/Carer name, address and contact details with whom the pupil will be living with
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		
					Choose an item.		

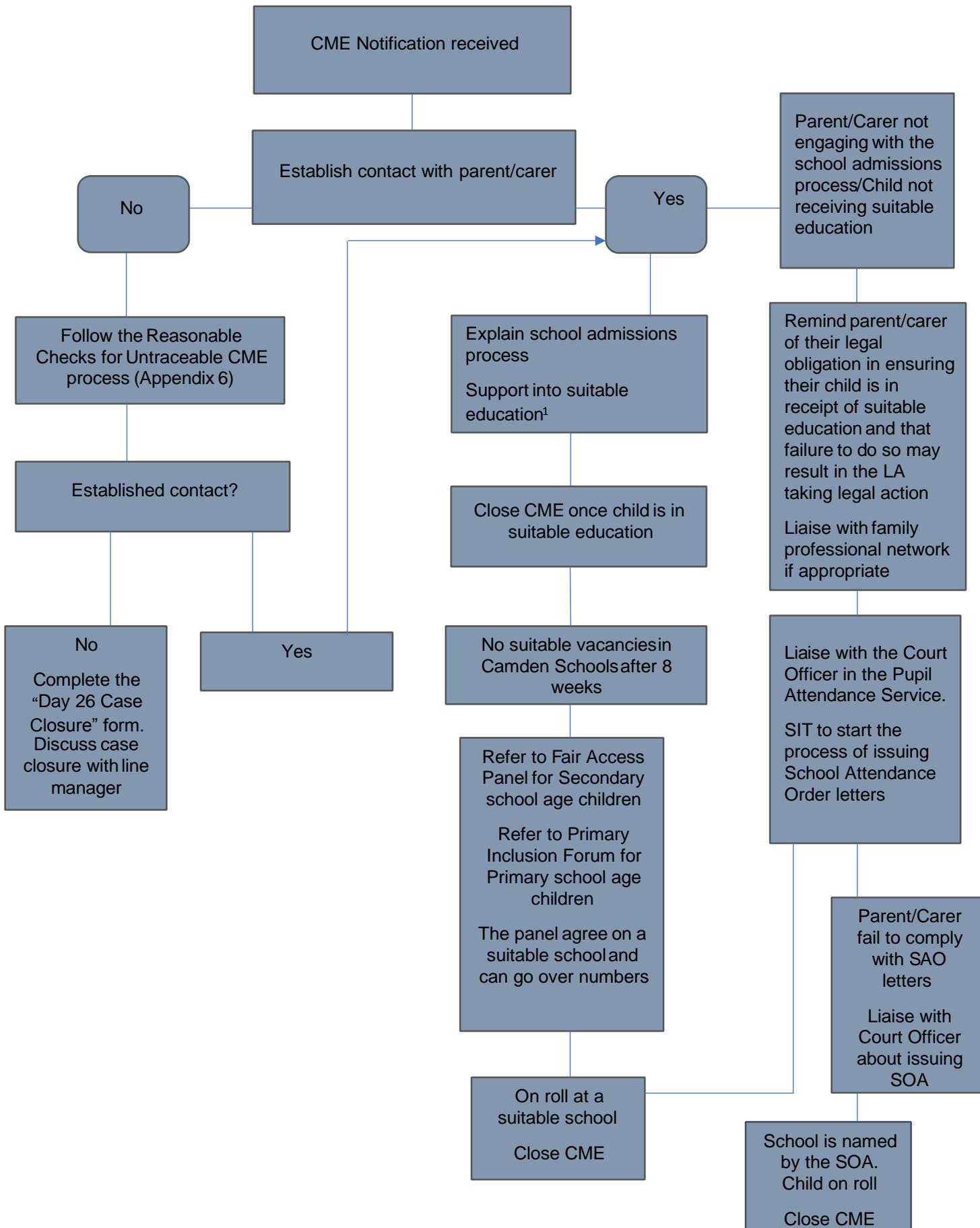
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DfE CME Guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

### Children Missing Education (CME) Flowchart



<sup>1</sup> Suitable education is defined in law as education which is suitable to the child’s age, ability and special needs.

**Children Missing Education (CME) Notification Form**  
 School Inclusion - Supporting People - London Borough of Camden

This form outlines information required in order to make a CME notification. Please note the information on this form is collected to ensure children can be identified and supported back into education.

**Children Missing Education (CME) Definition**

CME are children of compulsory school (5-16) age who are not:

- i. registered pupils at a school
- ii. receiving suitable education otherwise than at a school

DfE CME Guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

For children with attendance concerns, please contact [Camden Pupil Attendance Service \(PAS\)](#) on 020 7974 1653

Please return the completed form to: [Sona Ruparell](#) School Inclusion and Children Missing Education Officer (020 7974 4596)

**Notifier details**

<b>Date:</b> Click or tap to enter a date.	<b>Name:</b>	<b>Position:</b>
<b>School/Service:</b>	<b>Address:</b>	
<b>Contact number:</b>	<b>Email:</b>	

**Parent/Carer details with whom the child/ren live**

<b>Parent/Carer name(s):</b>	<b>Full address:</b>	
<b>Relationship:</b>	<b>Post Code:</b>	
<b>Contact numbers:</b>		
<b>Email:</b>	<b>Translator required</b> <input type="checkbox"/> <b>Language:</b>	

**Please complete the information below for CME children only**

Full Name	DOB	Gender	Unique Pupil Number (if known)	Ethnicity (if known)	Name of school (if on school admissions register)	CME grounds for removing from the admissions register Regulation 8(1) <sup>2</sup> <i>*Please provide detailed explanation below</i>	EHC Plan	LAC
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>

*If not on a school roll, please provide the name and address of the previous school for each child (if known):*

**Please click if applicable**

<b>Social Care/Early Help Involvement</b> <input type="checkbox"/>	<b>CAMHS</b> <input type="checkbox"/>	<b>YOS</b> <input type="checkbox"/>	<b>Asylum Seeker</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
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**Please provide further Information**

*\*Please include information of EHCP/LAC if ticked above*

Service	Lead Professional Name	Email and contact number	Supporting: whole family/child (Please state child's name)

<sup>2</sup> Regulation 8 (1) of the Education (Pupil Registration) (England) Regulations 2006

**Please provide detailed explanation for the CME notification**

If removing from the school admissions register using ground B or C (unable to trace) then please provide additional information below

Date of last attendance:

Date of last contact with parent/carer:

List of reasonable checks undertaken by the school and Pupil Attendance Service:

**Additional information**

*Emergency contact details, sibling details, any other relevant information*

*The below steps are based on school days.*

### Day 1

- CME notification received. Ensure core information has been provided, including contact details. Open case on CME register/Impulse

### Day 1-3

- Establish contact with parent/carer by contact numbers/email

### If unable to establish contact, start reasonable checks below

#### Day 5-15

- Send 1st formal CME letter via first class post
- Start checks – MASH, Camden Resident Index, Housing, Council Tax, Youth Offending Service and Health/NHS Spine Database
- 1<sup>st</sup> home visit (if necessary, at this point). Post calling card if no answer

#### Day 16-25

- Send 2<sup>nd</sup> formal CME letter via recorded delivery post
- Carry out PAN London check by emailing all London Authorities
- 2<sup>nd</sup> home visit. Post calling card if no answer
- Check DfE Get Information about Pupils (GIAP) database

#### Day 26

- Complete “Day 26 Untraceable CME Case Closure” form
- Decision on case closure should be made with the Line Manager

If case is closed, then inform the notifier of steps we have taken. Ask them to inform CME team if the child comes to their attention again

<b>Points to note at each step of the process</b>
<i>If any safeguarding issues are raised during the tracing process, then refer to MASH with immediate effect</i>
<i>During each step of the tracing processes, carry on trying to establish contact with parent via contact numbers/email</i>
<i>If contact is established, then move onto CME process of supporting the parent/carer source a school place</i>
<i>Impulse database must be updated to reflect each step above. Correspondence must be attached</i>