Sefton Council logo




**Identifying and Maintaining Contact with**

**Children Missing Education**

**Incorporating the Section 19 Duty**

**Guidance and Procedures**

**Updated September 2024**

**Children Missing from Education**

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**1. Introduction**

Local authorities have a duty under section 436A of the Education Act 1996, to make arrangements that establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

This document sets out the guidance procedures for children and young people missing education. The role and function of Sefton Council Schools Regulatory Service and other agencies in meeting all statutory duties.

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

Independent Schools located in the Borough are legally required to advise the Local Authority 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**

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education other than at a school.

The 2016 DfE Statutory Guidance for Children Missing Education provides a clear definition of CME:

***“All children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more)”***

Children who are on a school roll but;

·Fail to attend school without offering a reasonable explanation and school have been unable to locate the pupil at the last known address.

**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.**

It is a key responsibility of the Local Authority and its’ Schools/Settings to safeguard all children. This document sets out the guidance and procedures for children and young people missing education, and the role 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 safeguarding concerns must still be followed. Contact Sefton CHAT 0151 934 4013**

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 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, serious violence /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](mailto: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 held fortnightly 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’ (OSR) register is held which identifies those pupils who are known to the Local Authority and have submitted a school application form (A1) but are without any education provision.

* Overseeing and monitoring the referral system for Children Missing Education in line with statutory guidance.
* Ensuring that children who are permanently excluded are provided full-time education from the sixth day of an exclusion,
* 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.
* Conduct home visits to locate the whereabouts of children.
* 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.
* Works closely with the In Year Fair Access Co-ordinator, who refers those children who have been included for discussion at the In Year Fair Access Panel and then have failed to engage with the allocated provision.
* Support and assist other Local Authorities to locate their own missing/lost pupils
* Initiate and oversee School Attendance Orders.

**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, neglect and exploitation . 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). 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 schools, 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, partner agencies and any other professionals 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, Clare Johanson email [CME@sefton.gov.uk](mailto:CME@sefton.gov.uk) or call 0151 934 3181.

**5. LA’s roles and responsibilities: Section 19 Duty**

***Section 19 of the Education Act 1996 requires local authorities to provide "suitable education at school, or otherwise than at school, for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them". ‘Suitable education’ is defined as "efficient education suitable to the age, ability, aptitude and to any special educational needs", the child (or young person) may have. The education provided must be full time unless it is determined that it would not be in the best interests of the child or young person, for reasons that relate to their mental or physical health.***

**Suspensions and permanent exclusions**

It is important that pupils continue to have access to learning during their suspension period/permanent exclusion, so they continue to make progress and achieve. For permanent exclusions, the local authority must arrange suitable full-time education for the pupil to begin from the sixth school day after the first day the permanent exclusion took place. The education arranged must be full-time or as close to full-time as is in the child’s best interests because of their health needs. It is important for schools to help minimise the disruption that suspension or permanent exclusion can cause to a pupil’s education. Whilst the statutory duty on governing boards or local authorities is to arrange full-time education from the sixth day of a suspension or permanent exclusion, there is an obvious benefit to the pupil in starting this provision as soon as possible. If a pupil has been permanently excluded, they do not return to their school and, in line with the local authority’s statutory duties, will receive their education from a Sefton Pupil Referral Unit (PRU)

**Medical conditions**

Schools must provide support for their pupils with medical needs under their statutory duties as set out in the (Department for Education, 2015). ‘Supporting pupils with medical conditions at school’. Shorter term illnesses or chronic conditions are usually best met by school support and resources. Such conditions that might meet this definition include short term post-operative support and periods of reduced immunity. The local authority’s response is outlined in its policy ‘Supporting Pupils at School with Medical Conditions’.

Where a pupil is unable to attend school for medical reasons the local authority will work alongside schools, parents, health and other professionals to provide an alternative education provision to meet a pupil’s individual needs. Wherever possible the local authority will look at education provision being provided by school to ensure continuity for pupils. However, it is recognised that in some circumstances that may not be possible and provision for such cases may require additional advice and/or support from the local authority. Schools are under a duty to make reasonable adjustments to allow the pupil to access a suitable full-time education (or as much as the child’s health condition can manage) in line with statutory guidance. This may include arrangements for schoolwork being sent home for short periods of absence, a part-time timetable or remote/virtual learning. Every effort will be made to minimise disruption to the child’s education. Where a pupil is, or likely to be, absent for a period of 15 days due to a medical condition, schools are required to notify the local authority. Once notified by schools that a child will be absent for 15 days or more, the local authority will work alongside schools, health, and other professionals (where appropriate) to ensure that suitable education is made available.

Please see the local authority’s ‘Medical Needs Policy’ for further information on Sefton’s approach to meeting this statutory duty.

**Children not in receipt of suitable education for other reasons**

Where children are unable to attend school for any other reason the local authority will consider the individual circumstances of each child, considering all available evidence, to inform decision making and any action required by the local authority. This process is described below.

**6. Monitoring & Placement Panel Group**

To comply with statutory duties Sefton have established a Monitoring & Placement panel group. This group assesses individual cases and determines if a Section 19 duty applies. The M&P panel is a multi-agency group, meeting fortnightly to avoid drift and delay in decision making for children who are unable to access education. The Monitoring and Placement panel has oversight on key groups of children including excluded pupils, movers into Sefton with EHCPs, pupils with medical needs unable to attend school settings, pupils entering Tier 4 CAMHS provision, OSR pupils and school deregistration’s for pupils becoming electively home educated. It closely monitors and tracks cases to ensure children receive the most appropriate level of support. Representation of the Group include CME Lead, Health professionals, education representatives, CAMHS, School Admissions, Career Connect, SEN worker, EHE officers and Complementary Education Service leads. Evidence is reviewed by each panel member and informed decisions are made on a case-by-case basis. If the M&P group determines that the Section 19 duty does apply, arrangements for the proposed educational provision will be made and the appropriate level of support will be offered. All decisions are recorded, and the progress of children is regularly reviewed.

**7.** **School Attendance Order Process (SAO)**

If it becomes known to the Local Authority that a child of compulsory school age is not registered at school or not receiving a suitable education, either by regular attendance at school or otherwise, he/she should be referred to the Children Missing Education (CME) Co-ordinator at Sefton Council. The Pupil will be cited at the Monitoring and Placement Group, and the CME procedures will be invoked. The Children Missing Education Co-ordinator will initiate and cause to be served a “Notice to parent as to child’s school attendance” SAO1.

If within 15 School days the parent does not comply with the requirements, the School Attendance Service will refer the pupil to the Admissions Team to ascertain the most suitable school. The ‘Named Schools’ will be determined by In Year Fair Access Panel (IFAP) in conjunction with the School Admissions Team. The schools identified will be advised accordingly in order that any admission request will not be delayed and a s439 will be issued to school and governors. The school may within the period of 15 days beginning with the day on which the notice was received, apply to the Secretary of State for a direction under this section, and must inform the Local Authority of this action.

After 15 days of serving the s439, if there is no response from the school, the School Support Service will initiate and cause to be served a “Notice to parent of intention to serve School Attendance Order” SAO2.

Within the period of 15 days of issuing the SAO2, or before if concerns are raised, the School Support Service/Children Missing Education Co-ordinator and a member of the Elective Home Education Team will visit the home, advise the Parent(s)/Carer(s) of the legal requirements requiring the child to receive a suitable education by attendance at school or otherwise. They will provide such support to the family as to try and ensure the requirements are met.

If after a period of at least 15 days the parent has not complied with the requirements, the School Support Service will initiate and cause to be served a “School Attendance Order” (SAO3).

**8. ETAC & Children Missing from Home Process**

Children Missing from Home and Missing from Education are extremely vulnerable and at risk of exploitation. The ETAC & Missing from Home process identifies, addresses, and prevents potential exploitation at the earliest opportunity. Meetings to discuss recent MFH episodes and newly allocated ETAC plans are held with the MY Space team fortnightly. Information is shared and children missing education as a result of poor school attendance are identified. Children are referred over to the School Attendance Team and an individual attendance support plan is implemented with the school. The attendance plan is closely monitored and fed into the child’s ETAC plan. The development of the multi-agency Exploitation Team around the Child Approach (ETAC) assists with the identification and planning when there are concerns about a child or a young person being exploited. An educational representee sits on the Contextual Safeguarding (ETAC) Panel, this panel focus on multi-agency information sharing, intel gathering planning, intervening and disruption.

**9. 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 has been absent for 10 days or more and no longer at the home address.
* 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, undertook **3 home visits 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**). Sch

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, such as children’s social care and early help services
* Checks with Housing Department, where appropriate.
* Conduct home visits, speak with neighbours and relatives
* Checks with Council Tax.
* Checks with Health.
* Police checks
* Boarder force and HMRC checks
* Checks with other internal and external key agency partners.

If, at any point in this process, the child is located the CME Co-ordinator will refer back to the school and advise them and request the submission of the Off Roll Notification Form Whereabouts known (CME3). If the CME coordinator locates the child or young person at the registered address, we will refer to school and request they pursue as an attendance issue. If the child or young person is found at a new address that 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 after 20 days of consecutive school days absence, the School or Setting must 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 provide an off-roll date and continue to investigate with internal and external key agency partners.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

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.

**10. Deletion from School Roll**

A pupil’s name can only be removed from the admission register under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 if the conditions of paragraph (iii) have been met. School and the local authority must have jointly made reasonable efforts to find out the pupil’s location and circumstances and have either failed to do so, or located the pupil and found out their circumstances but agree there are no reasonable grounds to believe the pupil will attend the school again, taking into consideration any reasonable steps that the school and local authority could take jointly or separately to secure the pupil’s attendance.

Schools and Settings must notify the Local Authority CME Co-ordinator using 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 **Annex A in the revised DfE statutory Children Missing Education guidance (August 2024).**

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 be 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 under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 is **unlawful**. Sefton Council will challenge schools and education settings in relation to any “**Off**-**rolling”** which is the practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil.

**Grounds for deleting a pupil from the school admission register as set out in Annex A in the revised DfE statutory Children Missing Education guidance (August 2024)**

* **The pupil has been registered at another school**
* **The pupil has not continued at the school following completion of nursery education**
* **The pupil is also registered at one or more other schools and the other schools have agreed the deletion**
* **The pupil has a school attendance order which has been changed to name another school**
* **The parent of a pupil has notified the school in writing that the pupil will be leaving to be educated otherwise than at a school**
* **The pupil no longer normally lives a reasonable distance from the school**
* **The pupil has not returned following a leave of absence**
* **The pupil has been continually absent from school for 20 school days**
* **The pupil is detained under a sentence of detention**
* **The pupil has died**
* **The pupil will be over compulsory school age and will not continue into the sixth form**
* **The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid**
* **The pupil has ceased to be a pupil at an independent school or non-maintained special school**
* **The pupil has been permanently excluded from the school**

Annex A deletion from roll guidance <https://www.gov.uk/government/publications/children-missing-education>

**Deleting the name of a pupil of compulsory school age from the register of a special school**

Relevant regulation 9(2) Where a pupil of compulsory school age is registered at a special school under arrangements made by a local authority, the pupil’s name cannot be deleted without the consent of the local authority, or if the local authority refuses to give consent, without a direction from the Secretary of State

**11. 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.

**12. 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 XXXXXXX 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 MMMMMMM 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.

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, Clare Johanson, [CME@sefton.gov.uk](mailto:CME@sefton.gov.uk) to seek advice on identifying previous education provision.

**13.** **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.

**14. Promotion**

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 and making every effort 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**

|  |  |
| --- | --- |
| Clare Johanson  Children Missing Education Co-ordinator | Tel: 0151 934 2862  Email: [CME@sefton.gov.uk](mailto:CME@sefton.gov.uk) |
| Tracy McKeating  Interim Head of Service | Tel: 0151 934 3359/07837863075  Email: [tracy.mckeating@sefton.gov.uk](mailto:tracy.mckeating@sefton.gov.uk) |
| Susan Kavanagh  Administration Officer | 0151 934 3181  Email: [CME@sefton.gov.uk](mailto:CME@sefton.gov.uk) |
| Lisa Delaney  School Attendance Support Service | Email: Lisa.delaney@sefton.gov.uk |
| John Baden  Service Lead - Complementary Education (EHE) | Email: John.baden@sefton.gov.uk |
| Donna Buck  Team Leader, Enhanced 0-19 Children’s Team | Tel: 0151 247 6145  Email: mcn-tr.enhanced0-19@nhs.net |

**15. 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:

**DfE CME Statutory guidance 2024** <https://www.gov.uk/government/publications/children-missing-education>

* **Keeping Children Safe in Education 2020**
* **Supporting pupils with medical conditions at school (Department for Education, 2015).**
* [**Statutory guidance for Local Authorities: Children Missing Education**](https://www.gov.uk/government/publications/children-missing-education)
* [**The Education Act 1996 section 436A**](http://www.legislation.gov.uk/ukpga/1996/56/contents); (added by section 4 of the Education and Inspections Act 2006)
* [**The Education Act 2002**](http://www.legislation.gov.uk/ukpga/2002/32/contents);
* **The Education Act 1996** (section 7, 8, 14 and 19)
* **The Education and Inspections Act 2006** (section 4 and 38)
* [**The Children Act 1989**](http://www.legislation.gov.uk/ukpga/1989/41/contents);
* [**The Children Act 2004**](http://www.legislation.gov.uk/ukpga/2004/31/contents);
* **Working together to Safeguard children**
* [**Elective Home Education Guidelines**](https://www.gov.uk/government/publications/elective-home-education);
* [**School Admissions Code**](https://www.gov.uk/government/publications/school-admissions-code--2);
* [**School to school service: how to transfer information**](https://www.gov.uk/guidance/school-to-school-service-how-to-transfer-information);
* **Working together to improve school attendance**
* **School Attendance (Pupil Registration) (England) Regulations 2024**
* [**The Education (Pupil Registration) (England) Regulations 2006**](http://webarchive.nationalarchives.gov.uk/20130401151715/http:/www.education.gov.uk/publications/eOrderingDownload/UKSI-20061751.pdf), as amended (Education law regarding pupil registration where a child is on a school roll); [**The Education (Pupil Registration) (England) (Amendment) Regulations 2013**](http://www.legislation.gov.uk/uksi/2013/756/pdfs/uksi_20130756_en.pdf); as amended [**The Education (Pupil Registration) (England) (Amendment) Regulations 2016**](http://www.legislation.gov.uk/uksi/2016/792/regulation/3/made).

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**](http://www.legislation.gov.uk/ukpga/2002/32/section/175); and
* [**Section 11 of the Children Act 2004**](http://www.legislation.gov.uk/ukpga/2004/31/section/10).

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.

**Report all child protection concerns to the Children’s Help and Advice Team (CHAT) on 0151 934 4013**

**CHILDREN MISSING FROM EDUCATION (CME) SCHOOL FLOWCHART**

Child Found following checks?

CME case can safely close.

**NO**

CME team will continue checks and pursue until child has been safely located on roll at another school or referred over to the borough in which they now reside.

No. **If child is still missing after 20 school days.** Contact CME for off rolling advice. Once discussed, an off-roll date will be agreed. School must complete the relevant off roll notification form.

**YES**

Yes. **If child is found by CME within 20 school days.** CME will contact school to advise the child has been found. Off roll notification form will be requested and off roll date agreed.

If child is found at the same address CME referral will be rejected. School will be instructed to pursue as an attendance issue.

**CME Case will open.** The following enquiries will commence; Home Visit Completed, Council Tax, Health, HMRC, Home Office, Police and Children’s Social Care checks will be completed by the CME team.

**Day 11:** If the child is not safely located and vacated the registered property, complete the relevant CME form. **Return to CME at cme@sefton.gov.uk**

Within the first 10 school days that a child is missing, should school carry out the following searches:

Contact parents / Carers / Relatives – Visit home address at least 3 times – Speak with neighbours

**If parents have informed school of a move or if a property is found vacant upon visiting, school can refer to CME before the 10-day mark.**

Children who do not arrive at school, there is no explanation for absence, and you suspect the child is no longer at the home address.

**CHILDREN MISSING FROM HOME/CHILDREN MISSING FROM EDUCATION PROCESS**

**If any safeguarding concerns are identified, a referral to the Children’s Help and Advice Team (CHAT) will be made immediately.**

A child with an attendance figure below 90% is deemed a persistent absentee. Children will be referred to the LA’s school attendance team for intervention.

Children with an attendance figure above 90% are not a concern. No further action required at this time.

No

Yes

Is the Child Missing from Education?

Recent Missing from home episodes are discussed and children deemed Missing from Education due to poor school attendance are identified.

A meeting with the My Space team takes places fortnightly to ensure information on all vulnerable children is being shared.

Children missing from Home and Missing from Education are extremely vulnerable and potentially at risk of exploitation.

**To be sent to the Children Missing Education Co-ordinator after 10 school days of absence, following the**

**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   
MASH and CME Co-ordinator immediately highlighting actions taken on the referral form.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Referral |  | School: |  | **Referred by:**  Contact details Email/number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil’s Name |  | DOB |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EHCP |  | Subject to a CP Plan/CIN/EHP |  | Gypsy/Roma/Traveller |  |

|  |  |
| --- | --- |
| Full Forename and Surname of Parents / Carers |  |

|  |  |
| --- | --- |
| Last Known Address |  |

|  |  |
| --- | --- |
| All Emergency Contacts and Numbers |  |

|  |  |  |
| --- | --- | --- |
| Full Names of Siblings | DOB: | School Attended: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Forwarding Address if Known |  |

|  |  |
| --- | --- |
| 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/Time | Outcome |
| 1 | Checked internal school records   * 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). |  |  |
| 2 | Checked Emergency Contacts |  |  |
| 3 | Checked with friends, siblings and relatives |  |  |
| 4 | Telephone calls/letters sent   * Made home visit(s) and enquired with neighbour(s)   Min of 3 non-contact visits to be made at different times of the day. Date and time of each visit MUST be recorded. |  | **Visit 1:-**  **Visit 2:-**  **Visit 3-** |
| 5 | Details of enquiries completed:   * 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 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 school 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](mailto:cme@sefton.gov.uk)  If you have any queries concerning the process, please contact Clare Johanson, CME Co-ordinator, [cme@sefton.gov.uk](mailto:cme@sefton.gov.uk) or tel: 0151 934 3181 |

**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**

**MASH and the CME Co-ordinator immediately highlighting actions taken on the referral form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Referral |  | Agency |  | **Referred by:**  Contact details Email/number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil’s Name |  | DOB |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EHCP |  | Subject to a CP Plan/CIN/EHP |  | Gypsy/Roma/Traveller |  |

|  |  |
| --- | --- |
| Full Forename and Surname of Parents / Carers |  |

|  |  |
| --- | --- |
| Last Known Address |  |

|  |  |
| --- | --- |
| All Emergency Contacts and Numbers |  |

|  |  |  |
| --- | --- | --- |
| Full Names of Siblings | DOB: | School Attended: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Forwarding Address if Known |  |

|  |  |
| --- | --- |
| Date Pupil Last Attended School |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**  Tick box to indicate Yes | | |
| **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**  Tick box to indicate No  Tick box to indicate yes | |
| 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**  Tick box to indicate Tick box to indicate No  Tick box to indicate Yes |
| 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](mailto:cme@sefton.gov.uk)  If you have any queries concerning the process, please contact Clare Johanson, CME Co-ordinator, [cme@sefton.gov.uk](mailto:cme@sefton.gov.uk) or tel: 0151 934 3181 |

[](http://intranet.smbc.loc/staff/one-council.aspx) **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: [CME@sefton.gov.uk](mailto:CME@sefton.gov.uk) by *secure e-mail****. All known information must be provided.***

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of submission | *dd/mm/yyyy* | School |  | CTF Issued? |  |

**PUPIL DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | Forename |  | | |
| Gender |  | DOB |  | NCY | |  |
| EHCP |  | Subject to CP Plan/CIN /EHP |  | Gypsy/Roma/Traveller | |  |
| 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 | |  | |
| Safeguarding concerns |  | | Key workers contact details | |  | |
| Any other information |  | | | | | |

|  |  |
| --- | --- |
| Referrer |  |
| Position |  |
| Date |  |
| Contact number:  Address/e-mail |  |

**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 |  | *School / provision named* |  | | | |
| b,c | Registered at another school |  | *Name of school* |  | | *Start date* | *dd/mm/yyyy* |
| d | Elective Home Education |  | *LA notified by school & EHE Proforma completed* | | Yes  No | *Date* | *dd/mm/yyyy* |
| e | Home – school distance deemed unreasonable |  | *New Address provided* | | | | |
| f | Failure to return from leave of absence |  | *Date of original CME referral - dd/mm/yyyy* | | | | |
| g | Medically unfit to pursue education |  | *Must be certified by School Medical Officer* | | | | |
| h | Continually absent for 20 school days or more |  | *Date of original CME referral - dd/mm/yyyy* | | | | |
| i | In custody for four months or more; on final order |  | *To be agreed with LA* | | | | |
| j | Death of child |  |  | | | | |
| k | Child above statutory school age |  |  | | | | |
| l | Leaving Independent School |  | *Give reason* |  | | | |
| m | Permanent Exclusion |  |  | | | | |
| n | Not moving to Reception from Nursery |  | *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 |  | *Give reason* |  | | | |

[](http://intranet.smbc.loc/staff/one-council.aspx) **CME 3**

**Off Roll Notification Form – Whereabouts Known**

The Education (Pupil Registration) (Amendment) Regulations 2006

Please fully complete this form when deleting a compulsory school-age child from the school roll and the child’s whereabouts are known. All forwarding details ie new school/new address **must** be completed. Please return to: [CME@sefton.gov.uk](mailto: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 | *dd/mm/yyyy* | School |  | CTF Issued? |  |

**PUPIL DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | Forename | | | |  | | | |
| Gender |  | | DOB |  | | | | NCY | |  | |
| EHCP |  | Subject to CP Plan/CIN /EHP | | |  | Gypsy/Roma/Traveller | | | | |  |
| Parent/s Full Name/s |  | | | | | | | | | | |
| Home address |  | | | | | | | | | | |
| Contact number/s |  | | | Borough of residence | | | | |  | | |
| Details of any other contacts |  | | | | | | | | | | |
| New / Proposed address |  | | | | | | | | | | |
| Name of New School |  | | | | | | | | | | |
| Contact number/s |  | | | If Leaving Country – Flight/ferry/ Eurostar number & date | | | | |  | | |
| Safeguarding concerns |  | | | | | | Key worker details | |  | | |
| Any other information |  | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Referrer |  | Date |  |
| Position |  | | |
| Contact tel no:  Address/e-mail |  | | |

If you have any queries concerning the process of removing a child from the school roll, please contact: Clare Johanson, CME Co-ordinator, Tel: 0151 934 3181 / [cme@sefton.gov.uk](mailto: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 |  | *School / provision named* |  | | | |
| b,c | Registered at another school |  | *Name of school* |  | | *Start date* | *dd/mm/yyyy* |
| d | Elective Home Education |  | *LA notified by school & EHE Proforma completed* | | Yes  No | *Date* | *dd/mm/yyyy* |
| e | Home – school distance deemed unreasonable |  | *New Address provided* | | | | |
| f | Failure to return from leave of absence |  | *Date of original CME referral - dd/mm/yyyy* | | | | |
| g | Medically unfit to pursue education |  | *Must be certified by School Medical Officer* | | | | |
| h | Continually absent for 20 school days or more |  | *Date of original CME referral - dd/mm/yyyy* | | | | |
| i | In custody for four months or more; on final order |  | *To be agreed with LA* | | | | |
| j | Death of child |  |  | | | | |
| k | Child above statutory school age |  |  | | | | |
| l | Leaving Independent School |  | *Give reason* |  | | | |
| m | Permanent Exclusion |  |  | | | | |
| n | Not moving to Reception from Nursery |  | *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 |  | *Give reason* |  | | | |

[](http://intranet.smbc.loc/staff/one-council.aspx)

**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](mailto: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 | *dd/mm/yyyy* | School |  | CTF received |  |

**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 |  |