

Children Missing Education

Policy and Procedures for when children go missing from school.

Guidance and supporting information for schools, Academies, Free Schools and partner agencies with Peterborough City Council

Leaving City form: <https://forms.peterborough.gov.uk/356865>

CME referral form: <https://forms.peterborough.gov.uk/356866>

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INTRODUCTION

Peterborough City Council is committed to ensuring all children, regardless of their circumstances, are entitled to a good education which will help them build their own futures. Parents/carers have a duty to ensure children are receiving a suitable education.

This guidance outlines Peterborough City Councils expectation for all schools (maintained schools, academies, free schools, independent schools and any DfE registered education provision) to comply with their statutory responsibilities. Schools also need to be familiar with other related DfE guidance documents, including:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

This guidance is not exhaustive, and schools need to refer to the DfE guidance documents and the amended Regulations before removing a pupil from roll. The register is the legal responsibility of the proprietor of the school and failure to comply with any pupil registration regulatory requirements is an offence under s434 of the Education Act 1996. In complex cases schools are encouraged to seek legal advice.

THE LEGAL FRAMEWORK

This statutory guidance sets out key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to identify, as far as it is possible to do so, children missing education (CME). The guidance also refers to Education (Pupil Registration) (England) Regulations 2006 (**Amended 2016**)

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that all children are safeguarded and do not “slip through the net” and become missing.

The policy does not replace any part of the existing Child Protection or Safeguarding procedures that already exist within PCC. All existing procedures and reporting, referral and recording mechanisms in relation to child protection must always be followed

If, at any time in the procedures detailed in this document, a child is at risk of harm, the person with the concerns **must** make an **immediate** referral to Children’s Social Care in line with Peterborough Safeguarding Procedures.

These can be found at:

<https://www.peterborough.gov.uk/healthcare/safeguarding-children/worried-about-a-child>

DEFINITION - CHILDREN MISSING EDUCATION (CME)

The Definition of Children Missing Education (CME) are children of compulsory school age, who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. To avoid children becoming CME it is important that they are being placed on and off a school roll as per Department for Education (DfE) guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

A child is classed as CME if;

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

This might be;

- a child who has arrived at 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.

Reasons why Children are Missing from Education

Children only go missing if there is no systematic process in place to identify them and ensure that they re-engage with appropriate provision.

It is acknowledged that PCC experiences high mobility amongst its population. Consequently, without an appropriate local authority response there is the potential for significant numbers of children to be at risk of becoming CME or disappearing all together from education provision and contact with professionals able to support them while ensuring they have access to universal services and remain safe.

There are several reasons why a child or young person ceases to engage with or goes missing from education. Below are some examples. This is by no means an exhaustive list.

- Failure to start appropriate provision and therefore never enter the educational system (children who leave a pre-school provider but give no destination school may be particularly difficult to locate because they are not of statutory school age);
- Ceasing to attend educational provision, for example exclusion or withdrawal from school;
- Failing to complete transition between phases of education e.g., Key Stage 1 to Key Stage 2 or entry into Secondary school;
- Being part of highly mobile families;

- Personal reasons including disengagement on the part of pupils or parents/carers.
- Having a family/carer that does not alert the local authority to the fact they are resident in Peterborough or do not know how to access education provision
- Being placed in Peterborough by other local authorities without notification e.g., temporary housing, safety move and witness protection schemes
- Parents who are offered a school which is not a preference and decline the offer of the school

In addition to the above there are groups of children/young people who are deemed to be vulnerable and therefore could be at increased risk Local authority procedures and processes should be alert to vulnerable groups such as:

- young offenders;
- children with a history of poor attendance/behaviour;
- children of homeless families living in temporary accommodation;
- young carers;
- families which are highly mobile – for example, Travellers;
- teenage parents;
- children living in women’s refuges;
- children with long-term emotional or medical problems;
- children who have been identified as at risk of sexual exploitation
- children who have a history of running away from home;
- children of asylum seekers;
- children of new immigrant families who have not yet settled into a fixed address.

ROLES AND RESPONSIBILITIES

There is a fundamental principle that all officers of the Local Authority and other partner agencies have a level of responsibility around the issue of children missing education. If anybody is aware of any child, or young person, who does not appear to be accessing education appropriately they should make a CME referral. This may result in referrals being made for children and young people already known and on a school roll. However, given concerns around the safeguarding and welfare of this group of children, this is more beneficial than not receiving notification.

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 everyone to ensure that children are re-engaged in education provision as a matter of priority. The cost of not identifying a child as CME or notifying the appropriate professionals and responding quickly can be very high.

There is a network of professionals and interested parties who can contribute to the identification of this potentially extensive group of children who might end up CME. Colleagues in agencies working with children and families should be alert to any children of statutory age (5-16) who appear to be out of education.

Responsibility of Parents

Parents have a duty to ensure that 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 at any time to do so unless they are subject to a School Attendance Order.

Where a parent wishes to elect to home educate, they should notify the school, and the school should inform the LA no later than the date on which the pupil is removed from roll.

Where the child that is to be home educated has an EHC plan, and the EHC plan names a school but the parent chooses to home educate, the local authority SAT Team must assure itself that the provision being made by the parent is suitable. In such cases, the local authority SAT team must review the plan, or statement, annually to assure itself that the provision set out in it continues to be appropriate and that the child's special education needs (SEN) continues to be met.

Responsibilities of all educational provisions

Schools and educational providers are key players in reducing the number of children missing education and enabling all partners to respond to those at risk of becoming CME. Schools safeguard children from harm and ensure they remain engaged in education provision with access to universal services and support by;

- following the regulations relating to admission and attendance registers;
- completing off roll procedures in line with guidance procedures;
- ensuring absences are promptly followed up;
- ensuring education provision is prioritised during admission arrangements;
- developing reintegration strategies following long term absence or exclusion.

From 1 September 2016, under The Education (Pupil Registration (England) (Amendment)) Regulations 2016, all schools, including independents, are required to:

- Inform their LA when they are about to delete a pupil's name from the admission register under all fifteen grounds:

The Local Authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO conflated two of the fifteen grounds) - A pupil who is subject to a School Attendance Order (SAO) must not be removed from roll unless the Local Authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

The pupil has been registered at another school (no dual-roll agreement)

A pupil who becomes registered at a new school can be removed from the roll of the previous school from the last date of attendance.

The pupil must not be deleted from roll **until the new school placement and date of registration and enrolment have been confirmed**

The pupil is on dual roll and ceases to attend one of the schools

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school agrees. This does not include pupils attending full time at Pupil Referral Units, who should remain on the roll of the school and be marked as 'D' – dual registered.)

The parent(s) have elected to home-educate (EHE) Parents have a right to withdraw their child from a school to take responsibility for the education of their child. The child must not be removed from the school roll until the parent has given written notification or verbal communication of their decision to educate the child at home.

The pupil has ceased to attend the school and **no longer ordinarily resides** at a place which is a **reasonable distance** from the school at which he is registered, and the school has **NOT** received **confirmation from a new school**.

The pupil has not returned to school within ten days following the expiry of an agreed extended leave of absence (more than 10 days) and;

- The head teacher has established that the pupil's absence is not the result of sickness or any unavoidable cause.
- The head teacher and the LA have failed, after jointly making reasonable enquiry, to ascertain where the pupil is. NB. If the child is vulnerable joint investigations with the LA should commence immediately.

The pupil is certified by the school Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age;

The pupil has been continuously absent from school for a period of not less than **4 weeks (20 school days)** and the head teacher / Local Authority have **failed, after jointly making reasonable enquiry, to locate the pupil.**

The Pupil has been given a custodial sentence for four months or longer as a result of a final order - A child who is taken into custody for four months or more as a result of a final order can be taken off roll, unless the school has reason to believe that he/she will return to the school at the end of the period. Schools must not deregister a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

Death of pupil – In the terrible occasion that a pupil dies, the school should remove the child from school roll upon notification of the death.

The pupil is above compulsory school age - This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.

The pupil has been permanently excluded from the school and the deadline for lodging an appeal has elapsed or the parents have notified the school in writing that they do not intend to appeal;

Nursery child leaving school - The pupil had been on school roll to receive Nursery Education and after completion, has not **transferred to a place at Reception** class at the school.

1. Notify the Local Authority **when they are about to remove a child's name from the register** other than at the end of its final year (Y2, Y6, Y9, Y11, as appropriate).
Notifications must include;
 - (a) the full name of the pupil;
 - (b) the full name and address of any parent with whom the pupil normally resides;
 - (c) at least one telephone number of the parent;
 - (d) the pupil's future address and destination school;
 - (e) the ground in regulation 8 under which the pupil's name is to be removed from the admissions register.
2. Make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii).

In the view of the authority, the following actions completed, recorded and audited would contribute to a reasonable school enquiry if a child/young person is absent from school without an explanation and believed to have left their last known address:

It is reasonable to expect that School staff will:

- Check with all members of staff who the child/young person may have had contact with;

- Check with the pupil's friends, siblings and known relatives at this school and other schools;
 - Make telephone calls to any contact numbers held/identified;
 - Send a letter to the last known address;
 - Use school based staff who do home visits;
 - Consult with LA staff and refer to CME for a Contact Visit;
 - Consult with school nursing records where possible;
 - Alert school designated officer for Child Protection & Safeguarding;
3. Notify the Local Authority **within five days** of adding a pupil to the register at a non-standard transition point (in-year), giving all the information in the register relating to the pupil.

NOTIFICATION AND REFERRAL PROCEDURES

Referrals should be made after 10 days once a school has completed their investigations - don't take off roll until confirmation from LA

CME procedures do NOT replace safeguarding procedures for the reporting of Child Protection concerns, which must always be observed.

Please note: if there is Social Care involvement or Child Protection then the CME Officer and the linked Social Worker should be informed immediately

Leaving City form: <https://forms.peterborough.gov.uk/356865>

CME referral form: <https://forms.peterborough.gov.uk/356866>

Responsibility of the Local Authority

All Local Authorities must have: *'A named individual responsible for receiving information about children of compulsory school age in their area who may not be receiving a suitable education at school or otherwise...'*

PCC has a named Children Missing Education Monitoring Officer who has responsibility for carrying out the Local Authority duties in accordance with S436A of the Education Act.

The CME Team maintains a list of Children Missing Education.

PCC employs officers whose responsibilities include the identification, investigation and support of children missing education back into education provision.

These officers include:

- Policy and Operations Manager – Admissions and Children Missing in Education
- CME Tracking Officer
- CME Monitoring Officer

The CME officers also work proactively with parents, internal and external professionals, and other relevant bodies to identify those children not in receipt of a suitable education and to broker

appropriate additional support from services to assist in securing a suitable education for these children:

- Early Help Services
- Children's Social Care Services
- Other Local Authorities and external agencies

The Local Authority Multi Agency Child Exploitation (MACE) and Not in education, employment, and training (NEET) NEET/CME Operational Groups, meet on a monthly basis to review/share information about individual children and to identify any policy and procedural issues arising.

Role of the Policy and Operations Manager – Admissions and CME

- To lead on all areas of Children Missing Education
- To develop policy for CME in the LA.

The role of the CME Tracking Officer (where child's whereabouts unknown)

The CME Tracking Officer:

- Maintains a list of all children in the authority who are known not to be on a school roll or whose whereabouts cannot be established;
- Tracks all statutory aged pupils who leave a PCC maintained school and do not automatically transfer to another school;
- Liaises with partner agencies (e.g., health, housing etc.) and other LAs and schools across and beyond the UK to track pupils who may be missing from education;
- Acts as the first contact for all schools in respect of all children not known to be on a school roll or whose whereabouts cannot be established.
- Prepares CME reports including analysis of referrals by source, gender, age etc. along with outcomes of CME casework and presents to the CME Strategic Lead and the relevant Head of Service on a monthly basis. Reports may also be required to be presented to Children's Services Departmental Management Team, Assistant Director of Education and / or Peterborough Safeguarding Children's Board as appropriate

The role of the CME Monitoring Officer (where child's whereabouts are known):

- Is responsible for engaging parents of children whose whereabouts are known but are missing from education, e.g., not yet taken up a school place offered by the school admissions team identified through fortnightly reporting; and supporting children that have been tracked back to education quickly;
- Deals with all declined offer of places referred by the Admissions Team where the whereabouts of the children are known and investigate that an education is being provided;
- Carries out home visits, where appropriate, to ascertain the authenticity of families and the family unit or to establish whether the family are still residing at the address;
- Maintains regular contact with the parents and monitors those children until they are registered on the roll of a new school or alternative provision;

- Makes appropriate referrals to other agencies to support the family and get the children in school.
- Is the point of contact for all Gypsy, Roma, and Traveller cultural and community enquiries regarding school places
- Notify the NEET team about Year 11 pupils who are CME so that they can offer careers guidance and post 16 information, advice, and guidance to those children

Set of Actions by CME Tracking Officer

The following actions will be completed and recorded by the CME Team and will be subject to half-termly audit, for each child/young person who leaves the area without a known and confirmed address, or new school:

- Open an involvement on the CME database;
- Liaise with the referrer;
- Check local databases within the LA
- Use protocols to allow searches to be made on other local/national databases e.g. housing, health, police and social care, etc.
- Check with agencies known to be involved with family
- Check with LA from which child moved originally
- Check with any LA to which a child may have moved (see below)
- Make a home visit(s) and make enquiries with neighbour(s)
- Feedback enquiry outcome to school
- If appropriate, agree off roll procedures with the school including S2S CTF, Lost pupils' database and refer to CME Tracking Officer CME@peterborough.gov.uk

Where a school name is provided it is the responsibility of the local authority to contact the school or ask the school to contact a potential new school.

In all situations where a child has not been found after all appropriate checks have been undertaken, the case will remain open until Year 6 to Y7 transfer for primary aged children and until Year 11 for secondary aged children. The case will be placed in an 'Unresolved File' and checked periodically every six months (twice a year) over time.

A case is closed when the relevant CME Tracking Officer has confirmation that the child is in receipt of a suitable education or, in cases where it has been confirmed, a child has moved out of the area. The CME Officers will refer to the CME Officer of that authority either by phone or secure email.

Role of School Admissions Team

Peterborough School Admissions Team allocates admission places to Peterborough schools. It can support Peterborough families to apply for a school place. The application process should help to reduce the number of children missing education. The School Admissions Team works in partnership with schools and other local authorities to ensure children have access to school places.

Other Duties and powers of the Local Authority

The local authority can use other duties and powers to support their work on CME. These include:

- Providing suitable full-time education to permanently excluded pupils from the sixth school day of exclusion;
- Safeguarding children's welfare, and discharging the duty to cooperate with other agencies in ensuring children's safety;
- Serving notice on parents requiring them to satisfy the LA that their child is receiving suitable education when it comes to the local authority's attention that a child might not be receiving such education;
- Issuing School Attendance Orders (SAOs) on parents who fail to satisfy the LA that their child is receiving suitable education, and in the opinion of the authority it is appropriate that the child should attend school;
- Prosecuting parents that do not comply with a SAO;
- Prosecuting or fining parents who fail to ensure their school-registered child attends school regularly;
- Applying to court for an Education Supervision Order for a child.

Referral is the act of notifying the CME Tracking Officer about a named person who is missing from education. The CME Tracking Officer can also be contacted by telephone on 01733 864028 for advice and support.

The CME Tracking Officer will receive referrals where the whereabouts of children are unknown and liaise with stakeholders as necessary to ensure children missing education received suitable educational provision at the earliest opportunity.

The CME Tracking Officer will only accept referrals after the relevant checks have been completed by the referring agency.

Types of Referral

There are two types of referral

1. Referral where the child's whereabouts are known and not receiving an education.
2. Referral where the child's whereabouts are unknown

Referrals from Schools

Child is on a school roll and has:

- stopped attending and no contact can be made with the parent to establish a reason for the absence (**flowchart CME1**);

OR

- ceased to attend the school and the forwarding address/new school is not known (**flowchart CME1**);

OR

- has been absent for 10 continuous school days (**flowchart CME1**);

OR

- not returned from holiday within 10 school days of the expected date of return (**flowchart CME2**);

OR

- informed the school that they are leaving the city (**flowchart CME 2b**).

The school should try to establish the family's whereabouts within 5 school days and carry out all actions in section 1 of the CME referral form **before** making a referral to the CME Tracking Officer.

The school should ask parents, wherever possible to complete 'Leaving City Form' (**Appendix CME2b**), complete CME referral form and attach Leaving City Form.

Child has not registered at a school following an offer of a place:

There are two separate issues regarding the non-attendance following an offer:

- Non-appearance at allocated school following a transition, or in year offer (**flowchart CME3**).
- Parent has refused place offered to their child (**flowchart CME4**).

Referrals from other LAs:

When another LA contacts PCC believing a child has moved into the authority, the CME Tracking Officer will (**flowchart CME5**):

- Open an involvement on the database;
- Check social care database;
- Check to see if an application for a school place has been submitted to the Admissions Team or a school place has been offered.

If the child is known to be accessing education or an application has been received the CME Tracking Officer will inform the referring LA who can remove the child from their CME database.

If the child is not known to the Admissions Team, but an address has been given indicating that the family is in the authority, the CME Tracking Officer will liaise with the Admissions Team to ensure that the family knows how to apply for a school place. Unless concerns justify an immediate home visit, the initial contact with the family can be by telephone or letter.

If no address is provided by the referring LA and no contact has been made through the Admissions team, the referring LA will be informed so that it can continue to investigate the child as missing education. Once confirmation received that referring LA has accepted back the place, the case will be closed in PCC area.

Referrals to other LAs:

If a child leaves a PCC school and provides an address in a new authority but no school is known, then the CME Tracking Officer will contact the new authority's CME Officer using the LA Referral Form (**Appendix CME2**).

If the new authority confirms that it has an application from the family regarding the child, or a school place has been offered or the child has been admitted to school, the case can be closed to PCC.

If the new authority is unable to confirm location of the family, the case will remain open to PCC and the CME Tracking Officer will continue to investigate the child as missing in education.

Working with Key Stakeholders and Information Sharing

The Children Missing Education Team will work in partnership with key stakeholders within Peterborough to ensure positive outcomes for children and young people. The continued development of inter-agency work, information sharing, and clear referral routes will ensure that every effort will be made to engage vulnerable children and young people.

Relevant Partner Agencies include:

- UK Visas and Immigration - Immigration Services
- Housing and Homeless Organisations
- Police
- Voluntary and Community Groups;
- Schools and other educational establishments
- Youth Offending Services
- Health - School Health, Accident and Emergency, GPs
- Members of the Public
- Children's Social Care
- External Local Authorities
- Other Local Authority services such as Elective Home Education, Education Psychology Service and Behaviour Support Service.

The CME Team will ensure that all key stakeholders are aware of the procedures for referral of children who are missing or at risk of going missing from education. Details of how to refer and contact details for Peterborough City Council Children Missing Education Officer can be found at the back of this document.

To effectively identify, track and engage children missing from education, it will be necessary to request from and share information with other agencies. Any information sharing will comply with legislation and guidance relating to confidentiality, data protection and human rights.

MOVEMENT OF CHILDREN

The number of pupils on any schools roll at any one time will vary. In Peterborough, **all** schools are requested to report on pupil movement on a weekly basis through the completion of the "Weekly Return to School Admissions Team at PCC" in addition to the completion of a CME Referral form, or Leaving City Form, as appropriate. This return should be submitted to the PCC School Admissions Team weekly - every Friday.

This information is shared with the CME Tracking Officer to ensure that all children recorded through this return as having left the school with no known destination are not missed as being identified as a Child Missing Education.

COMMON TRANSFER FILE (CTF)

The statutory requirement to send the Common Transfer File (CTF) from the previous school to the new school ensures that specific information about a pupil is transferred with the child or young person.

The Education (Pupil Information) (England) Regulations 2005 state that information must be sent within 15 school days of the pupil ceasing to be registered at the previous school and, where possible, should be sent to the next school before the pupil leaves their existing school unless the new school is unknown.

When to create a “full” CTF:

- At the point of normal transfer between school phases a separate file should be generated for each school to which at least one pupil is transferring. This file should group together all pupils known to be leaving and then joining the same school;
- A CTF may be generated for a single pupil who transfers schools between school phases;
- A single CTF may be generated to send details of all leavers to the maintaining LA for onward transmission;
- Where a pupil is leaving the school and no destination is known, a file should be generated for each pupil and the destination shown as LA number XXX and school number as XXX;
- Where a pupil is leaving the school and the destination is known to be a school outside of the maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as LA number MMM and school number as MMMM. However, where the pupil is a child whose parents are in the Armed Forces and are posted abroad, the pupil is likely to be transferring to a Service Children’s Education School and a CTF should be sent to that school in the normal way;
- There will be occasions when a CTF must be created for a pupil after they have left the school. This could be on receipt of a request from a subsequent school because a pupil has arrived at that school.

Common Transfer Files for XXX and MMM are loaded onto S2S in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.

REGISTERS: CIRCUMSTANCES FOR REMOVAL FROM SCHOOL 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 e.g. on grounds of distance;**
- 2. The pupil has been absent for fewer than 20 days.**

The contents and maintenance of the school registers is governed by the **Education (Pupil Registration) (England) Regulations 2006** and **Education (Pupil Registration) (England) (Amendment) Regulations 2016**.

If there is in any doubt as to whether a removal from roll is permitted by law, or whether the LA should be informed, the CME Team should be consulted before removing.

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 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 in any event no later than when deleting the pupil's name from the register:

- The pupil's parents have advised in writing their intention to withdraw their child;
- 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.

When enquiries by either party locate the pupil, action should be taken according to the pupil's circumstances at the time. This could mean, for example, accessing specialist services, dealing with a transfer between schools, keeping the pupil on the roll and treating the case as one of persistent absence.

If this process is not followed, schools will be required to reinstate pupils on to their school roll.

For more guidance, please refer to:

Keeping Pupil Registers: Guidance on applying the Education (Pupil Registration) (England) Regulations 2006 – Department for Education

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

School Attendance Codes: Guidance for Schools and Local Authorities – Department for Education

CME procedures do NOT replace safeguarding procedures for the reporting of Child Protection concerns, which must always be observed.

USEFUL CONTACTS

CME Team

Ground Floor, Sand Martin House, Peterborough, PE2 8TY

CME Tracking Officer:

Stephen Hawley

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School Admissions Team

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Tel: 01733 864007

Email: admissions@peterborough.gov.uk

Policy and Operations Manager for School Admissions and CME:

Shelley Kingston

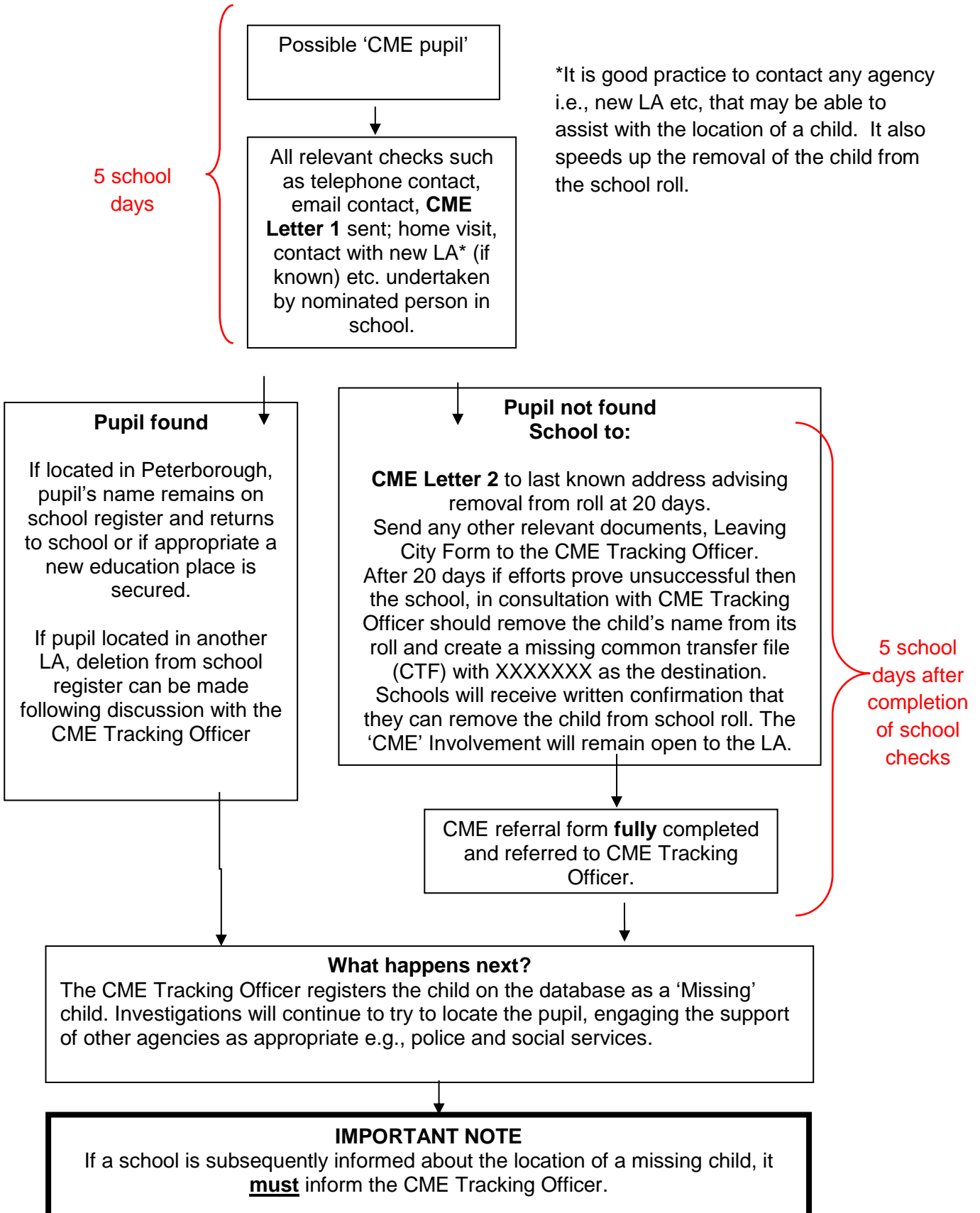
Shelley Kingston

Tel: 01733 317932

Flowchart CME1

Children who have gone missing from a Peterborough school:

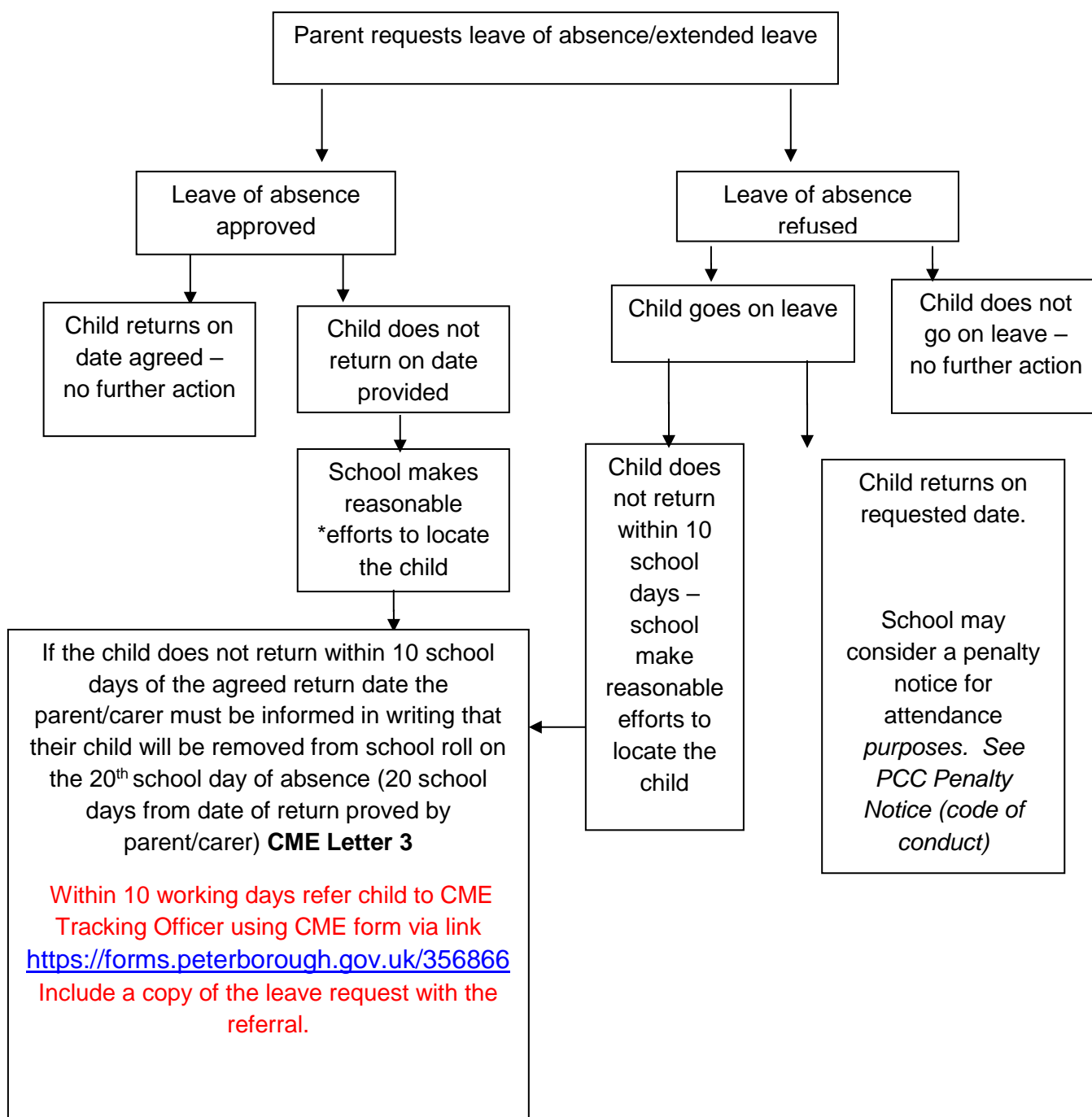
Note: If there are any child protection concerns or concerns regarding the immediate safety or well-being of child, social services and police need to be informed **immediately**. In such cases CME procedures should be completed after the referral to social services and police has been made



Flowchart CME2

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

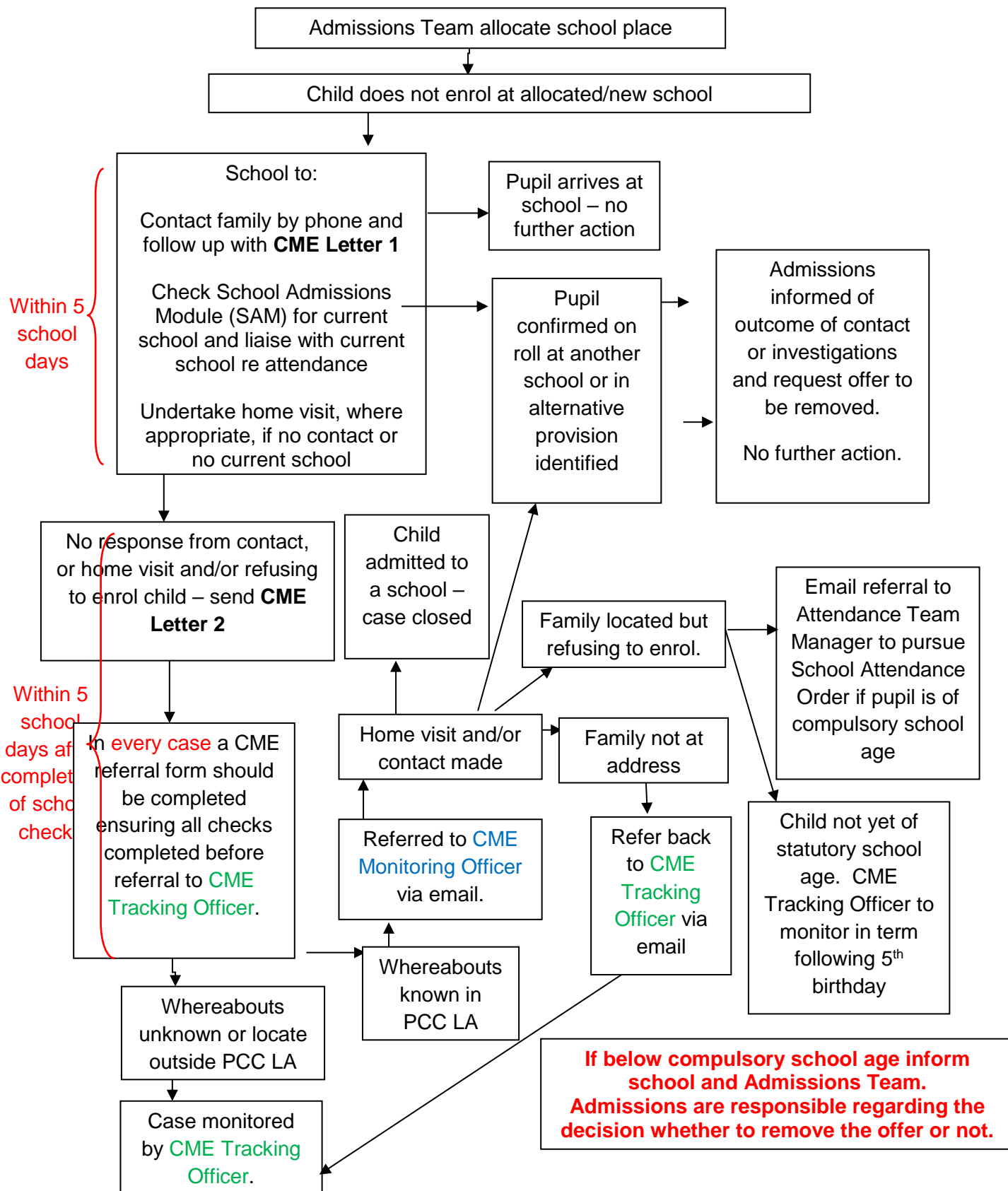
Note: If there are any child protection concerns or concerns regarding the immediate safety or well-being of child, social services and police need to be informed **immediately**. In such cases CME procedures should be completed after the referral to social services and police has been made.



Flowchart CME3

Non-appearance at allocated school following a transition offer or in year 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

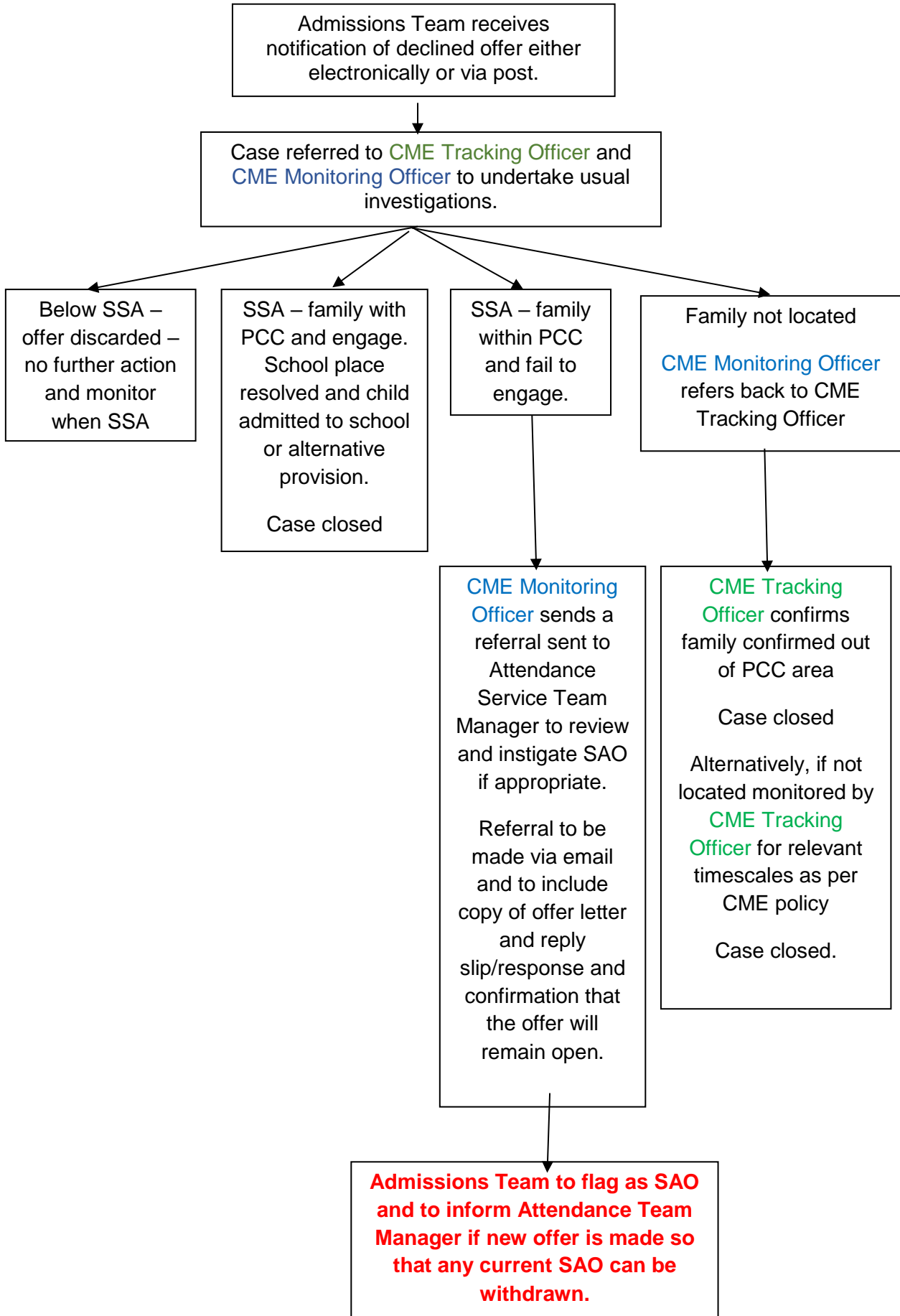


IMPORTANT NOTE

If the child is admitted to the school following a referral, they **must** inform the CME Tracking Officer as soon as possible.

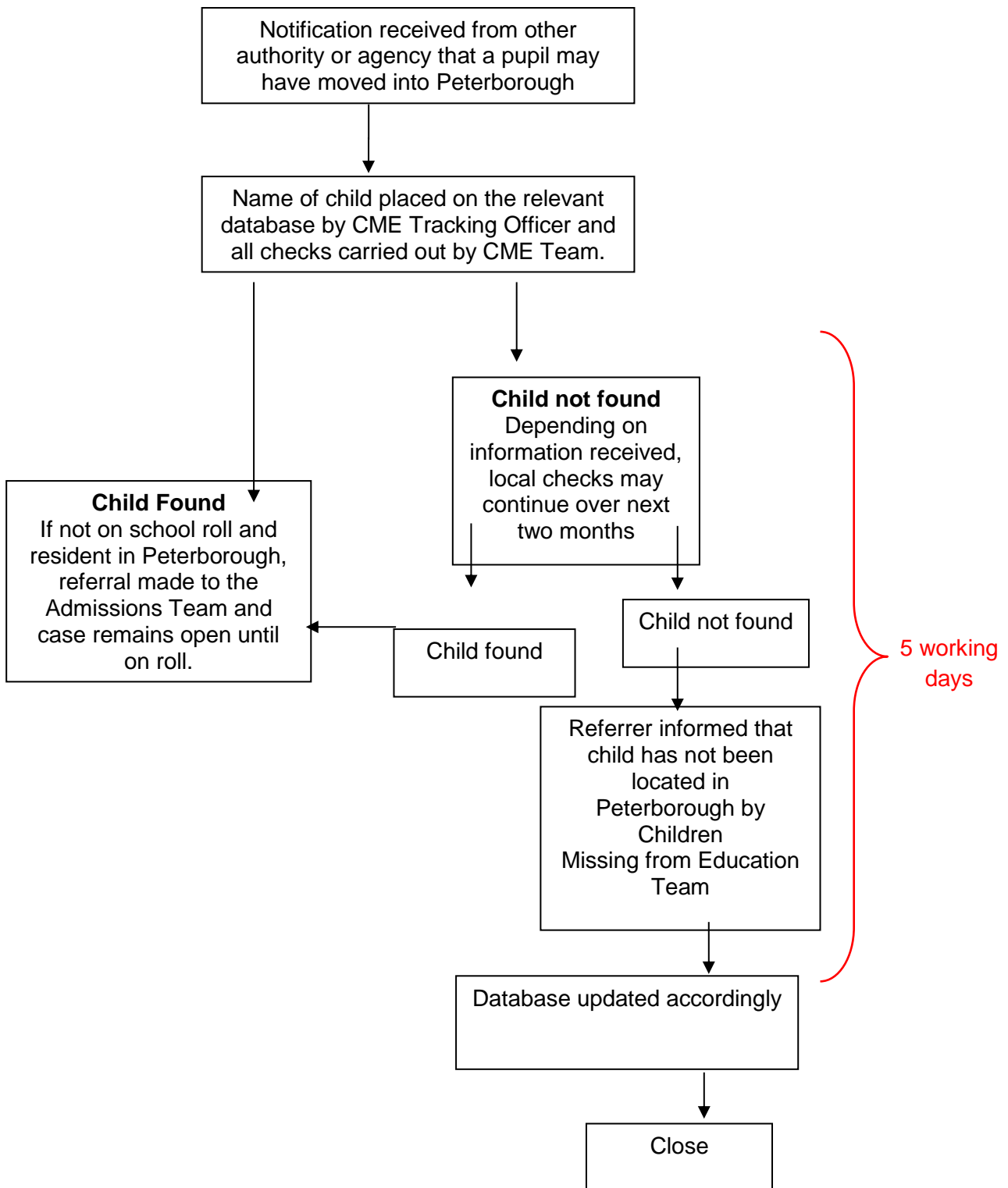
Flowchart CME4

Declined offer:



Flowchart CME5

Children believed to have arrived in Peterborough LA:



CME referral form: <https://forms.peterborough.gov.uk/356866>

Leaving City form: <https://forms.peterborough.gov.uk/356865>

When completing a Leaving City Form (LCF) please ensure one of the following:

1. The family are moving out of the UK and have completed a LCF form giving their new address and the name of the child's new school (where known). In such cases you do not need to complete a CME form as we are unable to check information in other countries so we will accept what the family have told us. You can also take the child off the school roll immediately.
2. The family are moving within the UK, they have completed a LCF with their new address and you have received official confirmation that the child is known to the local authority where they will be living, when they have moved home (e.g., the Admissions team or a school in the new area). In this circumstance you can take the child off roll immediately if they have started at a new school or the child no longer lives within travelling distance of your school. You may need to be careful if the child has moved just outside of the local authority area (e.g., Yaxley, Market Deeping, etc) as the parent may want the child to return to your school if they are unable to get the school they want in their new area.
3. The family are moving within the UK and have completed a LCF with their new address, but you have not received official confirmation that the child is known to the local authority where they will be living. In this scenario you would need to complete a CME form too as we would not just accept what the parent has told us. In most cases parents give us the correct information but, on some occasions, we have been provided with addresses which are incorrect. When a CME form with a LCF is received the tracking officer contacts the new authority and only closes as a CME case when the new authority confirms they are aware of the child.

Appendix CME 1

Statutory Instrument 2006 No. 1751 The Education (Pupil Registration) (England) Regulations 2006 and
Statutory Instrument 2016 No. 792 The Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Returns

- 12.** (1) Subject to paragraph (2*), the proprietor of every school shall make to the local education authority, at such intervals as may be agreed between the proprietor and the local education authority, or as may be determined by the Secretary of State in default of agreement, a return giving the full name and address of every registered pupil of compulsory school age who—
- (a) fails to attend the school regularly; or

(b) has been absent from the school, where the absence has not been treated as authorised in accordance with regulation 6(2), for a continuous period of not less than ten school days and specifying the cause of absence if known to the proprietor.

(2) Paragraph (1) shall not apply with respect to –

(a) any absence from the school due to the pupil attending another school at which he is a registered pupil; or

(b) any period during which the pupil was attending an approved educational activity in accordance with regulation 6(4).

(3) As to the contents of the admission register comprising particulars relating to a pupil whose name is to be deleted in accordance with regulation 8(1)(d), (e), (g), (i) or (m), the proprietor shall make a return to the local authority for every such pupil giving the full name of the pupil, the address of any parent with whom the pupil normally resides and the ground upon which their name is to be deleted from the admission register as soon as the ground for deletion is met in relation to that pupil, and in any event no later than deleting the pupil's name from the register.

***2.** In these Regulations —

” the local education authority” means, in the case of a school maintained by a local education authority that local education authority, and in

every other case the local education authority for the area in which the school is situated;

“maintained school” means a school maintained by a local education authority;

“relevant person” means —

(a) in relation to a pupil under the age of 18, a parent of the pupil;

(b) in relation to a pupil who has attained that age, the pupil.

CME Letter 1

On School's headed paper

Parents Name

Parents Address

Post Code

Dear Parent/Carer

Admission to (year group)

(Name of Child), (Date of Birth of child):

You recently received a letter offering you a place for your child, (name of child), at this school. Our records show that you have not contacted us to plan for the admission of (name of child).

If you do not contact us by (date), i.e. 10 days from the date of this letter, this offer will be withdrawn and offered to another child. Failure to reply may result in your child being without a school place and you will, therefore, become responsible for the provision of education for your child.

Should you be unhappy with the school place you have been offered, you have the right to appeal to an Independent Appeal Panel for a place at the school you would prefer. However, when considering an appeal, parents must bear in mind that class size legislation states that classes **must not** contain more than 30 pupils with a single school teacher. An Appeals Panel must consider class size legislation when hearing appeals for reception, Year 1 and Year 2 classes, where this applies.

If you have any concerns regarding the above school place or wish to discuss the offer, please contact the School Admissions Team on 01733 864007. If you wish to exercise your right of appeal, please contact the Education Appeals Team on 01733 452589.

Yours faithfully

Headteacher

CME Letter 2

On School's headed paper

Parents Name

Parents Address

Post Code

Dear Parent/Carer

Admission to (year group)
(Name of Child), (Date of Birth of child):

I recently wrote to you regarding the offer of a school place for your child, (name of child) in year (year group).

Our records show that you have still not contacted us to plan for the admission of (name of child).

I am, therefore, writing to inform you that, in accordance with point 2.12 of the School Admissions Code, (December 2014), as you have not responded to this offer within a reasonable period of time, or in response to my previous letter, I have no alternative but to withdraw this offer. I have notified the Local Authority School Admissions Team that this offer is to be withdrawn and have made a referral to the Local Authority's Children Missing in Education Team.

If you have any concerns regarding the above or wish to discuss the availability of a school place for your child, please contact the School Admissions Team on 01733 864007. If you wish to exercise your right of appeal against the decision to offer you a place at one of your preferred schools, please contact the Education Appeals Team on 01733 452589.

Yours faithfully

Headteacher

CME Letter 3

School Headed Paper

(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 CME Tracking Officer

