

## Children Missing in Education Policy

### Guiding Principles

The safety and welfare of all of our students at the Stephen Perse Foundation (the **Foundation**) is our highest priority. The Foundation will follow the procedures laid down by our own Local Authority (**LA**) (which is Cambridgeshire for all schools in the Foundation apart from Dame Bradbury's where Essex is the LA) together with the guidance contained in [Keeping Children Safe in Education](#) 2018, (KCSIE 2018), [Children Missing Education](#) DfE September 2016 and the DfE [Guidance on School Attendance](#) (September 2018).

This Children Missing in Education Policy applies to the Foundation which comprises the Stephen Perse Pre-Prep Schools (City and Madingley), the Stephen Perse Junior School, Dame Bradbury's School, the Stephen Perse Senior School and the Stephen Perse 6th Form College. It is applicable to all students including those students in the Early Years Foundation Stage (**EYFS**).

### Introduction

A child going missing from education, particularly on repeat occasions, is a safeguarding issue. It is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the Foundation has been trained to appreciate that he or she has a key responsibility for helping to keep all of our students safe at all times. This includes the importance of effective information sharing to ensure our pupils are safe and receiving suitable education. Where staff have concerns that a child is missing from education, this policy should be followed. Every member of our staff who works with children has read Part 1 (including Annex A) of KCSIE 2018 and been given a copy of the Children Missing in Education policy as part of their induction.

### Providing Information to the Local Authority for standard transitions

The Foundation recognises its duty to provide information to the relevant LA for standard transitions as requested. The Foundation recognises that there is an overlap with KCSIE 2018 which recognises children missing education as a safeguarding issue particularly when a child leaves with no known destination. The LA can also request information at other non-standard points, which the Foundation would provide on request. For Cambridgeshire and Essex LA all arrivals and leavers will be reported at all entry points. Those at the start and end of an academic year will be reported in a CSV file, those at non-standard points will be reported according to the reason for leaving. (For correct procedure to follow and which way of informing LAs please see Appendix 8.)

When notifying the relevant LA, the Foundation should also, where possible, copy in the LA where the child is normally resident.

### **Students arriving or leaving at a non-standard point or entry to school (Compulsory School Age) - (Non-standard points are those mid-year)**

In the interests of safeguarding children and in order to assist the relevant LA with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (**CME**), the Foundation notifies the relevant LA if a student joins or leaves one of our schools, that they have been added to or deleted from the school admission register. A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen. The Foundation should report to the LA any child that leaves the Kindergarten at the end of their N2 year if we have information that they are not joining another setting for Reception at compulsory school age. Even though there is no requirement by the LA to report those above the age of 16, as an independent school, it is our safeguarding duty in respect of all pupils (including ages 16-18) to investigate any unexplained absences according to KCSIE 2018 and the Independent School Standards Regulations 2014.

### **Leavers**

When a student leaves the Foundation the following information about that student is logged in SIMs:

- future address
- future setting
- reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)
- date of leaving

A report is then run from SIMs with the following information to submit to Cambridge LA - [cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk) ([admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk) or Essex LA - [cme@essex.gov.uk](mailto:cme@essex.gov.uk) as appropriate (see Appendices for relevant LA forms):

- Full name of child
- Legal gender
- Full name and address of every parent and an indication of which parent the student normally resides with and, where a parent notifies a school that the student will live at another address in addition to or instead then the new address, the full name of the parent with whom the student will normally live in future and the date, if known
- Telephone number of parent (at least one)
- Future address with date of commencement
- Future setting and date of commencement
- Reason for leaving/deletion from the admission register (the reason for leaving is selected from a drop down list, that is one of the 15 separate grounds for removing a student as set out in Appendix A of the Department of Education advice September 2016 '[Children Missing Education](#)' (see Appendix 1)

- Date of leaving
- (NB As an independent school the students do not have UPN (Unique Pupil Numbers) so if requested these are marked as 00000)

The Foundation recognises its duty to notify the relevant LA when it is about to delete a pupil's name from the admission register under any of the fifteen grounds listed in the regulations.

### **Arrivals**

When a child starts at the Foundation, at a non standard entry point, the Foundation will notify the appropriate LA within 5 days of the entry on the admission register to Cambridge LA - [cme@cambridge.gov.uk](mailto:cme@cambridge.gov.uk) or Essex LA - [cme@essex.gov.uk](mailto:cme@essex.gov.uk), as appropriate. A notification of a list of names will be sent at the start of each academic year when there is often a greater intake. Thereafter notifications will be made as the need arises throughout the year.

The Foundation will provide all details contained in the admissions register for the new student which should be up to date on the first day that the child starts at the Foundation (see Appendix 4).

### **Students failing to attend on the first day of school**

All new students are placed on the Foundation's admission register at the beginning of the first day on which the Foundation has agreed that the student will attend the Foundation. If a child fails to attend on the agreed date and no other reason has been given, staff must inform the Head of School (HoS) without delay. The HoS will undertake reasonable enquiries to establish the child's whereabouts and will notify the relevant LA at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the Foundation and external agencies when making enquiries to locate any missing children.

### **Repeated and Significant Absence from School - duty to report**

Where there are concerns about a child's attendance, school staff should act on them immediately. Welfare concerns regarding attendance should be logged in MyConcern and passed on to the Designated Safeguarding Lead (DSL) or relevant Deputy Designated Safeguarding Lead (DDSL).

The DSL or DDSL will inform the relevant LA of any student who fails to attend school regularly, or has been absent without the HoS's permission for a continuous period of 10 school days or more. It is the role of the HoS to monitor prolonged absences with the support of office staff.

Where a student has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the student is unwell or unable to attend because of any unavoidable cause) or has not returned to school for 10 days after an authorised absence, and the Foundation and LA have failed, following reasonable enquiry (in accordance with the Children Act 2004), to ascertain where the student is, the Foundation may delete the student's name from the admission register. The Foundation will inform the LA of such deletion no later than the time at which the student's name is deleted from the register. If during the enquiry there is reason to believe that a child may be at risk of significant harm, a referral will be

made to social services having consulted the relevant LA threshold document (see the Foundation's Safeguarding and Child Protection Policy).

The Foundation also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), to help identify children who are missing education and/or otherwise at risk of harm.

As part of Foundation's duty to safeguard children any unexplained absences should be investigated.

### **Changes to the Admissions Register**

In order to maintain the admissions register up to date and accurate, the Foundation requests that parents should check the current details held for them once a year and reminds parents to notify the relevant School office of any changes to their details.

If student's parents change address then the Foundation will record, as required:

- The full name of the parent with whom the student will live
- The new address
- The date from when it is expected the student will live at this address

### **Pupil Supervision**

Our student supervision policy and procedures for each School describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children both morning and afternoon. We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the Foundation if their child is absent for any reason via phone or email to the relevant School office. The Foundation will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school
- The enhanced supervisory arrangements for outings involving our youngest children are very clear and we have strict ratios to enable safe off site experiences to occur. Please refer to the supervision policy.

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective.

**Related Policies:**

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Missing Child Policy
- Non-collection of Child Policy Procedures
- Supervision Policy and Procedures

**Appendices:**

1. 15 Grounds for deleting a pupil from the school register/roll
2. Local Authority Contact Information
3. Local Authority Contact Details
4. The Leavers Spreadsheet Headings for required information
5. Request for Local Authority (CAMBs) Education Welfare Intervention
6. (CAMBs LA) Deletion from register - destination confirmed form
7. (CAMBs LA) - Elective Home Education Information Information from School on Deregistration
8. How to inform the LA of a leaving pupil

**Reviewed:** November 2018

**Version Control**

Date of adoption of this policy	5 December 2018
Date of last review of this policy	30 November 2018
Date for next review of this policy	November 2019
Policy owner	Head of Pre-Prep
Authorised by	Governing Body

## Appendix 1:

### **Grounds for deleting a student from the school admission register**

Grounds for deleting a student of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended:

1 8(1)(a) - where the student is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

2 8(1)(b) - except where it has been agreed by the proprietor that the student should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a student at another school.

3 8(1)(c) - where a student is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

4 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the student is receiving education otherwise than at school.

5 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

6 8(1)(f) - in the case of a student granted leave of absence in accordance with regulation 7(1A), that:

- (i) the student has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;
- (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.

7 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and

- (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
- (ii) the proprietor does not have reasonable grounds to believe that the student is unable to attend the school by reason of sickness or any unavoidable cause; and

(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.

9 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the student will return to the school at the end of that period.

10 8(1)(j) - that the student has died.

11 8(1)(k) - that the student will cease to be of compulsory school age before the school next meets and—

- (i) the relevant person has indicated that the student will cease to attend the school;
- or
- (ii) the student does not meet the academic entry requirements for admission to the school's sixth form.

12 8(1)(l) - in the case of a student at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a student of the school.

13 8(1)(m) - that he has been permanently excluded from the school.

14 8(1)(n) - where the student has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

15 8(1)(o) - where—

- (i) the student is a boarder at a maintained school or an Academy;
- (ii) charges for board and lodging are payable by the parent of the student; and
- (iii) those charges remain unpaid by the student's parent at the end of the school term to which they relate.

## Appendix 2:

### **Local Authority Information**

#### **Essex Local Authority information:**

The Missing Education & Child Employment Service:

Tel: 03330 322 962

Email: [cme@essex.gov.uk](mailto:cme@essex.gov.uk)

#### **Essex Children Missing from Education**

Click [here](#) for a link to the Essex Missing Children Checklist.

Click [here](#) for a link to the statutory notification of deletion / admission from/to the Essex school roll.

#### **Cambridgeshire Local Authority information:**

Education welfare officers (EWO) are part of the District Early Help Teams. The contact details for the Cambridge City District Early Help Team is Joanne Maxwell 01223 727942.

If you are aware of the student's destination and have confirmation of the new educational placement **and** that the student has started at the new provision, the school is required to complete the Deletion from School Register - Destination Confirmed Form (Independent Schools) and send to [CME@cambridgeshire.gov.uk](mailto:CME@cambridgeshire.gov.uk).

In all other cases where a school is unaware of the student's destination and/or the student or the student and families whereabouts - this also includes those students who fail to transfer to statutory education from nursery school, then a referral should be made to the Local Authority for Education Welfare Intervention, after the school has made initial investigation to the student's whereabouts. The CME Request for LA EWO Intervention Form (Independent Schools) should be completed and sent to [CME@cambridgeshire.gov.uk](mailto:CME@cambridgeshire.gov.uk).

When a parent elects to home educate it is the school, not the parent who has a legal duty to notify the relevant LA and Cambridgeshire requires the 'EHE School Deregistration Form' to be completed and sent, along with a copy of the signed parent letter, to the Elective Home Education Office at [ElectiveHome.Education@cambridgeshire.gov.uk](mailto:ElectiveHome.Education@cambridgeshire.gov.uk).



Appendix 3:

**Local Authority contacts**

Cambridgeshire Local Area Designated Officer (LADO or DO)

Tel no: 01223 727967

Cambridgeshire Education Child Protection Advice line

Tel no: 01223 703800

Cambridgeshire Direct Contact Centre (Social Care)

0345 045 5203

Cambridgeshire Emergency Duty Team (out of hours)

Tel: 01733 234724

Essex North Local Authority Designated Officer (LADO or DO)

Jacque Wilkes Tel: 03330139797

Essex Child Protection Referral (Children and Families Hub (CFH))

Tel: 0345 603 7627

Essex out of hours Emergency Duty Team

0345 606 1212 or email: [Emergency.DutyTeamOutOfHours@essex.gov.uk](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk)

Appendix 4

**The Leavers Spreadsheet Headings for required information**

**For the student:**

<u>Full Name</u>	<u>Date of Birth</u>	<u>Gender</u>	<u>UPN</u>	<u>Name of Last School Attended</u>	<u>Name of School Transferring To</u>
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**For parent 1:**

<u>Title</u>	<u>First Name</u>	<u>Last Name</u>	<u>Relationship</u>	<u>House Name/ Number</u>	<u>Street</u>	<u>Town</u>	<u>County</u>	<u>Post Code</u>	<u>Phone Number</u>
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**For parent 2:**

<u>Title</u>	<u>First Name</u>	<u>Last Name</u>	<u>Relationship</u>	<u>House Name/ Number</u>	<u>Street</u>	<u>Town</u>	<u>County</u>	<u>Post Code</u>	<u>Phone Number</u>
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**Referrer: (Who completes the spreadsheet)**

<u>Name of School</u>	<u>Name of Referrer</u>	<u>Position in School</u>	<u>Email Address</u>
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Appendix 5:

**CHILDREN MISSING FROM EDUCATION - CAMBs Local Authority**  
**Independent Schools**  
**Request for Local Authority Education Welfare Intervention**

**Referrals should be made within 10 days.**

**Please Note: If there is Social Care Involvement or Child Protection the linked Social Worker should be informed immediately**

<b><u>Names of child/children:</u></b>	
<b><u>Dob (s):</u></b>	
<b><u>Name of School:</u></b>	
<b><u>Last known address:</u></b>	
<b><u>Full name of Parents/Guardian name</u> <b><u>contact numbers:</u></b></b>	
<b><u>Emergency Contact numbers and full</u> <b><u>names:</u></b></b>	
<b><u>Does the family have a CAF?</u></b>	
<b><u>Is there social care involvement or child</u> <b><u>protection?</u></b></b>	
<b><u>Investigations already undertaken by</u> <b><u>school (i.e. phone calls, home visits,</u> <b><u>letters):</u></b></b></b>	
<b><u>Additional Information i.e. other family</u> <b><u>links</u></b></b>	

**Name:**

**Role:**

**Signed:**

**Date:**

**Send Referral Form to: [cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk)**

Appendix 6:

**CAMBs LA - Deletion from register - destination confirmed form**

**Name of child/children:**

**Dob (s):**

**UPN:**

**School:**

**Date taken off roll:**

**Destination:**

<b><u>Registered at another school</u></b>	<b><u>Forwarding Address, if known:</u></b>  <b><u>Name and address of forwarding school:</u></b>  <b><u>Start date:</u></b>  <b><u>Upload CTF onto forwarding school via S2S website (if Independent school mark the destination as mmm,mmmm)</u></b>
<b><u>Moving abroad</u></b>	<b><u>Country and contact address:</u></b>  <b><u>Upload CTF onto the S2S website and mark the destination as mmm,mmmm)</u></b>

**I have confirmed the destination of the child stated above:**

**Name:**

**Role:**

**Signed:**

**Date:**

**Email form to: [cme@cambridgeshire.gov.uk](mailto:cme@cambridgeshire.gov.uk)**

Appendix 7:

**CAMBs LA - ELECTIVE HOME EDUCATION**  
**INFORMATION FROM SCHOOL ON DEREGISTRATION**  
**DESTINATION ELECTIVE HOME EDUCATION**

Under current legislation parents do not legally have to register or engage with the Local Authority when they decide to home educate. The Education Act 1996 does however place legal duties upon the Local Authority. Section 437 states:

*"If it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve a notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education."*

If you have any information that would help us engage with parents and then offer appropriate support please complete the form below and either email or post your response to the address given below.

<b><u>School:</u></b>	
<b><u>Child's Name:</u></b>	
<b><u>DOB &amp; Year Group:</u></b>	
<b><u>Current Address:</u></b>	
<b><u>Parents' Names:</u></b>	<b><u>Mother:</u></b> <b><u>Father:</u></b> <b><u>Other:</u></b>
<b><u>Telephone Numbers:</u></b>	<b><u>Home:</u></b> <b><u>Mobile:</u></b>

**Please attach a copy of the SIGNED letter from the parent(s)**

*The child cannot be deregistered until the school has this letter.*

*Home Education cannot be registered until this office has a copy of the letter.*

**Please let us know about any concerns that you have regarding this child and the parents ability to home educate:**

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**Has the School informed Social Care of the concerns  
Attendance**

**Is there a CAF?**

**Referrals to other agencies (please state the agency)**

**PLEASE RETURN TO:-**

**Elective Home Education**  
**Education Office**  
**March Business Centre**  
**Dartford Road**  
**March**  
**PE15 8AN**

**Tel:** 01223 703542

**Email:** [ElectiveHome.Education@cambridgeshire.gov.uk](mailto:ElectiveHome.Education@cambridgeshire.gov.uk)

Appendix 8:

**How to inform the LA of a leaving pupil**

Reason for Leaving	CAMBs LA	Essex LA
1	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	<p data-bbox="1007 510 1388 680"><a href="https://essex-self.achieveservice.com/service/Statutory_notification_of_admission_to_or_deletion_from_Essex_school_roll?accept=yes">https://essex-self.achieveservice.com/service/Statutory_notification_of_admission_to_or_deletion_from_Essex_school_roll?accept=yes</a></p> <p data-bbox="1007 725 1388 824">For all Essex notifications please follow the above link and complete the online form.</p>
2	Deletion from the Register - destination confirmed Form	
3	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
4	EHE Deregistration Form	
5	Child Missing from Education Request for LA or EWO Intervention Form	
6	Child Missing from Education Request for LA or EWO Intervention Form	
7	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
8	Child Missing from Education Request for LA or EWO Intervention Form	
9	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
10	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
11	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
12	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
13	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	
14	Child Missing from Education Request for LA or EWO Intervention Form (If a registered pupil does not appear at the start of their Reception year)	
15	Email <a href="mailto:cme@cambridgeshire.gov.uk">cme@cambridgeshire.gov.uk</a>	