

Holy Spirit Catholic Primary School



Children Missing in Education Policy

This policy was approved by	Governors
Name	
Position	Governors
Date	Sept 2021
Review Date	Sept 2022

Mission Statement

Our school is a place where we respect the views and value the opinions of everyone.

We encourage the development of behaviour and attitudes which reflect the life of Christ and the teachings of the gospel and so nurture the appreciation of every individual regardless of race, gender, colour or creed.

We endeavour to involve teachers, parents, governors and the wider community in the spiritual, intellectual, emotional and social development of our children.

We strive to help our young people become more independent, making their own decisions and taking responsibility for themselves and others.

"Jesus holds my hand and guides me on my way"



Identifying and Maintaining Contact with Children Missing from Education

Guidance and Procedures

Children Missing from Education

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1. Introduction

This document sets out the guidance procedures for children and young people missing from education and the role and function of Children's Services and other agencies in meeting all statutory duties.

Sefton Council, Schools and other partners are committed to safeguarding children and they seek, through best practice, to help minimise the disruption to pupil learning and achievement. Identifying and Maintaining Contact with Children Missing Education Procedures are to ensure that children missing, or at risk of missing education are identified, tracked and re-engaged in appropriate full-time education with lasting success, and that children who move in and out of Sefton are tracked until they are engaged in education elsewhere.

Every Practitioner working with children has a responsibility to inform the CME Co-ordinator if they know or suspect that a child is not receiving education.

Independent Schools, located in the Borough are legally required to advise the Local Authority about the details of all children admitted and removed from the roll of their school. The Independent Schools are also required to complete a Sefton Child Missing Education Referral Form. (CME1, CME2 or CME3 or an On Roll Notification Form).

2. Definition and Overview

The Department for Education's (DfE) definition and scope of Children Missing Education (CME) refer to:

"Any child of statutory school age (5-16) who is not registered at any formally approved education activity (e.g. school or setting, alternative curriculum,

home education), and has been out of any education provision for a substantial period of time (agreed as 4 weeks)"

It is a key responsibility of the Local Authority and its' Schools and Settings to safeguard all children. This document sets out the guidance and procedures for children and young people missing from education and the role and function of Children's Services and other Agencies in meeting all statutory responsibilities. It is intended that this document should be used as a point of reference by Head Teachers/Principals, Staff in Schools and Settings and all other professionals who work with children and young people and their families. This guidance is shared with Schools from the Independent Sector as a model of good practice within Sefton.

This Guidance does not replace any of the Safeguarding Procedures. Sefton's existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

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.

Children missing education 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.

Children who are registered at a school or setting (or some form of recognised alternative provision) but whose attendance is poor are **not** included in the definition of CME. The issues for these children will be dealt with by the School or Setting with the support of the Local Authority (LA) as appropriate.

Children and young people who are not included in an education provision, are more likely to be at higher degrees of risk that could include participation in anti-social or criminal behaviour, social isolation and/or sexual and criminal exploitation/trafficking/forced marriage/FGM, at risk of radicalisation and are at risk of becoming NEET. These 'missing' children and young people are amongst the most vulnerable in Sefton.

Children and young people who are missing from education may also be at risk of significant harm and every Local Authority has a Child Missing Education (CME) named point of contact. Every practitioner working with a child has a responsibility to inform their CME contact if they know or suspect that a child is not receiving education.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes. Sefton

Council have a dedicated Children Missing Education Co-ordinator whose role is to receive notifications of children possibly missing education and to manage local procedures in line with statutory guidance. The Children Missing Education Co-ordinator can be contacted at CME@sefton.gov.uk

The CME Co-ordinator is responsible for -

- Chairing the Monitoring & Placements Group Meeting, (M&PG); This is a multi-agency meeting that is held on a fortnightly basis to discuss children who are not accessing school for a variety of reasons, the group monitors and tracks the children until they are in receipt of provision or support. An 'Out of School' register is held which identifies those pupils who are known to the Local Authority but are without any education provision. Pupil numbers on the OSR are monitored at the meeting;
- Overseeing and monitoring the referral system for Children Missing Education;
- Making appropriate enquiries of the Capita One database and Liquid Logic, Children's Services database to trace children missing education. Overseeing, maintaining and updating the children missing education database and acting as a Link Officer with schools and other agencies referring or tracking pupils out of school;
- Working with schools, alternative provision and other agencies to ensure that procedures and practice are in place to minimise the possibility of children and young people going missing from education;
- Attends and contributes to various meetings where vulnerable pupils are discussed who are at risk of becoming missing from education. These groups include the MARAC (Multi Agency Risk Assessment Conference), MACE (Multi Agency Criminal Exploitation, including Child Sexual Exploitation) and MARSOC (Multi Agency Response to Serious Organised Crime);
- Works closely with the In Year Fair Access Co-ordinator;
- Support and assist other Local Authorities to locate their own missing/lost pupils.

3. Risks

There are many circumstances where a child may become missing from education so it is vital that Local Authorities make judgements on a case by case basis. Although not exhaustive, the list below presents some of the circumstances that Local Authorities should consider when establishing their CME policies and procedures:

- **Pupils at risk of harm/neglect** — Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local Authority officers responsible for CME should check that a referral has been made and, if not,

they should alert children's social care. The Department's statutory guidance Keeping children safe in education provides further advice for schools and colleges on safeguarding children.

- **Children of Gypsy, Roma, Traveller families (GRT)** - It is important that schools inform the Local Authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary, so that they can attempt to facilitate continuity of the child's education. The Local Authority's Co-ordinator of the Complementary Education Service can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils' education, for example dual registration with other schools.
- **Children of Service Personnel** — Families of members of the Armed Forces are likely to move frequently — both in the UK and overseas and often at short notice. The Local Authority CME Co-ordinator will liaise with the MoD Children's Education Advisory Service (CEAS) to ensure safeguarding and continuity of education provision.
- **Children and young people supervised by the Youth Justice System** — Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local Authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). The YOT should work with the CME Co-ordinator to ensure that children are receiving, or return to, appropriate full-time education. Where a young person was registered at a school prior to custody, the school may be able to keep the place open for their return.
- **Missing children and runaways** — children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.
- **Children who cease to attend a school** — there are many reasons why a child stops attending a school. It could be because the parent/s chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the Local Authority should investigate the case and satisfy itself that the child is receiving suitable education.
- **Children of new migrant families** — children of new migrant families may not have yet settled into a fixed address or may have arrived into a Local Authority area without that Authority becoming aware, therefore increasing the risk of the child missing education.
- Children who fail to start appropriate provision and never enter the system, and children who fail to complete a transition between schools.

4. Notification of children and young people not in education and referral routes

Notifications of children missing in education can be received from internal partners, multi -agency professionals, other Local Authorities and from any other person who comes into regular contact with a child or young person.

Sefton will work in partnership with key stakeholders and partner agencies and any other professional who frequently come into contact with school aged children and young people. It is an expectation that any professional becoming aware of a school aged child will make enquiries concerning their educational status.

In the event of a child not being on the roll of a School or Setting or Electively Home Educated, it is the responsibility of that professional to contact the CME Co-ordinator, Carole Blundell email CME@sefton.qov.uk or tel: 0151 934 3181.

5. Procedures for schools and settings

If the child is open to Social Care the school should immediately contact the Social Worker and submit a referral (CME1) to the CME Co-ordinator.

Duty to notify the Local Authority- adding a pupil's name to the Admission Register.

All schools must notify the Local Authority by completing and submitting the On Roll Notification Form within five days of adding a pupil's name to the admission register and must provide the Local Authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's phased admissions at Year 7 and Reception.

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts. School should submit CME1 referral form at day 10 to the Local Authority CME Co-ordinator and then once enquiries have been undertaken the child can be removed from roll once located or from day 20 of absence, whichever is the earliest. The Off-Roll Notification Form must also be completed and submitted before removal from roll.

Schools and Settings should promptly make reasonable enquiries to contact the parent in instances where a child leaves or ceases to attend a Sefton educational provision:

- without the school being advised by the parent which new school or setting the child is to attend;
- where the child has not returned from leave of absence from a holiday within two weeks of the expected date of return;

- when a child fails to attend school after having accepted a place.

Following 10 days of non-school attendance or/and after the School or Setting have completed all reasonable checks, by attempting to contact parents/carers/all emergency numbers, undertake a home visit to make enquiries (or with known contacts) and neighbours, as appropriate etc, the School or Setting should refer to the Children Missing Education Co-ordinator using the Child Missing Education Referral Form **(CME1)**.

Upon receipt of CME1 the CME co-ordinator will continue to make reasonable efforts to identify the child's current whereabouts/destination. They will include:

- reference to local databases within the Local Authority;
- contact with other agencies known to be involved with the family;
- checks with Housing Department, where appropriate;
- checks with Council Tax;
- checks with Health.

If, at any point in this process, the child is located the CME Co-ordinator will refer back to the school to advise them and request the submission of the Off Roll Notification Form Whereabouts known (CME3). If the new address for the child is out of borough the CME Co-ordinator will contact the CME Team in the relevant Local Authority to ensure the child is known to them.

Where the child is still missing from after 20 days of consecutive school absence, the School or Setting will subsequently complete and submit the Off Roll Notification Form (CME2) to the Children Missing Education Co-ordinator. Upon receipt of the CME2 the CME Co-ordinator will liaise with school to remove the pupil's name from the school register. School should also ensure that the CTF is uploaded via s2s in accordance with the DfE guidelines.

Upon receipt of CME2 Off Roll Notification form, the CME Co-ordinator will investigate further with multi agency partners, which may include:

- Health Agencies
- DfE databases
- Social Care database
- Housing Benefits
- Relevant government agencies
- Any Local Authorities where it is suspected the child may be living or have previously been resident.

If the child is still missing after all enquiries have been completed, the CME Co-ordinator will activate a national missing children alert via s2s.

Children missing education may raise potential safeguarding issues. If Schools or Settings believe a child or family to have gone missing, they should NOT remove that

child from their roll without following the CME Guidance and Procedures, ensuring all reasonable enquiries have been made; submitting the CME1 Referral Form to the CME Co-ordinator, and subsequent completion of the Off Roll Notification Form, (CME2), which must be submitted to the CME Co-ordinator before the child is removed from roll.

6. Removal from Scholl Roll

Schools and Settings must notify the Local Authority CME Co-ordinator using (CME3) when a pupil's name is to be removed from the admission register at a non-standard (In year) transition point under any of the fifteen grounds set out in the regulations (**Regulation 8 of the Education (Pupil Registration) (England) Regulation 2006**) as set out in Annex A and the revised DfE statutory Children Missing Education guidance (September 2016).

Schools and settings must advise the Local Authority CME Co-ordinator each time a pupil is removed from the school roll following in year transfer (or at primary transition to secondary education), to a school located in another Local Authority area, transfer to an Independent school, withdrawal to become Electively Home Educated or moves abroad (including to Wales, Scotland and Ireland) or out of area, by completing Notification of Removal from School Roll Form whereabouts known (CME3).

CME2 Notification form must only be submitted when all "reasonable enquiries" have been completed by School or Setting and the agreed CME process has been completed (ie CME1 referral has already been submitted to the Children Missing Education Co-ordinator) after 10 days of absence.

Removal from school roll for any reason other than those specified above is illegal.

7. Tracking and Cross Boundary Arrangements

Agreed information sharing protocols ensure timely notification with neighbouring Local Authorities on the management of referrals for children attending schools in Sefton but living in another Local Authority. If a child goes missing from a Sefton school, but lives in another Local Authority, the CME Co-ordinator will contact the designated lead in that Local Authority to alert them of the pupil's CME status.

Similarly, if a child or young person leaves Sefton, the CME Co-ordinator will alert the new/receiving Local Authority of the reported move to confirm arrival and ensure appropriate safeguarding of the child or young person.

8. Common Transfer File (CTF)

There is a statutory requirement on Schools and Settings to send specified information about a pupil moving School to the receiving School. Since June 2002, this information has been transferred through the electronic common transfer file (CTF) via DfE's s2s secure website.

The law requires that CTF data is sent to a pupil's "new" maintained school by the former school within 15 days after the pupil ceases to be registered at the "old" school. The unique pupil number (UPN) needs to be included in the CTF as a unique identifier for the pupil and each UPN should only contain information regarding one pupil.

Briefly, when uploading a CTF, if current school is unaware of where a child has moved to, then a transfer file using XXXXXXXX as the destination should be created and uploaded onto the secure s2s site.

When a pupil emigrates, becomes Electively Home Educated or transfers to an Independent school, moves to a school in Scotland, Northern Ireland or the Republic of Ireland then MMMMMMMM should be used. This enables the CTF to be stored securely and available if the child returns to a maintained school in England or Wales.

Files for XXXXXXXX and MMMMMMMM 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.

In the unlikely event of a pupil joining a Sefton school without that school receiving a CTF from the child's previous school and where the parents are unable or unwilling to provide information about the previous school, then the receiving school should contact the Local Authority Children Missing Education Co-ordinator, Carole Blundell, CME@sefton.gov.uk or Carole.blundell@sefton.gov.uk to seek advice on identifying previous education provision.

Further guidance regarding creating and transferring of CTFs is available for schools and can be found on the following link: www.teachemet.gov.uk/s2s

9. Additional Pupil Tracking Notifications

The Department for Education requires that forwarding information (new school, home address, telephone or email details) is collected, wherever possible, for children and young people moving abroad and that schools and settings should maintain contact with that family until a school place is secured for the child or young person.

Schools and Settings are no longer required to report in year transfer to other Local Authority Schools and Academies that are located within Sefton Local Authority as this information will be collected via other data reporting systems (ie school census).

10. Issues

A child missing from education is not in itself a child protection matter, and there may be an innocent explanation for this. However, regular school attendance is an important safeguard and unexplained non-attendance can be an early indicator of problems, risk and vulnerability.

Schools should endeavour to deal with this problem in three ways:

- By preventing poor school attendance and truancy;
- By acting once absence has occurred to establish children's safety and try to get them back to school;
- By following the Local Authorities Children Missing Education Procedures to trace children whose whereabouts are not known.

In Sefton, there are a number of routes for raising awareness with Council Services, partners, other agencies and the public of the Children Missing Education Policy and Procedures.

- Circulating details of the notification routes to all relevant areas of the council and other partners on an annual basis and to post this information on the intra and internet;
- Consultation events with schools;
- Consultation events with partner agencies, including voluntary and community groups;
- Embedded in the designated persons safeguarding training;
- Publicity campaign across Sefton using fliers in public places, leaflets, and other publicity materials.

KEY CONTACT DETAILS

Carole Blundell	Tel: 0151 934 3181
Children Missing Education Co-ordinator	Email: CME@sefton.gov.uk
Tracy Mckeating	Tel: 0151 934 3359
Locality Team Manager Lead CME	Email: tracv.mckeating@sefton.gov.uk
Jane Perry	Tel: 0151 247 6145/6
Team Leader, Enhanced 0-19 Children's Team	Email: Jane.Perry@NWBH.nhs.uk

11. Further Information

This guidance should be read in the context of the statutory duties upon local authorities and parents as set out in the following:

- **The Education Act 1996 section 436A;** (added by section 4 of the Education and Inspections Act 2006)
The Education Act 2002;
- **The Education Act 1996** (section 7, 8, 14 and 19)
- **The Education and Inspections Act 2006** (section 4 and 38)
- **The Children Act 1989;**
- **The Children Act 2004;**
- **Statutory guidance for local authorities: Children missing education (September 2016);**
- **Elective Home Education Guidelines;**
- **School Admissions Code;**
- **School to school service: how to transfer information;**
- **The Education (Pupil Registration) (England) Regulations 2006,** as amended (Education law regarding pupil registration where a child is on a school roll); **The Education (Pupil Registration) (England) (Amendment) Regulations 2013;** as amended **The Education (Pupil Registration) (England) (Amendment) Regulations 2016.**

In particular the guidance provides for professionals seeking to exercise their duty under the following Acts to ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children.

- **Section 175 of the Education Act 2002;** and
- **Section 11 of the Children Act 2004.**

Additionally, this guidance seeks to ensure that the duty to co-operate to improve the well-being of children under section 10 of the Children Act 2004 is discharged. All schools will have a designated teacher for looked after children. These teachers are ideally placed to assist when identifying those looked after children currently in school who may be at greater risk of going missing from education.

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Sefton Council 

CME 1

Sefton Child Missing Education Referral

This form should be used when a child is thought to have left Sefton without a forwarding school.

To be sent to the Children Missing Education Co-ordinator after 10 school days of absence, following the school making reasonable enquiries and their own checks.

If there is a known risk or suspicion of child protection/sexual exploitation, please inform Children's Services and CME Co-ordinator immediately highlighting actions taken on the referral form.

Date of Referral		School:		Referred by:	
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Pupil's Name		DOB	
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NCY		UPN		LAC	
-----	--	-----	--	-----	--

EHCP		Subject to a CP Plan/CIN/EHP		Gypsy/Roma/Traveller	
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Full Forename and Surname of Parents / Carers	
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Last Known Address	
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All Emergency Contacts and Numbers	
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Full Names of Siblings	DOB:	School Attended:

Forwarding Address if Known	
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Date Pupil Last Attended School	
---------------------------------	--



Please provide the following information: -

Detailing actions taken to clarify whereabouts of child

The Outcome of Reasonable Enquiries

Has the child been located at the registered address

Yes ☐ No ☐

Safety Information

As a lone visit may be made to the child's home it is important to share any known issues which may affect the safety of the visiting officer

Is there any information which may affect the health and safety of the worker?

Yes ☐ No ☐

If yes, please give full details

Safety Information (must be completed as appropriate)

Are there any welfare or child protection concerns (including Missing, CSE, domestic abuse or Forced Marriage, Radicalisation, if relevant) regarding this child?

Yes ☐ No ☐

If yes, please give full details

Please complete **Section 2** detailing actions undertaken by school during first 10 days of absence.



Section 2

	Actions Taken	Date	Outcome
1	Checked internal school records <ul style="list-style-type: none"> Is this pupil on a Child Protection Plan? Has the child been referred to Children's Social Care (MASH)/Police? If Children's Social Care are involved, who has been notified/does this pupil have a Social Worker? Has an EHA (Early Help Assessment) been completed? (This must be done where vulnerability factors exist). 		www.sefton.gov.uk
2	Checked Emergency Contacts		
3	Checked with friends, siblings and relatives		
4	Telephone calls/letters sent		
5	Details of enquiries completed: <ul style="list-style-type: none"> Contacting extended family and neighbours; Checked with members of staff who the child may have had contact with e.g. SENCO, Nurse; Checked with agencies with known involvement; Made home visit(s) and enquired with neighbour(s) (min of 3 non-contact visits to be made at different times of the day); Made telephone calls to any numbers held/sent letters to the family. 		
5	Date form submitted to the Local Authority's Children Missing Education Co-ordinator		

Please Note

- Before this form is sent, the school should have made reasonable efforts to locate the pupil. This form should be sent by email only when the enquiries are concluded.
- If after all enquiries have been exhausted and the whereabouts of the pupil is still unknown after **20 days** of absence, complete and submit **CME 2** (Off Roll Notification Form) to the CME Co-ordinator.
- The school must still maintain ownership of the pupil's record.

Please return completed form to cme@sefton.gov.uk
 If you have any queries concerning the process, please contact Carole Blundell, CME Co-ordinator,
cme@sefton.gov.uk or tel: 0151 934 3181





Sefton Child Missing Education Referral (Agency)



To be sent to the Children Missing Education Co-ordinator if you are aware that the child is missing from education.

If there is a known risk or suspicion of child protection/sexual exploitation, please inform Children's Services and the CME Co-ordinator immediately highlighting actions taken on the referral form.

Date of Referral		Agency		Referred by:	
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Pupil's Name		DOB	
--------------	--	-----	--

NCY		UPN		LAC	
-----	--	-----	--	-----	--

EHCP		Subject to a CP Plan/CIN/EHP		Gypsy/Roma/Traveller	
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Full Forename and Surname of Parents / Carers	
---	--

Last Known Address	
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All Emergency Contacts and Numbers	
------------------------------------	--

Full Names of Siblings	DOB:	School Attended:

Forwarding Address if Known	
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Date Pupil Last Attended School	
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Please provide the following information: -

Detail actions taken to clarify whereabouts of child

The Outcome of Reasonable Enquiries

Has the child been located at the registered address

Yes ☐ No ☐

Safety Information

As a lone visit may be made to the child's home it is important to share any known issues which may affect the safety of the visiting officer

Is there any information which may affect the health and safety of the worker?

Yes ☐ No ☐

If yes, please give full details

Safety Information (must be completed as appropriate)

Are there any welfare or child protection concerns (including Missing, CSE, domestic abuse or Forced Marriage, Radicalisation, if relevant) regarding this child?

Yes ☐ No ☐

If yes, please give full details

Date form submitted to the Local Authority's Children Missing Education Co-ordinator

Referrer's signature:

Please return completed form to cme@sefton.gov.uk
If you have any queries concerning the process, please contact Carole Blundell, CME Co-ordinator,
cme@sefton.gov.uk or tel: 0151 934 3181





CME 2

Children Missing Education Off Roll Notification Form



The Education (Pupil Registration) (Amendment) Regulations 2006

Please complete when deleting a compulsory school-age child from the school roll and send to:
Carole.blundell@sefton.gov.uk / CME@sefton.gov.uk by **secure e-mail**.

You must give ONE reason for removal from roll from the list in Section 2 (overleaf)

Date Off Roll		School		CTF Issued?	
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PUPIL DETAILS

Surname			Forename		
Gender		DOB		NCY	
Parent/s Full Name/s					
Home address					
Contact number/s			Borough of residence		
Details of any other contacts					
New or Proposed address					
Contact number/s			Borough of residence		
Any other information					
Referrer					
Position					
Date					
Contact number: Address/e-mail					

If you have any queries concerning the process of removing a child from the school roll, please contact:
Carole Blundell, CME Co-ordinator, Tel: 0151 934 3181 / cme@sefton.gov.uk

REASON FOR DELETION (please tick as applicable)

SECTION 2. Please tick the box from the list below identifying the reason for removal from your roll.

a	LA changing provision via School Attendance Order	<input type="checkbox"/>	School / provision named			
b,c	Registered at another school	<input type="checkbox"/>	Name of school		Start date	dd/mm/yyyy
d	Elective Home Education	<input type="checkbox"/>	LA notified by school & EHE Proforma completed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	dd/mm/yyyy
e	Home – school distance deemed unreasonable	<input type="checkbox"/>	New Address provided			
f	Failure to return from leave of absence	<input type="checkbox"/>	Date of original CME referral - dd/mm/yyyy			
g	Medically unfit to pursue education	<input type="checkbox"/>	Must be certified by School Medical Officer			
h	Continually absent for 20 days or more, whereabouts unknown	<input type="checkbox"/>	Date of original CME referral - dd/mm/yyyy			
i	In custody for four months or more; on final order	<input type="checkbox"/>	To be agreed with LA			
j	Death of child	<input type="checkbox"/>				
k	Child above statutory school age	<input type="checkbox"/>				
l	Leaving Independent School	<input type="checkbox"/>	Give reason			
m	Permanent Exclusion	<input type="checkbox"/>				
n	Not moving to Reception from Nursery	<input type="checkbox"/>	Name of new school		Start date	dd/mm/yyyy
o	Charges for board and lodging remained unpaid by the pupil's parent at the end of term	<input type="checkbox"/>	Give reason			



Sefton Council

CME 3

Off Roll Notification Form – Whereabouts Known

The Education (Pupil Registration) (Amendment) Regulations 2006

Please complete when deleting a compulsory school-age child from the school roll and send to:
Carole.blundell@sefton.gov.uk / CME@sefton.gov.uk by **secure e-mail**.

You must give ONE reason for removal from roll from the list in Section 2 (overleaf)

Date Off Roll		School		CTF Issued?	
---------------	--	--------	--	-------------	--

PUPIL DETAILS

Surname			Forename		
Gender		DOB		NCY	
Parent/s Full Name/s					
Home address					
Contact number/s			Borough of residence		
Details of any other contacts					
New or Proposed address					
Contact number/s			Borough of residence		
Any other information					

Referrer	
Position	
Date	
Contact number: Address/e-mail	

If you have any queries concerning the process of removing a child from the school roll, please contact:
Carole Blundell, CME Co-ordinator, Tel: 0151 934 3181 / cme@sefton.gov.uk

REASON FOR DELETION (please tick as applicable)

SECTION 2. Please tick the box from the list below identifying the reason for removal from your roll.

a	LA changing provision via School Attendance Order	<input type="checkbox"/>	School / provision named			
b,c	Registered at another school	<input type="checkbox"/>	Name of school		Start date	dd/mm/yyyy
d	Elective Home Education	<input type="checkbox"/>	LA notified by school & EHE Proforma completed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date	dd/mm/yyyy
e	Home – school distance deemed unreasonable	<input type="checkbox"/>	New Address provided			
f	Failure to return from leave of absence	<input type="checkbox"/>	Date of original CME referral - dd/mm/yyyy			
g	Medically unfit to pursue education	<input type="checkbox"/>	Must be certified by School Medical Officer			
h	Continually absent for 20 days or more, whereabouts unknown	<input type="checkbox"/>	Date of original CME referral - dd/mm/yyyy			
i	In custody for four months or more, on final order	<input type="checkbox"/>	To be agreed with LA			
j	Death of child	<input type="checkbox"/>				
k	Child above statutory school age	<input type="checkbox"/>				
l	Leaving Independent School	<input type="checkbox"/>	Give reason			
m	Permanent Exclusion	<input type="checkbox"/>				
n	Not moving to Reception from Nursery	<input type="checkbox"/>	Name of new school		Start date	dd/mm/yyyy
o	Charges for board and lodging remained unpaid by the pupil's parent at the end of term	<input type="checkbox"/>	Give reason			

If you have any queries concerning the process of removing a child from the school roll, please contact:
Carole Blundell, CME Co-ordinator, Tel: 0151 934 3181 / cme@sefton.gov.uk



Sefton Council

On Roll Notification Form

The Education (Pupil Registration) (Amendment) Regulations 2006

Please complete when adding a compulsory school-age child to the school roll and send to:
CME@sefton.gov.uk by **secure e-mail**.

Duty to notify the Local Authority- adding a pupil's name to the Admission Register.

All schools must notify the Local Authority within five days of adding a pupil's name to the admission register and must provide the Local Authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's phased admissions at Year 7 and Reception.

Date On Roll		School		CTF received	
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PUPIL DETAILS

Surname			Forename		
Gender		DOB		NCY	
Parent/s Full Name/s					
Home address					
Contact number/s			Borough of residence		
Details of any other contacts					

Referrer	
Position	
Date	
Contact number: Address/e-mail	

Background

All Children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have and schools have a statutory duty to provide full time education for all pupils.

This document outlines the legal context for the Local Authority's request for schools to provide information about all pupils of **compulsory school age** that are on part-time/reduced timetables and those who are in alternative provision.

Part-Time/Reduced Timetables

School attendance guidance from the Department for Education states that:

"All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision."

In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence. **CODE C**

Pupils on part-time timetables are therefore still incurring absences and for that reason every school **must** provide that information to the local authority giving the full name and address of the pupil concerned.

Part-time timetables **should not** be implemented to manage pupils with behavioural issues or used as a sanction, in these instances suitable support should be provided by the school. The school may use its power to direct a pupil off-site for education as an intervention to improve behaviour and this is set out in the Department for Education Alternative Provision statutory guidance.

If pupils are placed on a part-time/reduced timetable on the basis of a behavioural issue then this may be regarded as an unlawful exclusion and could result in a notification to the Regional Schools Commissioner.

Safeguarding and Educational Entitlement

Schools will be aware that pupils on part-time timetables may also be vulnerable and at increased risk not only of social and educational failure, but also of physical, emotional and psychological harm. As a result, it is important that all schools share information with the local authority when pupils are placed on part-time/reduced timetables. This is so that actions can be taken to ensure the pupil receives their educational entitlement and to ensure that any necessary welfare checks are carried out.

Good Practice

If pupils are placed on a part-time timetable then the following safeguards should be put in place:

1. Parents/carers should be fully informed and consent to an agreed part-time timetable.
2. Parents/carers and pupils should be actively involved in planning and reviewing any part-time timetables.

3. The Local Authority should be informed of any part-time arrangements.
4. The school should assign a member of staff to liaise with parents/carers, pupils and the Local Authority.
5. The Safeguarding Lead and the attendance lead at the school should be included in planning and monitoring of part-time timetables.
6. As part of the review process the effect of the part-time timetable on the pupil's educational achievement should be closely monitored.

Alternative Provision

Keeping Children Safe in Education: September 2019 statutory guidance states:

"Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the school would otherwise perform in respect of its own staff."

Alternative Provision statutory guidance is also clear that good alternative provision is that which appropriately meets the needs of pupils which require its use and enables them to achieve good educational attainment on par with their mainstream peers and that, prior to placement, commissioners should assess whether the alternative provision offers high quality education and is suitable for the pupil's individual needs.

Local Authority Request for information

Pupils Missing Out on Education –Ofsted Report raised concerns that too many children were not receiving full-time education, and this was an issue in terms of education and safeguarding. All local authorities should know the provision, and the quality of the provision, for children not on a full-time timetable.

In order that the Local Authority can meet its duty to ensure that full-time provision is being made available please complete the following form for each pupil that is either on a part-time/reduced timetable or who is in alternative provision for all/part of the week.

Part-time/Reduced timetable and/or Alternative Provision Form

:

Please email the completed form/s to Stephanie.barnes@sefton.gov.uk

Name of Pupil:	Unique ID:	
Address:	Postcode:	
School:	Year:	Date of Birth:
Name(s) of Parent/Carer(s):		
Does the pupil have an Education, Health and Care Plan?		
Is the pupil in receipt of SEN Top-Up Funding?		
Is the pupil a Looked After Child or on a Child Protection/ Child in Need/ Early Help Plan?		
Please give details if yes		

Please provide details below of the when the pupil will be on school site, at home and in alternative provision

Monday	Tuesday	Wednesday	Thursday	Friday

Total Number of expected learning hours per week:

Start date:

Expected End Date:

Review Date:

Name of Staff Contact:

Direct line:

Please explain the reasons for implementing a part-time timetable and/or commissioning alternative provision:

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Please provide details of any home tuition arrangements:

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Part-time/Reduced timetable and/or Alternative Provision Form

Please email the completed form/s to Stephanie.barnes@sefton.gov.uk

Please provide details of any other professionals involved:

Please provide details of the Alternative Provision Provider:

Name:

Address:

Provision offered:

Please confirm that you have completed a risk assessment and are content with the providers policies for Safeguarding, Health and Safety, Attendance and Behaviour.

Please confirm that you have checked the suitability of the provision to meet the pupil's needs.

Signed: Head teacher

Signed: Name of Parent

Date: xxxxxxxx