

Children Missing Education Procedures

Identifying, Engaging and Locating Children Missing from Education

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Children Missing Education Definition

Children Missing Education are defined as children of compulsory school age who are not on a school roll and who are not receiving a suitable education elsewhere: for example, at home, privately, or in alternative provision. (Education and Inspections Act 2006)

Introduction

Doncaster Council has developed and implemented a robust, effective and sustainable system for monitoring and preventing children being missing from education.

Children missing education are amongst the most vulnerable in our communities. They may be from disadvantaged families, travelling communities, immigrant families, be unaccompanied asylum seeking or trafficked children, or be at risk of neglect or abuse and it is vital that all practitioners work together to identify and re-engage these children back in to appropriate education provision as quickly as possible.

Any child who is identified as not being on roll at a school and not receiving any appropriate education **MUST** be placed on the Children Missing Education Register. This includes children who have applied for a school place but not yet admitted to a school and children who have been removed from a school register before being placed on another school roll.

This document describes the procedures that are to be employed in Doncaster to identify, locate and engage children who are missing from education. These procedures have been written for the guidance of all professionals who work with children and families. Following these procedures will ensure Doncaster Council meets its statutory duties relating to the provision of education and safeguarding the welfare of children missing education (Section 14 (1), S7, S437 (1), S19 (1), S19 (4a) of the 1996 Education Act, S175 of 2002 Education Act, Circular 11/99 Social Inclusion: the Local Education Authority role in pupil support, Children's Act 2004;)

The procedures will help to ensure that all children in Doncaster achieve the five core outcomes under the Children's Act (2004): Being Healthy; Staying Safe; Enjoying and Achieving; Making a Positive Contribution; Achieving Economic Well-Being'. It is the responsibility of all professionals who work with children to ensure the following procedures are implemented.

Identifying and Engaging Stakeholders

It is often the case that another agency becomes aware of the existence of a child living in the area but not in education before the Local Authority becomes aware. Links are made with all relevant stakeholders in order to raise awareness of children missing from education and the procedures to notify the Local Authority.

It is the responsibility of all professionals who work with children to ensure the following procedures are implemented.

Key Stakeholders in Doncaster are:

Doncaster Council, Doncaster Schools, Doncaster Children's Services Trust, St Leger Homes, Private Landlords, RDASH, Doncaster and Bassetlaw Hospital Trust, South Yorkshire Police, Benefits Agency and Voluntary Sector Organisations.

Links are made with all relevant Stakeholders in order to raise awareness of Children Missing from Education and the procedures to notify the Local Authority.

Why Children go missing from Education

Children go missing from the education system for various reasons. For instance, they may:

- Fail to start school at Reception, never entering the authority's system
- Fail to complete transition between Key Stage 1 and 2 or Key Stage 2 and 3
- Be excluded from school and further provision is not immediately put in place
- Be withdrawn by parent/carer
- Have parents/carers who chose Elective Home Education, but following advice and support the education provided is unsuitable to the child's age, aptitude and ability and any special needs they may have
- Leave Private/Independent Schools
- Seek refuge due to Domestic Abuse
- Become homeless
- Have long-term medical or emotional health problems
- Move to a different Local Authority and no school place is identified
- Arrive in the country via asylum, refugee status or as EU nationals
- Leave the country

Children not engaged in education provision can be exposed to greater risks including being at risk of physical harm or neglect, sexual exploitation, anti-social behaviour and/or criminal activity. These children need to be re-engaged back into education quickly in order to achieve their full potential and reduce the risk of harm.

PROCEDURES

Pupils who have gone missing from a Doncaster School

(It is important to note that any Safeguarding concerns regarding the immediate safety or well-being of a child need to be referred immediately to Social Care and the police if appropriate)

When school suspect they have a missing pupil the following procedures must take place.

- From the 1st day of absence and up to the 10th school day of absence the school must make initial enquiries to locate the pupil
- If school have not been able to confirm* the location of the pupil by the 11th school day of absence they must complete the 'Moved Out of Doncaster/Whereabouts unknown' form (Appendix 1) completing the checklist and send to welfare.service@doncaster.gov.uk
- If school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain the whereabouts of the pupil and the pupil has been absent for a minimum of 20 school days, the school can remove the pupil's name from its admission register from the first day of absence.

***Confirmation must be obtained from the Local Authority the pupil is resident in before removing from school roll. This may be backdated to the first day of absence. School should only remove from school roll if the pupil is confirmed on roll at another school. In all other cases, a referral must be made to the Local Authority.**

Pupils who are believed to have left the country

(It is important to note that any Safeguarding concerns regarding the immediate safety or well-being of a child need to be referred immediately to Social Care and the police if appropriate)

When school are advised by parents/carers their intention to leave the country and take up residence in another country:

- School complete the 'Emigration/Returning to Home Country' form (Appendix2)
- On the first day of expected absence school will complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) and send to welfare.service@doncaster.gov.uk
- The Local Authority will complete the required checks and will confirm with school the date the pupil can be removed from school roll (usually from the first day of expected absence)

Pupils who have failed to arrive at an Allocated School

During normal Transition phase

A pupil becomes the responsibility of the new school once a place has been allocated (*The Education (Pupil Registration) (England) Regulations 2006 – Regulation 5 paragraph 3*) and must be added to the Admission Register on the first day school have been notified the pupil will be attending by the Local Authority.

Failure to attend the allocated school:

- From the 1st day of absence and up to the 10th school day of absence the school must make initial enquiries to locate the pupil
- If school have not been able to locate the pupil by the 11th school day of absence they must complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) completing the checklist and send to welfare.service@doncaster.gov.uk
- If school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain the whereabouts of the pupil and the pupil has been absent for a minimum of 20 school days, the school can remove the pupil's name from its admission register from the first day of absence.

Pupils who have failed to arrive at an Allocated School

Mid-term

A pupil becomes the responsibility of the new school once a start date has been agreed with the parent/carer (*The Education (Pupil Registration) (England) Regulations 2006 – Regulation 5 paragraph 3*) and must be added to the Admission Register on the first day the pupil is expected to attend.

Failure to attend school on the expected start date:

- From the 1st day of absence and up to the 10th school day of absence the school must make initial enquiries to locate the pupil
- If school have not been able to locate the pupil by the 11th school day of absence they must complete the 'Moved out of Doncaster/Whereabouts unknown' form (Appendix 1) completing the checklist and send to welfare.service@doncaster.gov.uk
- If school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain the whereabouts of the pupil and the pupil has been absent for a minimum of 20 school days, the school can remove the pupil's name from its admission register from the first day of absence.

Extended Leave Requests

When extended leave has been requested but not agreed by the school:

- Extended Leave Request form to be completed (see Appendix 3)
- School should formally write to the parents/carers advising the expected date of return (11 school days from first day of leave requested) and that failure to return to school on this day risks the pupil being deleted from the school roll
- Should the pupil fail to return on the expected date of return school must follow their attendance and safeguarding procedures to try and establish the current whereabouts of the pupil
- School will complete the referral form 'Moved out of Doncaster/Whereabouts Unknown' and send to welfare.service@doncaster.gov.uk with copies of both the Extended Leave request and the letter sent to parent regarding the expected date of return. If the pupil has not returned following 20 school days of unauthorised absence the Local Authority will advise school to remove from roll from the first day of absence and place on the Children Missing Education Register.

Pupils on roll at a Special School

Pupils on roll at a Special School cannot be removed from the school roll without the consent of the Local Authority. The exception to this regulation is if the pupil has died or has been permanently excluded. If school are unaware of the reason for absence then they should follow the process for a pupil missing from a Doncaster School.

Pupils not registered at a school through Exclusion

All permanently excluded pupils are tracked via the In Year Fair Access Panel where an alternative mainstream school is allocated (if appropriate) or alternative educational provision is secured.

Pupils believed to have arrived in Doncaster

When another local authority contacts Doncaster to inform a pupil from their authority may have moved to Doncaster the pupil will be recorded on the Children Missing Education Register as an 'Out of Authority Enquiry'. The Attendance and Pupil Welfare Service will make the necessary checks and advise the referring authority of their findings. If the pupil is located in Doncaster and not yet accessing education the family will be supported to ensure appropriate provision is accessed. The pupil will remain on the Children Missing Education Register until on roll at school or other suitable alternative provision is in place.

Pupils resident in Doncaster – on roll at a school in a different authority

There are pupils resident in Doncaster who are registered at a school in a different local authority. When information is received to advise a parent has informed the out of authority school that the pupil will no longer be attending that school, or if the whereabouts of the pupil is not known, Doncaster will record the pupil on the Children Missing Education Register. The Attendance and Pupil Welfare Service will contact the family to ensure arrangements are made in order for the pupil to continue with their education. The pupil will remain on the Children Missing Education Register until alternative educational provision is confirmed.

Early Years

The Attendance and Pupil Welfare Service works closely with Doncaster Council's Access to Learning Service in order to identify and track non-compulsory school age pupils and ensure appropriate suitable provision is in place ready for when the pupil is of compulsory school age.

Registration, Tracking and Monitoring of Children Missing Education

The Attendance and Pupil Welfare Service is responsible for monitoring all referrals where a child is registered as missing education. Referrals can be received from any school, service, agency or member of the public.

All referrals are recorded on the Education System and are recorded accordingly:

- **Moved Out** – pupils who were previously resident in Doncaster and have become missing/lost
- **Off Roll** – pupils known to be living in Doncaster who are not on a school roll or accessing suitable alternative provision
- **Local Authority Enquiry** – general enquiries received from another authority

Moved Out

Once confirmed a pupil has become missing/lost from Doncaster the Systems Support Team within Attendance and Pupil Welfare Service will undertake further checks and if the pupil is still not located contact will be made with local agencies. The final outcome if the pupil is not located is to inform the police of the missing pupil/family.

Off Roll

If a pupil is known to be resident in Doncaster and is not on a school roll an Education Welfare Officer from the Attendance and Pupil Welfare Service will make contact with the family for an assessment to be completed in order to support the pupil back into education.

Local Authority Enquiry

When an enquiry is received from another authority regarding a pupil who may have moved to Doncaster the Systems Support Team will make the relevant checks based on the information received and respond to the enquiring authority accordingly. If an address is obtained, an Education Welfare Officer will make a home visit to attempt to locate the pupil. If it is established the pupil is resident in Doncaster, the pupil will be added to the Children Missing Education Register and supported back into education.

Admission and Deletion from the school register

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

The amendments to the 2006 Regulations came into force on 1st September 2016 following the consultation on improving information in identifying children missing education. The amendments are to ensure that all Schools and Local Authorities improve collaboration, communication and information sharing.

In addition to a school's requirement to obtain more information from parent/carer when admitting or deleting from a school roll, the proprietor of the school now has a statutory duty to report to the Local Authority any pupil who is entered in the admission register by the end of the 5th day after the day on which the pupil was placed on school roll. The proprietor also has a statutory duty to inform the local authority where the name of a pupil is to be deleted from the admission register no later than the time at which the pupil is to be deleted.

In order to comply with the new regulations schools must complete the appropriate form (Appendix 4 or 5) when placing a pupil on the admissions register or deleting a pupil from the admissions register.

Completed forms returned to:

Doncaster Council
Attendance and Pupil Welfare Service
Floor 3
Civic Office
Waterdale
Doncaster
DN1 3BU

Or

Welfare.service@doncaster.gov.uk

Moved out of Doncaster/Whereabouts Unknown Referral Form

One form to be completed for each pupil referred

Pupil Name _____ M/F ___ DOB _____

_____ UPN: _____

School _____

Last Known Address _____

_____ Post Code _____

Date last attended school _____

1st day of unauthorised absence _____

Name of Primary Carer 1 _____

DOB _____ Relationship _____

Address _____

_____ Post Code _____

Contact Telephone Number(s) _____

Email address _____

.....

Name of Primary Carer 2 _____

DOB _____ Relationship _____

Address _____

_____ Post Code _____

Contact Telephone Number(s) _____

Email address _____

School Checklist: All sections MUST be completed

Action Taken	Yes/No	Who & Date	Outcome
Made telephone calls to any known contact numbers held			
Written to the family at the last known address			
Visited the pupil's address			
Visited parent/carer address if different from pupil			
Checked if any other Agencies known to the family			

Any other information (include details of any known siblings)

Name of Referrer _____

Position _____

Contact Number _____

Email _____

Date of referral to Doncaster Council _____

Completed form to be emailed to welfare.service@doncaster.gov.uk

Alternatively post to: Attendance and Pupil Welfare Service, The Civic Office, Floor 3, Waterdale, Doncaster, DN1 3BU

Please include a current attendance certificate with referral

Attendance and Pupil Welfare Checklist: All sections MUST be completed

Action Taken	Yes/No	Who & Date	Outcome
Home Visit 1 undertaken			
Home visit 2 undertaken if no previous contact			
Checked Liquid Logic			
Checked Early Help Module			
Checked with School Admissions			

Name of Officer: _____

Role: _____

Date school advised to remove from roll: _____

Date of removal from school roll: _____

I confirm the above checks have been completed and the location of the pupil has not been confirmed. The pupil will need to be added to the Children Missing Education Register from the date of removal from school roll.

Signed: _____

Date: _____

Emigration/Returning to Home Country Form

Form to be completed when school advised pupil intends to be resident outside of the United Kingdom

Pupil Name: DOB

Nationality:

Address:

Postcode:

Registered School:

UPN:

Parent/Carer Name DOB:

Nationality

Parent/Carer Name DOB:

Nationality:

Address:

Postcode:

Telephone contact:

Date leaving the country:

Adults accompanying the child:

Name: Relationship:

Name: Relationship:

Address moving to:

Postcode:

Forwarding School details of School applied to/intend to apply to (if known)

School Name:

Address:

Contact No:

Signed (Parent) _____ Date _____

Extended Leave Request

Pupil Name: _____ DOB: _____

Address: _____

Postcode: _____

Registered School: _____

UPN: _____

Parents/Carers of who the pupil usually resides with:

Name: _____ DOB: _____

Telephone Contact Number: _____

Parent of whom the pupil does not usually reside with:

Name: _____ DOB: _____

Address: _____

Date of travel: _____ Expected date of return: _____

Copy of travel documents obtained: Y/N

Adults accompanying the child

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Address travelling to: _____

Please state if child will be attending school during the extended leave Y/N:

Name and address of school child will be attending: _____

Signed (Parent) _____ Date _____

Parents/Carers need to be aware pupils can be deleted from the school register if they fail to return without reasonable cause after 10 school days from the expected date of return

(Guidance on The Education (Pupil Registration) (England) Regulations 2006)

Deletion from School Roll Notification Form

School Name: _____

Pupil's Name: _____ DOB: _____ M/F: _____

Address: _____

Name of Parent(s)/Carer(s) _____

Telephone contact numbers: _____

Email address: _____

Date pupil removed from roll: _____

Please indicate under which ground the pupil has been deleted from the admission register: (see over for prescribed grounds for deletion): _____

Forwarding Address: _____

Forwarding Local Authority: _____

Forwarding School: _____

Any other relevant information: _____

- I confirm that the above pupil is in another educational establishment and checks have been carried out and investigated thoroughly
- I confirm that this pupil has moved to another Local Authority or moved abroad and checks have been carried out and investigated thoroughly

Headteacher/Principal's Name: _____

Headteacher/Principal's Signature: _____

Date: _____

Deletions from Admission Register (Regulation 8, The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register:

- (a) Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school
- (b) Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school
- (c) Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion
- (d) In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school
- (e) Except in the case of a boarder, that he 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
- (f) In the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that –
 - i) The pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
 - ii) The proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii) The proprietor and the local education authority have failed, after jointly making reasonable enquiry, to ascertain where the pupil is
- (g) That he 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
- (h) That he has been continuously absent from the school for a period of not less than twenty school days and –
 - i) At no time was his 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 is unable to attend the school by reason of sickness or any unavoidable cause; and
 - iii) The proprietor of the school and the local education authority have failed, after jointly making reasonable enquiry, to ascertain where the pupil is;
- (i) That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period
- (j) That the pupil has died
- (k) That he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school
- (l) In the case of a pupil at a school other than a maintained school, an Academy, a city technology or a city college for the technology of the arts, that he has ceased to be a pupil of the school
- (m) That he has been permanently excluded from the school; or
- (n) Where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school

Admission to School Roll Notification Form

School Name: _____

Date of admission: _____

Pupil's Full Name: _____

DOB: _____ M/F: _____

Address: _____

Name of Parent(s)/Carer(s) with whom the pupil normally resides:

Telephone contact numbers: _____

Name and address of school last attended, if any: _____

Name and address of parent/carer with whom the pupil does not normally reside (if known):

I confirm the above pupil has been admitted to the school's admission register

Headteacher/Principal's Name: _____

Headteacher/Principal's Signature: _____

Date: _____