

**PEOPLE DIRECTORATE:
CHILDREN, ADULTS & FAMILIES**

Please note this is a controlled procedure. Any procedure appearing in paper format is uncontrolled and must be checked against the SharePoint version prior to use.

**PROCEDURE FOR CHILDREN MISSING EDUCATION
(REFERENCE:)**

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

**Issue: July 2012 Revision: 1 (August 13)
2 (September 14)**

AMENDMENTS (SINCE ISSUED)

Section Number	Brief Description	Date	Issue	Revision	Approved By
	Brief amendment to text	15.08.13	1	1	Cath Pealing
	Amendments to off roll flowchart and CME checklist	15.08.13	1	1	Cath Pealing
	Brief amendment to flowcharts and CME checklist	04.09.14	1	2	Cath Pealing

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:

- 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. One week prior to each CME meeting, the CME list from ONEV4 will be uploaded to 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 education
- 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, it also includes 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

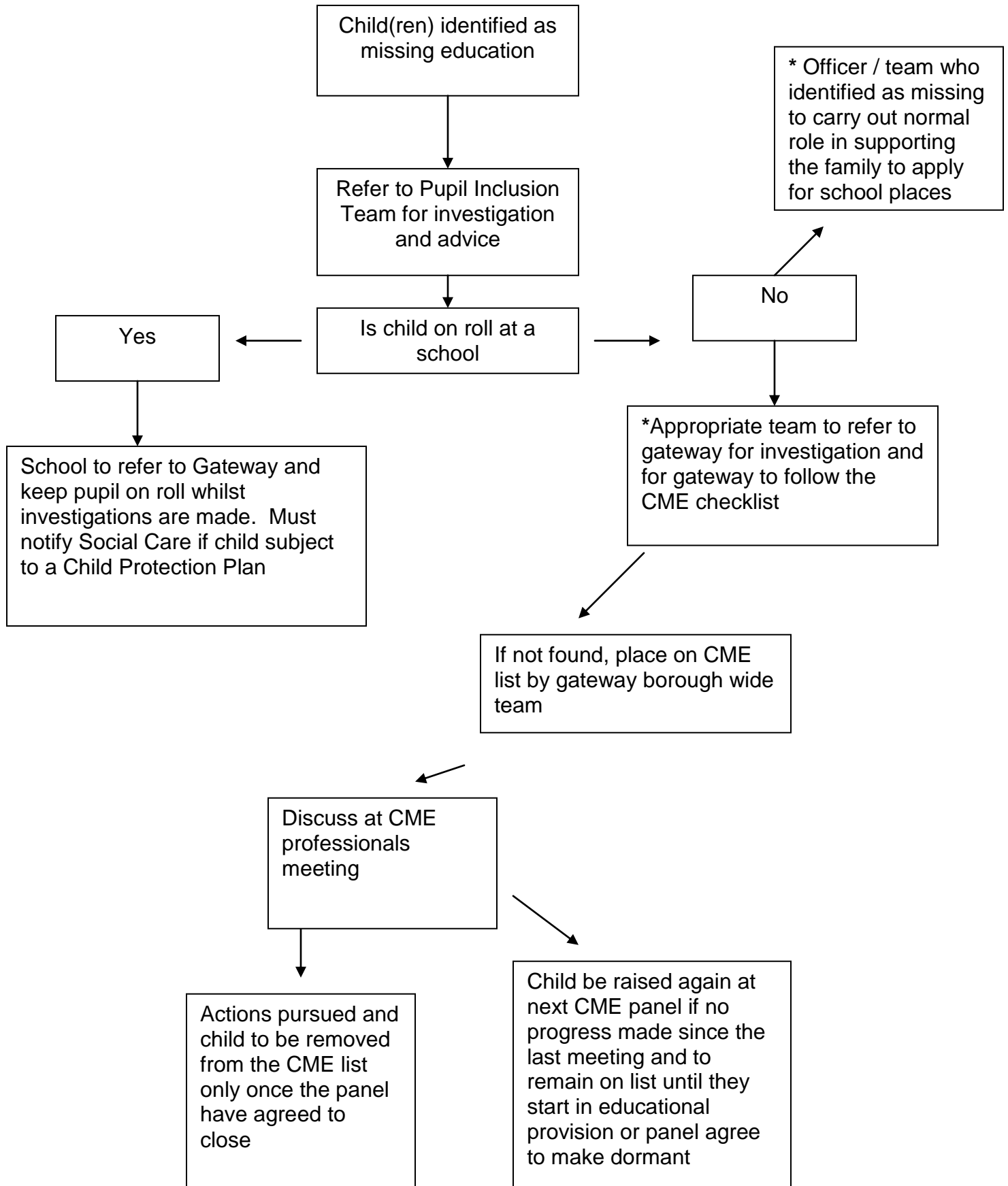
Those children that are new to the area and require a school place

Children Looked After placed in or out of Borough with no suitable educational placement

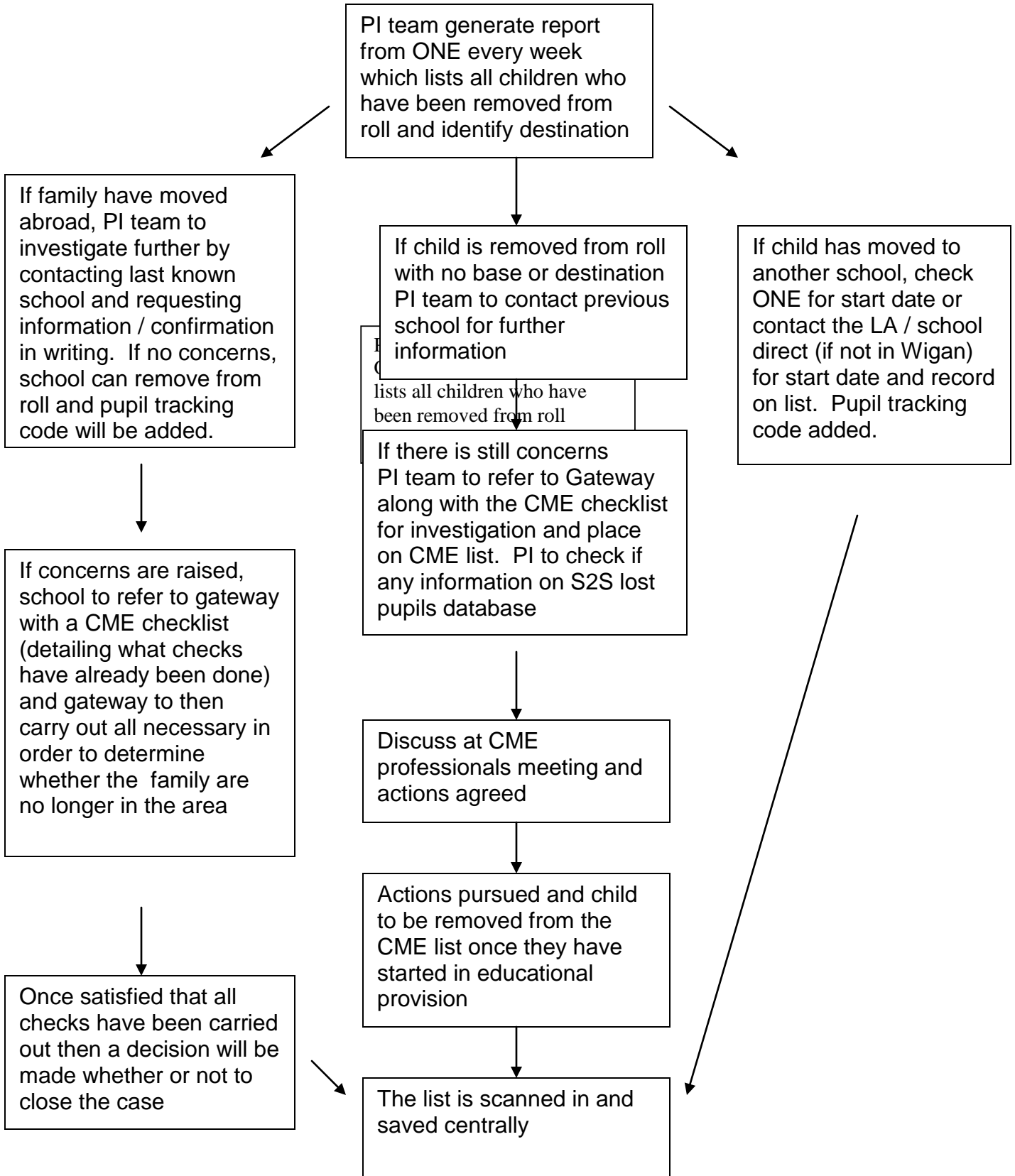
The following flowcharts have been devised to explain:

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

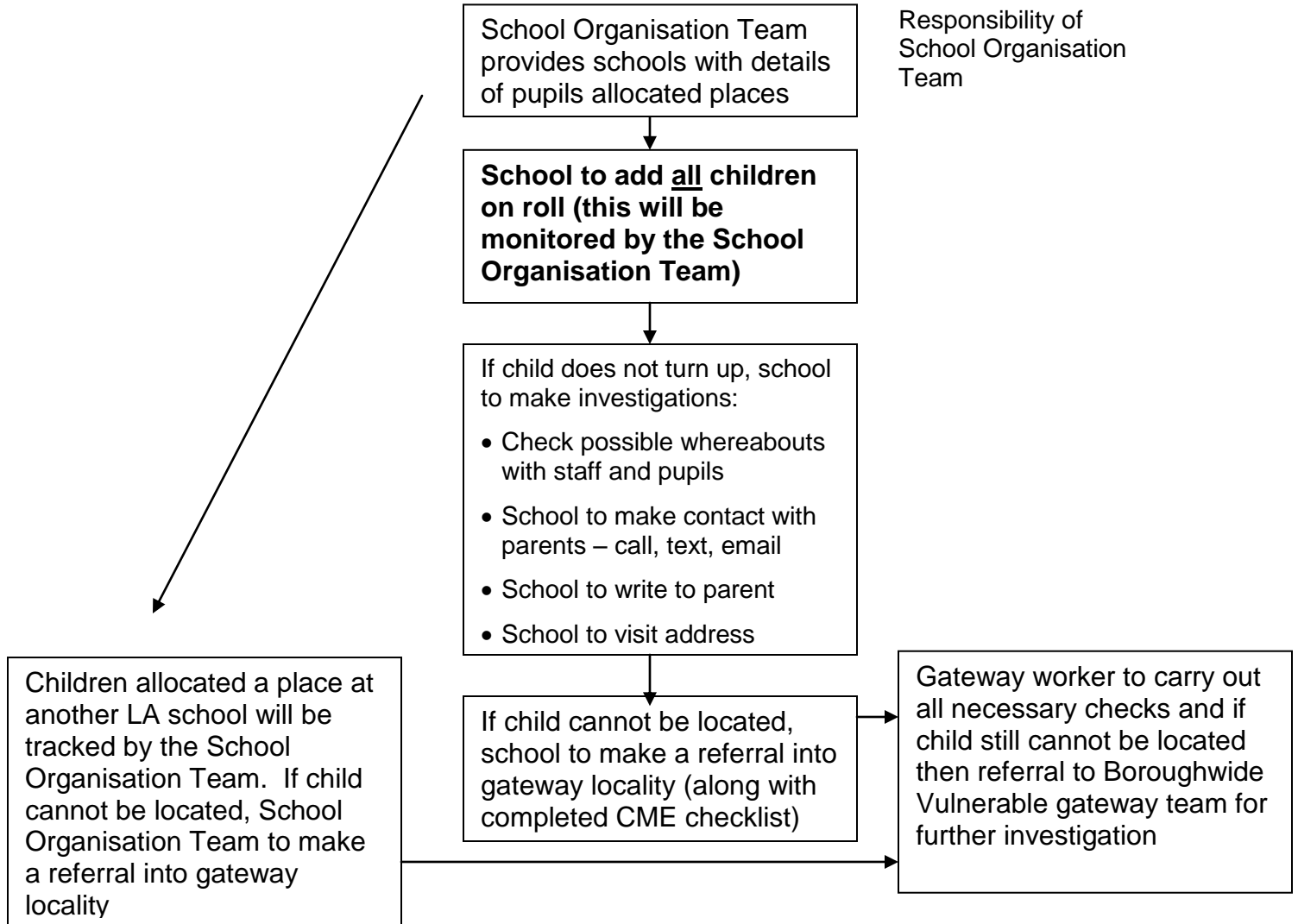
PROCEDURE FOR CHILDREN MISSING EDUCATION



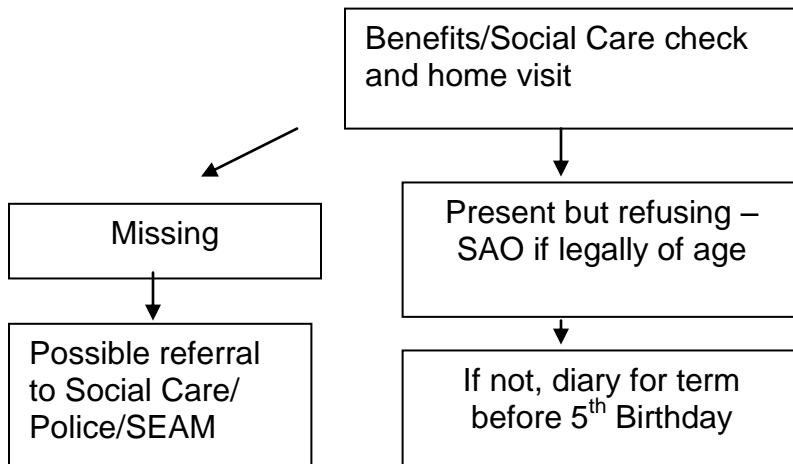
PROCEDURE FOR OFF ROLL CHECKS



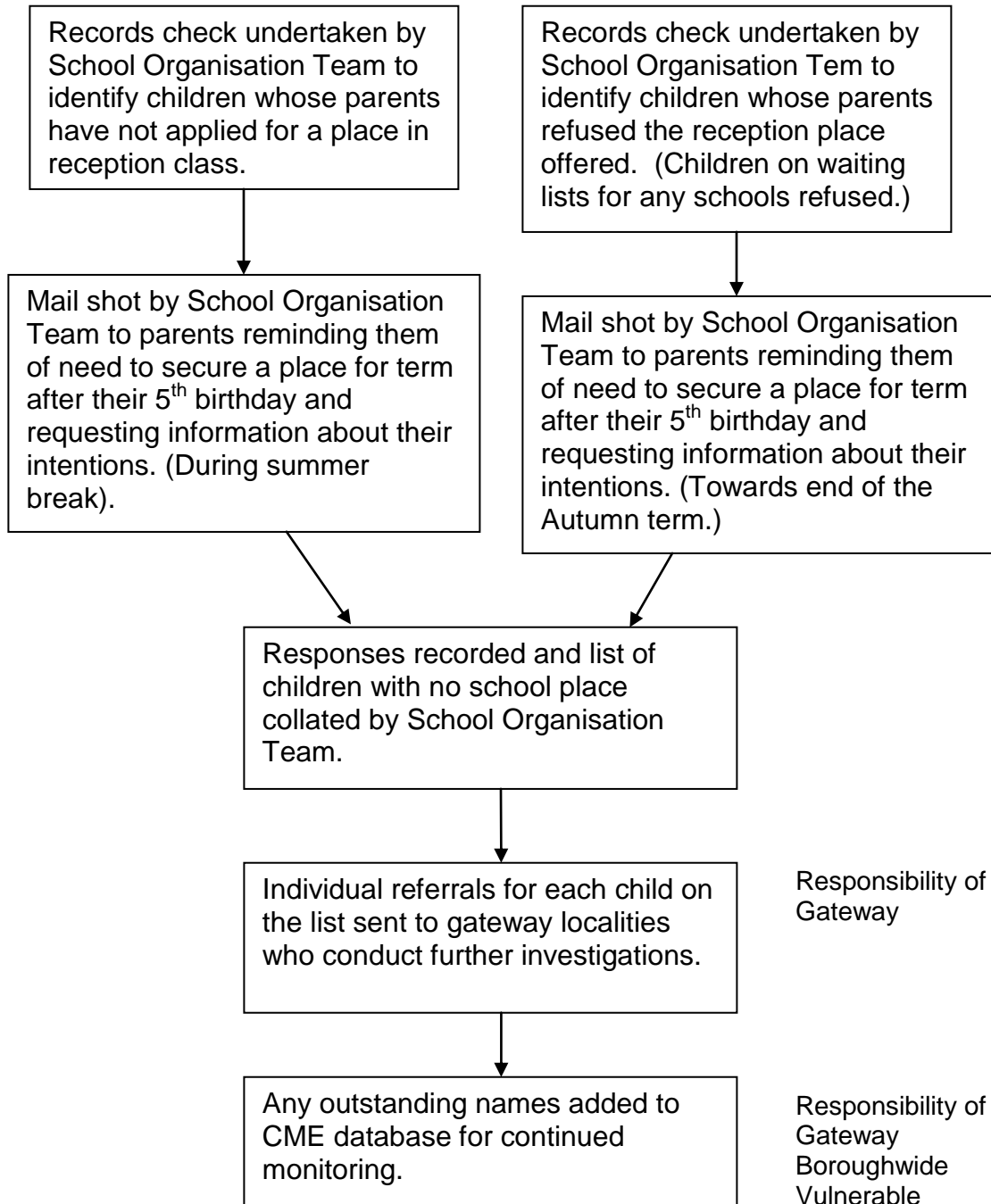
IF A CHILD DOES NOT APPEAR IN RECEPTION CLASS



Boroughwide Work to be completed and to be considered as CME.
Locality Link to be informed of progress throughout investigation



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 gateway locality

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

Gateway worker to carry out all necessary checks and if child still cannot be located then referral to Boroughwide Vulnerable gateway team for further investigation

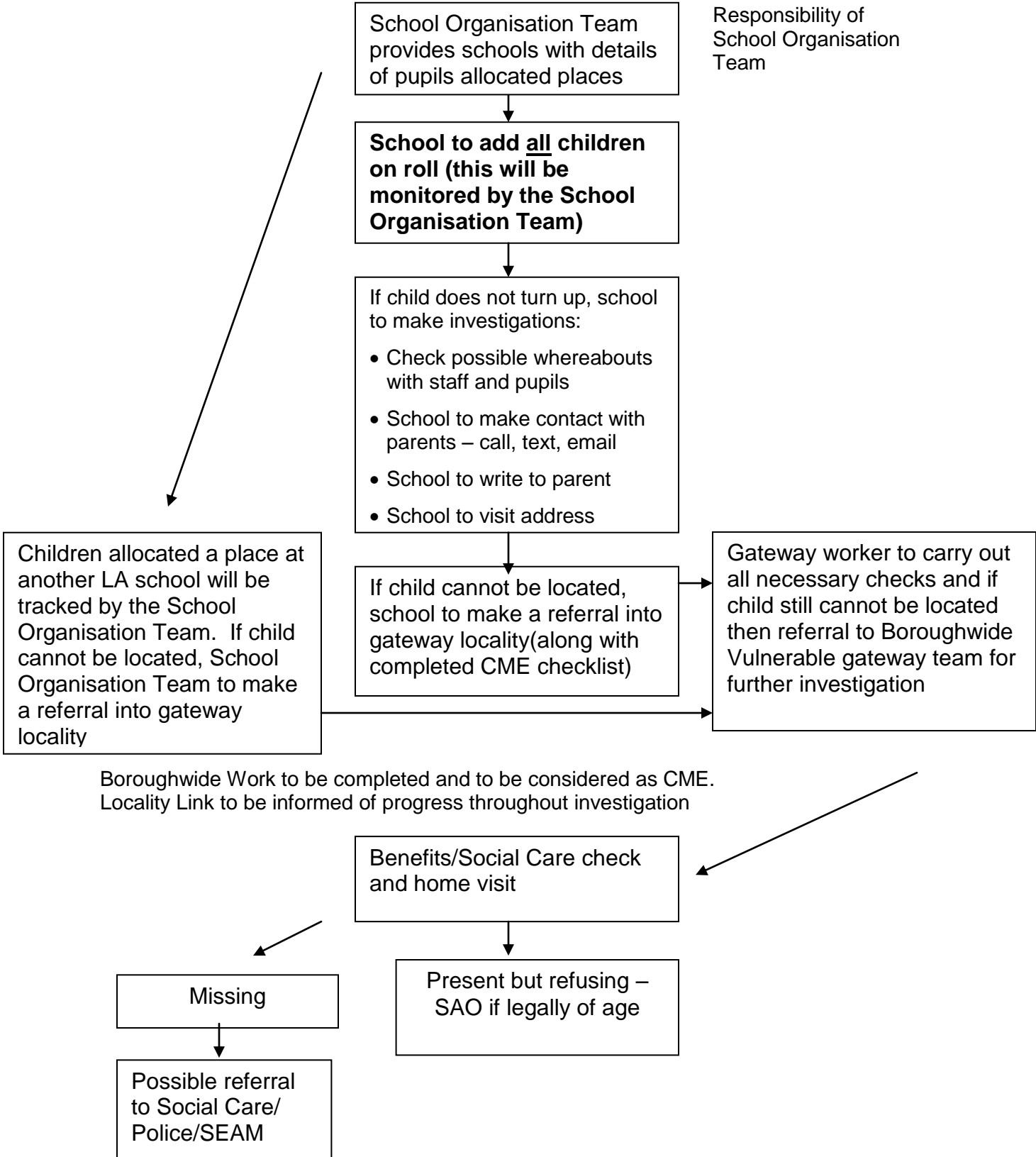
Boroughwide Work to be completed and to be considered as CME.
Locality Link to be informed of progress throughout investigation

Benefits/Social Care check and home visit

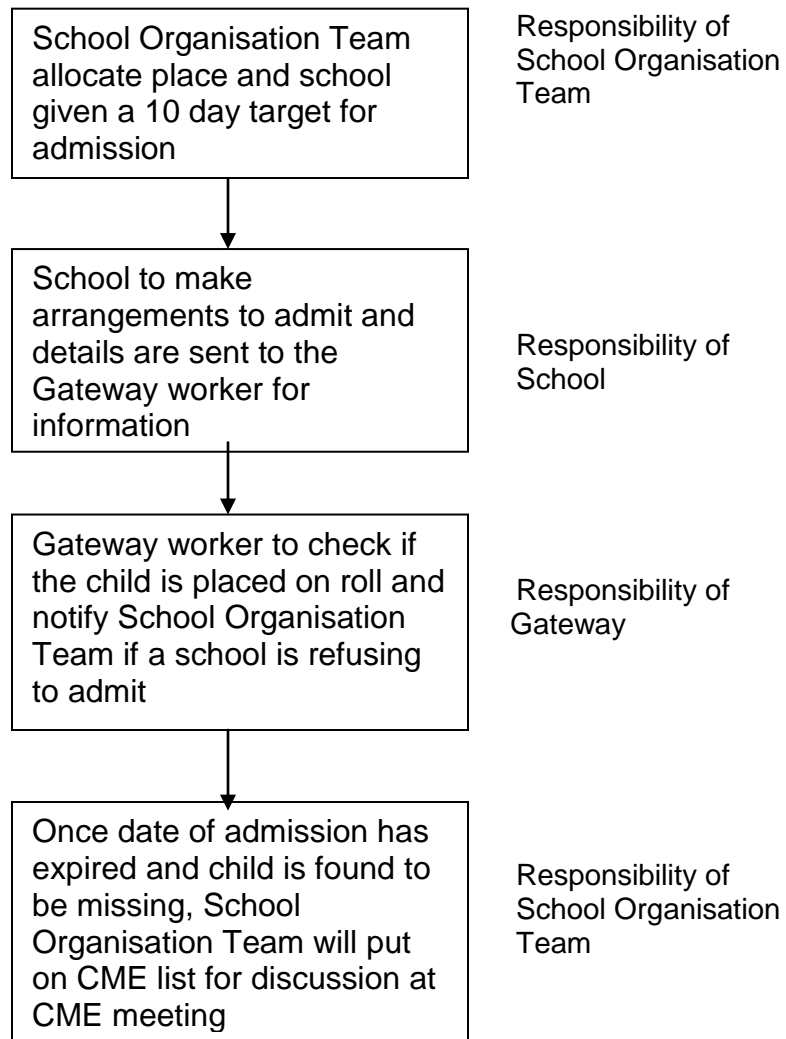
Missing

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 gateway locality 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 gateway 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 gateway locality where a child fails to take up a school place.



CHILDREN MISSING EDUCATION CHECKLIST

At any point if you feel a child's is at risk of harm, human trafficking or sexual exploitation refer immediately to social care.

If you are concerned that a pupil has ceased to attend without providing a valid explanation please complete the checklist below.

During the first two weeks of absence (reason unknown), it is expected that the school will complete Section 1. If, having completed the checklist the child's whereabouts remains unknown, please make a referral to the Gateway Service who will carry out further investigation (Section 2). **It is important that this checklist is sent along with the gateway referral so that the worker assigned to the case can see what action has already been taken to locate the child(ren).**

Name:	DOB:
Address	
Previous Address	
School:	
Contact names and numbers	
Date referral made to Gateway Service	

Section 1

<u>SCHOOL'S RESPONSIBILITY</u>	Date(s) Time	Comments	Initial
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)			
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Section 2

<u>GATEWAY LOCALITY'S RESPONSIBILITY (OR EMAS IF CHILD IS KNOWN)</u>	Date(s) Time	Comments	Initial
6. Gateway to make contact with the referrer.			
7. Check with Housing Department and/or Housing Association/ Estate Agent by phone or letter			
8. Contact Social Care Central Duty (01942 828300)			
9. Check relevant agencies with known involvement, e.g. Probation, Police (PPIU wigan.ppiu@gmp.pnn.police.uk), GP, YOT Health Visitor etc.			
<u>GATEWAY VULNERABLE TEAM'S RESPONSIBILITY (CME) (OR EMAS IF CHILD IS KNOWN)</u>			
10. Send information/ request form to any authority where the child may have gone (refer to CME contact list) and request that the new LA confirm contact with the child			
11. Check with local Council Tax Department and Housing Benefit.			
12. Make SEAM and MARAC check via Gateway Vulnerable Groups Team			
13. Check with UKBA (use enquiry form)			
14. If suspected human trafficking, contact traffickingandslavery@gmp.police.uk			
15. Check with DWP			

16. Contact Pupil Inclusion for message to be sent via S2S lost pupils database.			
17. Summary of Actions:-			
18. All data including contacts, referrals etc to be uploaded to student folder on AGMA			
19. Quality Assurance Check (to be signed by Manager)		Manager's Signature:-	
20. To be taken to the next CME panel and for a decision to be made, either to close or make dormant.			