



Policy, procedures and protocol for children missing education or not receiving a suitable education

This guidance does not replace the Local Safeguarding Children's Board's Child Protection Procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns should be observed at all times.

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1. Introduction

Cheshire East Local Authority (LA) is committed to ensuring every child is safe, healthy, enjoys and achieves, is able to both make a positive contribution and achieve economic wellbeing. There is common agreement that this can best be achieved if all agencies work collaboratively. Children who are not receiving suitable education are potentially exposed to higher degrees of risk, and this can include engagement in anti-social or criminal behaviour, social disengagement and/or sexual exploitation.

1.1 Cheshire East's Policy for Children Missing from Education

Cheshire East LA and its partners are committed to ensuring that:

- there are secure procedures and monitoring systems in place for ensuring that all children 0-16 are known to health and children's services
- partner services will bring any children and young people who they support to the attention of Cheshire East's nominated person for Children Missing Education when such children are not attending/accessing education or training
- there are secure arrangements for sharing information when children and young people aged 0-16 move across locality areas, including unknown destinations.

1.2 This policy recognises the importance of reducing the risk of children missing from education, and it is envisaged that this will be best achieved by establishing, implementing and maintaining the following:

- Awareness raising with partner agencies and the general public regarding our need to know about any children missing from education – this to include publicising details of the LA's nominated person for Children Missing from Education.
- Procedures for making prompt referrals to the Education Welfare Service
- Procedures to identify and locate children who go missing from education through liaison with the other services and agencies who are most likely to come into contact with such children
- Procedures to identify children missing education through liaison with other LAs and access to national databases, e.g. the UK Border Agency's North West Intel Operation Unit and DfE 'missing pupils' on s2s
- A regularly updated central register of all local children known to be missing from education
- Procedures to re-engage missing children & young people, with appropriate educational provision

2. Duty to Identify Children Missing from Education

2.1 The Education and Inspection Act 2006 places a duty on local authorities to have in place arrangements that will identify children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age (5-16) who are not on a school roll and are not receiving suitable education.

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- 2.2 “Children missing from education” in this document refers to all children of compulsory school age who are not on a school roll, nor being electively home educated or educated in the independent sector. It also refers to any child whose name will be deleted from a school admissions register (after the school and Local Authority have made reasonable enquiry to locate the pupil) because they have continuous unauthorised absence from school for a period of 20 school days; pupils who leave a school and future provision is unknown; and those who fail to return from extended leave within 10 school days.
- 2.3 The LA is expected to put in place arrangements for joint working and appropriate information sharing with other agencies and LAs which come into contact with families and children. It is often the case that another agency is aware of the arrival or the existence of a child living in the area but not in education, before the Local Authority is aware. In Cheshire East we believe that Multi-agency working brings together practitioners from different sectors and professions to provide an integrated way of working to support children, young people and families.
- 2.4 Multi-agency working provides benefits for children, young people and families because they receive tailor-made support in the most efficient way. The benefits of this include
- early identification and intervention
 - easier or quicker access to services or expertise
 - improved achievement in education and better engagement in education
 - better support for parents
 - children, young people and family’s needs addressed more appropriately
 - better quality services
 - reduced need for more specialist services.
- 2.5 In Cheshire East the Common Assessment Framework is a key part of delivering frontline services that are integrated and focused around the needs of children and young people.
- 2.6 The following are the relevant agencies who are seen as key partners in ensuring that children in Cheshire East do not go missing from education (this list is not exhaustive).
- Education Welfare Service
 - Maintained, Academies and Independent schools
 - Early Years providers
 - Alternative Education providers
 - Elective Home Education Consultant
 - Health
 - Accident and Emergency Departments
 - Social Care, Safeguarding Children In Education and Child Protection Team
 - Hostels and refuges
 - Asylum and refugee support groups

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- Police
- Youth Offending Service
- Housing
- Benefits agency
- Council for Voluntary Services
- Admissions/Appeals and School organisation
- Connexions
- Cheshire Gypsy & Travellers Voice

2.7 In order to ensure all children in Cheshire East are receiving an education, it will be necessary to regularly raise awareness with all stakeholders of the importance of missing children and remind agencies of the need to notify the Local Authority if they suspect that a child is missing from education.

In the Victoria Climbié Inquiry Report, Lord Laming recommended that “Front line staff in each of the agencies which regularly come into contact with families with children must ensure that in each new contact, basic information about the child is recorded. This must include the child’s name, address, age, the name of the child’s primary carer, the child’s GP and the name of the child’s school if the child is of school age”. If it becomes apparent that no arrangements are in place for the child/young person’s education details should be passed to Cheshire East’s Education Welfare Service.

3. Children who go missing

3.1 Children can go missing from education for a variety of reasons. These ‘identified’ reasons have helped the LA to put in place a robust tracking system to (i) check that appropriate educational provision is in place and (ii) ensure the safety and welfare of potentially ‘missing’ children.

3.2 The diagram below illustrates some of the major reasons for children going missing from education.



3.3 Below is a list of children who are likely to go missing from education. This list is not exhaustive.

- Fail to start school at Reception entry, hence never entering the Authority's system.
- Transfer between Local Authorities
- Cease to attend for an unknown reason and the whereabouts of the child/young person cannot be established.
- Fail to complete transition at:
 - Key Stage 1 to 2 (infants to juniors); or
 - Key Stage 2 to 3 (primary to secondary)

- Young people who have committed criminal offences
- Children living in women's refuges/escaping domestic violence or families who have to move quickly under the Police Protection Witness Scheme
- Children in homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed & Breakfast accommodation
- Young runaways
- Children with long-term medical or emotional health problems
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families
- Cared for Children within Cheshire East
- Children from Gypsy/Roma/Traveller background
- Young carers
- Children from transient families, i.e. children who have experienced high levels of mobility between different education providers, as they move from area to area
- Teenage mothers
- Children excluded from school
- Children in private fostering arrangements
- Children informally excluded from school and/or those placed on long-term part-time timetables
- Children taken off roll following a lengthy absence due to an extended family holiday taken in term-time or not returning to the UK*
- Children entering or leaving the independent schools sector
- EC nationals who have the right of abode in the UK – this now includes a significant number of asylum seekers granted status by other EC countries and who have subsequently moved to the UK
- Young people who have come from abroad to live in the Borough including potentially sex trafficked young people

**this could include forced/arranged marriages*

NB: Please refer to the Local Safeguarding Board Multi Agency Protocol for children and young people who run away or go missing from home or care [Reconstruct Online Procedures - Children and Families who go Missing | Cheshire East Safeguarding Children Procedures](#)

4. Process for monitoring children who cease to attend school

- 4.1 The Education (Pupil Registration) (England) Regulations 2006 requires all maintained schools to notify the Education Welfare Service before deletion from the school roll of:
- Any pupil whose parents have advised the school in writing that they intend to electively home educate.
 - Any pupil, the destination of whom is unknown, that no longer resides within reasonable travelling distance from the school at which he/she is registered.
 - Any pupil who does not return to school following leave of absence.
 - Any pupil certified as unlikely to return to school for health reasons, before the pupil ceases to be of compulsory school age.
 - Any permanently excluded pupil.
- 4.2 Additionally all maintained schools must advise the Education Welfare Service:
- If the whereabouts of a pupil cannot be established after reasonable enquiry by the school and Local Authority the school should follow with the agreement of the Local Authority the school to school (s2s) procedure at [School to School \(s2s\) - The Department for Education](#) section 9 'Lost' pupil.
 - Of all pupils who have ten days continuous unauthorised absence from school. ([Appendix 1](#))

5. Processes and Procedures to be followed

- 5.1 To limit the opportunity for children to go missing when they fall out of the education system, a range of systematic processes and procedures have been developed. As children missing education may raise potential child protection issues, schools should always follow the agreed processes and procedures.
- 5.2 The implementation of these procedures and guidelines is aligned within the 'Golden Thread', which is a term that explains how Cheshire East Council links together individual, team and service priorities and achievements to the overall objectives of the council. ([Appendix 6](#))

These procedures and processes include:

- procedures to ensure referrals are made to the Education Welfare Service (EWS) who maintain an updated central register of all children missing education ([Appendix 10](#))
- procedures to identify and locate children missing education through liaison with other services and agencies most likely to identify such children
- procedures to re-engage those missing, with appropriate educational provision through a lead agency, key worker and action planning process
- procedures to identify children missing education through liaison with other LAs and access to national School to School database (s2s)
- developing existing systems to identify those at risk of becoming children missing education
- raising awareness, through publicity, to the general public regarding children missing education and every child's right to an education ([Appendices 7 and 8](#))

6. Stage 1 -Monitoring attendance in all educational provisions

The process by which the local authority tracks children who may cease to attend the registered provider.

All schools and alternative providers are required to have systems in place for monitoring attendance in order to safeguard the welfare of all children.

6.1 Schools should make appropriate referrals to the EWS using the threshold criteria agreed. The law requires every school to report on continuous pupil absences of more than 10 school days where the reason for the absences is unknown (Regulation 12(1)b Education (Pupil Registration) Regulations 2006). [\(Appendix 9\)](#)

6.2 Schools **cannot** remove a pupil from roll until all enquiries as to the whereabouts of the child or young person have taken place over a period of no less than four weeks. If this process has not been followed schools will be required to reinstate pupils back on to their school roll. [\(Appendix 11\)](#)

If the new address of a family is known in another area of Cheshire East, the child must not be removed from roll until taken onto the roll of another school.

6.3 When a parent/carer informs the school that their child is leaving their current Cheshire East school for a known destination and identified education provision the school has a statutory requirement to send a common transfer file (CTF), electronically, to the receiving school within 15 school days of deletion of the pupil from the school roll.

The current school should check that the CTF is downloaded and accepted by the receiving school. The current school should contact the receiving school if this does not happen within 2 days of the file being sent. [\(Appendix 3\)](#)

If the pupil has not arrived at the receiving school the current school should notify Cheshire East's Education Welfare Service.

6.4 Schools should only delete a child's name from the register according to criteria laid down in the Education (Pupil Registration) Regulations 2006 (Regulation 8). Schools must keep evidence that supports both the reason and the date that a pupil has been removed from the roll, full name of pupil, address of any parent with where child normally resides and the grounds upon which deletion is made (Regulation 12(3)). Schools must retain written documentation for all pupils moving to other schools in order to demonstrate their whereabouts and justify their removal from the roll.

6.5 Where a child is due to start school or transfer school and does not arrive (for example, Reception, years 6/7) the school should try to make contact with the parent. If the school receives no response within a week, they should contact the Admissions Department to find out if the child is registered elsewhere. After two weeks of a child not attending school, the school should refer to the EWS, in the normal way. However it is good practice for schools to make investigations within the first week. Where child protection concerns exist or a social worker is involved, the school must contact Social Services immediately.

7. Stage 2 - Receiving details

7.1 *The process by which the local authority is notified about a child missing, or at risk of missing education:*

Notification can be received from within the local authority, other agencies, and the general public and from children. Local authorities outside Cheshire East are an additional source of information.

It is the responsibility of all agencies to alert the EWS where they believe a child is neither on a school roll or receiving education through an alternative provider. **(Appendix 10)**

The EWS will investigate the enquiry and respond to the referrer when enquiries are complete either by telephone or e mail to let them know the outcome.

Whichever route the information comes through, it is the responsibility of the EWS to: **(Appendix13)**

- ensure accurate compilation of data and actions related to identifying children and young people missing education
- co-ordinate casework, contributing to assessments to determine appropriate provision for a child or young person
- consider using the CAF as a holistic assessment tool, as relevant

7.2 Children Missing Education Administrator to: **(Appendix 14)**

- undertake the tracking process of children and young people when their whereabouts are unknown
- oversee, and ensure the maintenance and updating of the Children and Young People Missing Education database

7.3 Named Children Missing Education Officer within the EWS to:

- liaise closely with the CME administrator, requesting reports as appropriate
- provide relevant data for Senior Officers and Local Safeguarding Board on a termly basis and produce an annual report.

Agencies, the general public, children and young people can contact the Education Welfare Service by telephoning:

Crewe area office: **01270 375277** or Macclesfield area office: **01625 374782**

8. Stage 3 - Identifying a Child as Missing Education

The process by which the local authority determines that the child or young person is not registered with an education provider.

8.1 When information regarding a child or young person thought to be missing education is received, the EWS will alert the CME administrator who will check the centrally held databases for any details. Checks will also be made with Schools Admissions and the Elective Home Education register.

Parents have a duty to ensure their children receive a suitable full time education either by regular attendance at school or otherwise (section 7 of the Education Act 1996).

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Some parents decide, as they are entitled, to provide suitable education by educating their children at home. The parents have no responsibility to inform the local authority if the child is not of statutory school age.

- 8.2 If the child's name is referred to the Education Welfare Service as a child who may be missing education, then the 'Children not on school roll' procedures will be followed. ([Appendix 4](#)) If the child is identified as receiving home education, the EWS will pass details onto the Elective Home Education (EHE) Consultant.
- 8.3 When parents withdraw their child from school to home educate, the name of the child can only be deleted from the admissions register of the school where the parents inform the school in writing (Section 8(1)d of The Education (Pupil Registration)(England) Regulations 2006 No. 1751). It is then the duty of the school to inform the local authority through their EWO.

In Cheshire East the EWS inform the EHE Consultant of any families considering the option of home education. If appropriate the EWS and EHE Consultant carry out joint visits to a family which are considering EHE. ([Appendix 5](#))

- 8.4 Although children with statements of Special Educational Needs can be home educated, the Local Authority remains responsible for ensuring that the education the child receives is suitable. The statement must stay in force and the local authority must ensure that parents can make suitable provision, including providing for their child's special educational needs.

The EHE Consultant has a duty to inform the EWS where they find the provision of education by the parent unsatisfactory. The EHE Consultant will liaise with relevant agencies to facilitate transition back into education.

9. **Stage 4 - Identifying a child or young person at risk of Missing Education**

The process by which the local authority determines that the notified child is registered with an education provider but is at risk of going missing.

- 9.1 Children who are developing poor attendance levels will be identified through schools own practice of regularly monitoring and analysing their attendance data; appropriate referrals will then be made to the EWS through school liaison. ([Appendix 9](#))

Cheshire East has a range of procedures in place which identify and support children and young people who are at risk of going missing from education. Multi agency partners are committed to using the CAF to draw support together; and, where children are identified as at risk of going missing the CAF would be used as an early intervention. [CAF Procedures](#)

Outlined below are some of those groups of children who are recognised as at risk of going missing from education and the systems currently in place to minimise the risk.

- 9.2 **Children on roll of alternative providers, e.g. early college placements, extended work experience.**
Effective monitoring systems are required between school and the provider and referrals made to the EWS where there are concerns about attendance. Where schools have bought the services of the external provider to support the monitoring

of extended work experience placements, the partnership will inform the EWS of the names of children on placements and any concerns about non-compliance with the extended work experience protocol by schools.

9.3 Children living in Women's Refuges

Crewe Women's Aid and Macclesfield Women's Aid are both independently run charities. However they both liaise with Admissions within 2 weeks of the family arriving at the Refuge to ensure the children's access to educational provision. They liaise with EWS about any concerns or issues through their usual referral processes.

9.4 Children of homeless families living in temporary accommodation

Within Cheshire East there are a number of local housing associations with which the EWS liaise, to identify and secure the education of children who may be living in council accommodation, private housing accommodation, temporary housing or homeless units. Cheshire East EWS will continue to promote and encourage communication and co-operation between themselves and these partner agencies.

9.5 Children who have committed offences

Those at risk of going missing from education or who are currently off roll are referred to the EWS by the Youth Offending Service (YOS). The YOS alerts the appropriate Children's Services team to children who are about to be released from custody to enable an education provision to be in place as soon as possible after their release.

9.6 Cared for Children within Cheshire East

The Cared for Children team regularly monitors and tracks education provision. The attendance of Cared for Children is monitored regularly and schools are encouraged to make referrals to EWS where concerns about absence from school begin to emerge.

If a cared for child is believed to be missing then the **named Social Worker for the child must be informed immediately by the agency that has raised the concern.**

9.7 Children with a Gypsy/Traveller background

The EWS will ensure that children gain access to their legal entitlement to an education that meets their needs and promotes inclusion; through their usual referral procedures.

9.8 Children of Asylum Seekers/Refugees

The EWS will ensure that children gain access to their legal entitlement to an education that meets their needs and promotes inclusion; through their usual referral procedures.

9.9 Children who are permanently excluded from school

Those children who are permanently excluded from school are supported by the Education Support and Access Officer and through the Pupil Referral Unit (PRU). The head of the PRU is responsible for ensuring that secure systems are in place to monitor attendance at the PRU and/or alternative provision and make referrals to the EWS where there are concerns about access or attendance issues. Before the child is permanently excluded it is hoped that CAF would have been used if not, the CAF would be actioned.

9.10 Children with long term medical needs

The Medical Needs team provides teaching to children who are absent from school because of long term illness. The team's aim is to provide as much continuity in education as possible, taking into account the medical needs of the pupils. Schools have the responsibility to refer to the team and the Medical Needs team will require up to date medical confirmation from a GP or health authority medical consultant/psychiatrist. These pupils must remain on the roll of the school. Where appropriate the CAF would be established as an early assessment of those children and young people who miss school through their medical needs. The Medical Needs Team provides education for pupils in their homes and other venues and, when necessary, supports pupils back into school.

9.11 Children subject to a Child Protection Plan

Schools and Social Care are encouraged to make referrals to the Education Welfare Service where concerns about absences from school begin to emerge for pupils on the Child Protection Register.

If a child is subject to a Child Protection Plan and is believed to be missing then the Child Protection Co-ordinator must be informed immediately by the agency that has raised the concern.

10. Stage 5 - Locating a child's details on a database

The process by which the local authority records the details of the identified child to enable subsequent monitoring.

10.1 The CME administrator, in conjunction with the EWS, will maintain and continuously monitor a database of all referrals which records the education status of all children not in education. When first identified and ongoing investigations are taking place these children will be logged as Children with no current school identified. Once all investigations have been completed these children will be logged as Children Missing from Education

Details recorded will include:

- Name of pupil
- DOB
- Previous address
- Previous school
- Date case opened as a missing child
- Referred by
- Area missing from within CE
- Local/National search completed
- CTF file uploaded to Lost Pupil database
- Date when child found
- New address
- New school address
- Note field for CME administrator to add relevant information

11. Stage 6 - A Child Missing From Education – making contact

The process by which the local authority establishes communication with the parents or refers the contact to the local authority in which the child resides.

- 11.1 If the EWS is notified of a family living in Cheshire East and the children are not/appear not to be attending school, then the Education Welfare Service will follow procedures for 'Children not on school roll'.

12. Stage 7- Determining a child's needs

The process by which the local authority ensures an assessment is made of the child's educational needs and that appropriate form of provision is put in place.

- 12.1 In most cases parents need advice and support to access mainstream school placements, taking into account parental and child preferences. The EWS will work with the School Admissions Team and other appropriate agencies to support parents in securing appropriate education for their child.

If there are difficulties in securing a school place this will be reported to the Senior EWO (SEWO) by the EWO working with the family.

13. Explanation of additional systems and processes used within Cheshire East:

13.1 Attendance Strategy

Cheshire East's attendance strategy defines the different roles and responsibilities of all those concerned in ensuring that children attend school regularly and the actions that may be taken to achieve this. Cheshire East has produced guidelines (covering family holidays taken in term-time) which advises schools on procedures that must be followed if a child fails to return to school by the date agreed with parents/carers.

Further information is available in the attendance ["Best Practice Guide"](#).

13.2 Common Transfer File (CTF)

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. If a child's destination is not known, schools are advised not to post the CTF to the s2s 'Lost Pupil Database' (LPD) without first contacting the education welfare team. Further guidance about CTF & LPD is available for schools on [Home - The Department for Education](#)

13.3 Admissions and Leavers Database

All schools are required to inform the LA, through the relevant database, of children who are admitted to their school. They are also required to inform the LA with details for children who are no longer on roll at their school.

13.4 **School Admissions**

Cheshire East's admissions team is provided with details by both Cheshire East's legal team and the local voluntary aided faith schools of those children whose admission appeals have not been successful.

This information and details of those children who fail to attend school either in their reception year group or Year 7 are provided to Cheshire East's Education Welfare Service.

Cheshire East also has protocols in place for identifying and reintegrating children permanently excluded, the Fair Access Protocol (formerly known as hard to place pupil protocol) and the Managed Moves protocol. Cheshire East is in the process of developing new mechanisms for identifying Gypsy, Roma and Traveller children who move into the borough, so that their suitable education can be secured.

13.5 **Independent Schools and Academies**

Cheshire East Education Welfare Service will continue to promote and encourage communication and co-operation between themselves and academies, non maintained and independent schools.

These schools should:

- follow consistently the legal requirements and the agreed local authority protocols for taking children off roll and for reporting to the relevant authority when they are missing
- keep Traveller children on roll during periods of planned absence, as required by the regulations
- ensure that their safeguarding policies and processes give due weight to non-attendance and children being out of school.

13.6 **Truancy Patrols**

Truancy Patrols are a joint initiative between Cheshire East's Education Welfare Service and Cheshire Police, and these take the form of a series of locality patrols across the Borough, with joint teams of police and education welfare officers approaching children who are on the streets during school hours. They serve to identify children who truant and ensure that they return to school or other alternative provision.

During a truancy patrol, children and young people with or without their parents, who are out of school are approached and their basic personal details are taken. Checks are then made regarding educational placements and the young people are then (following an interim assessment of their circumstances and the level of risk) returned to their educational placement or escorted home. In both cases, follow-up contact is made with parents/carers. In addition to identifying children missing from their educational placement, these patrols have also located children not registered at any school.

13.7 **Education Welfare Service**

Education Welfare Officers (EWOs) work closely with Cheshire East's admissions team when dealing with parents of children who have failed to register their children at school.

EWOs monitor their particular areas for new families, while home visiting. They follow up enquiries or concerns from members of the public who believe children are being kept away from school.

EWOs carry out checks on school registers to ensure correct attendance codes are used and pupils who are absent are known to them and those on approved educational activity are monitored by schools.

The Education Welfare Service (EWS) has been designated to co-ordinate, in partnership with other agencies, the identification, referral, tracking and engagement of children and young people missing education.

The Service work in partnership with key stakeholders in Cheshire East to further enhance the existing multi-agency networks so that all are aware of the system of referral for children and young people who are missing or at risk of going missing from education.

The EWS manage the co-ordination of the referral process to ensure that all stakeholders understand the referral procedures regarding Children Missing Education.

13.8 Tracking and Cross Boundary Arrangements

The Education Welfare Service has protocols with neighbouring authorities on the management of referrals for children attending schools in Cheshire East but living in another authority. If a child goes missing from a Cheshire East school, but lives in another county, the Education Welfare Service will refer to the Education Welfare Service for that authority.

If a child is permanently excluded from a Cheshire East school but lives in another authority, information is sent in the first instance by the school to the home authority so that interim education support may be provided. Similarly, if a child is absent from school due to long term medical needs, the Medical Needs Service will inform the home authority to access support for the child.

Details of children stopped during a Truancy Sweep will be sent to the Education Welfare Service in the child's home authority or school.

Information will be shared with the home authority on any legal action, Penalty Notice, Parenting Order or Education Supervision Order made by Cheshire East.

13.9 Transfer of school children Enquiry Form

The EWS use this form to inform other authorities that a child has moved into their area. It is the responsibility of that authority to complete and return the reply letter confirming the child has been located ([Appendix 12](#))

Further information can be downloaded from:

[Home - The Department for Education](#)

www.ofsted.gov.uk

Ofsted report on Children Missing Education August 2010.

Reference no: 100041

[Children Missing Education](#)

[Education Welfare Service](#)

www.cheshireeast.gov.uk

[CAF Procedures](#)

[LSCB \(Local Safeguarding Children Board\)](#)

The following agencies were consulted in the preparation of this policy:-

Education Welfare Service

Social Care

Police

Health

Safeguarding Team

School Admissions

Senior Managers in Cheshire East

Cheshire East associations of Head teachers

Special Needs Advisor

Gypsy, Roma Traveller Service

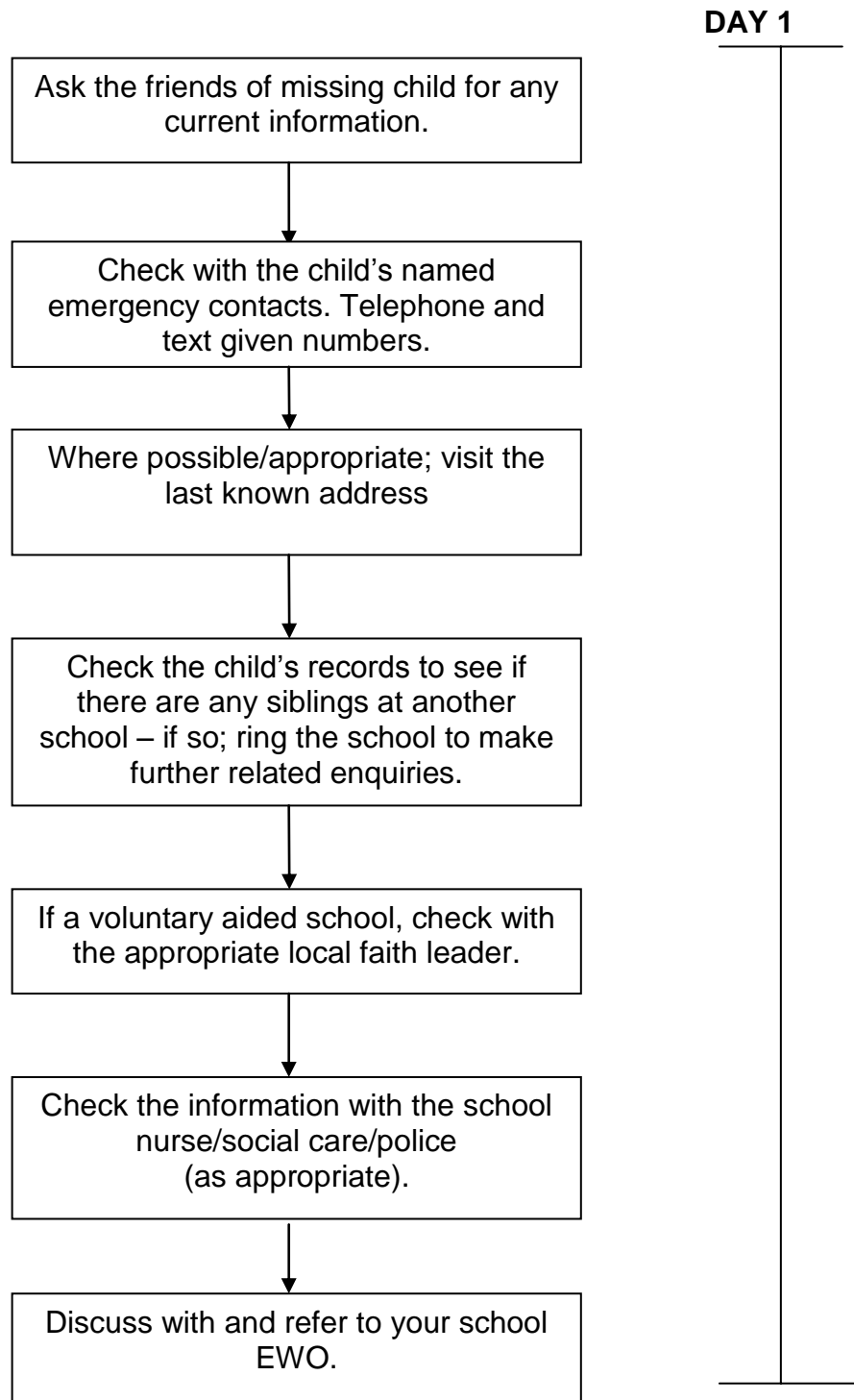
Elective Home Education

Service Pathway Manager

Appendix 1

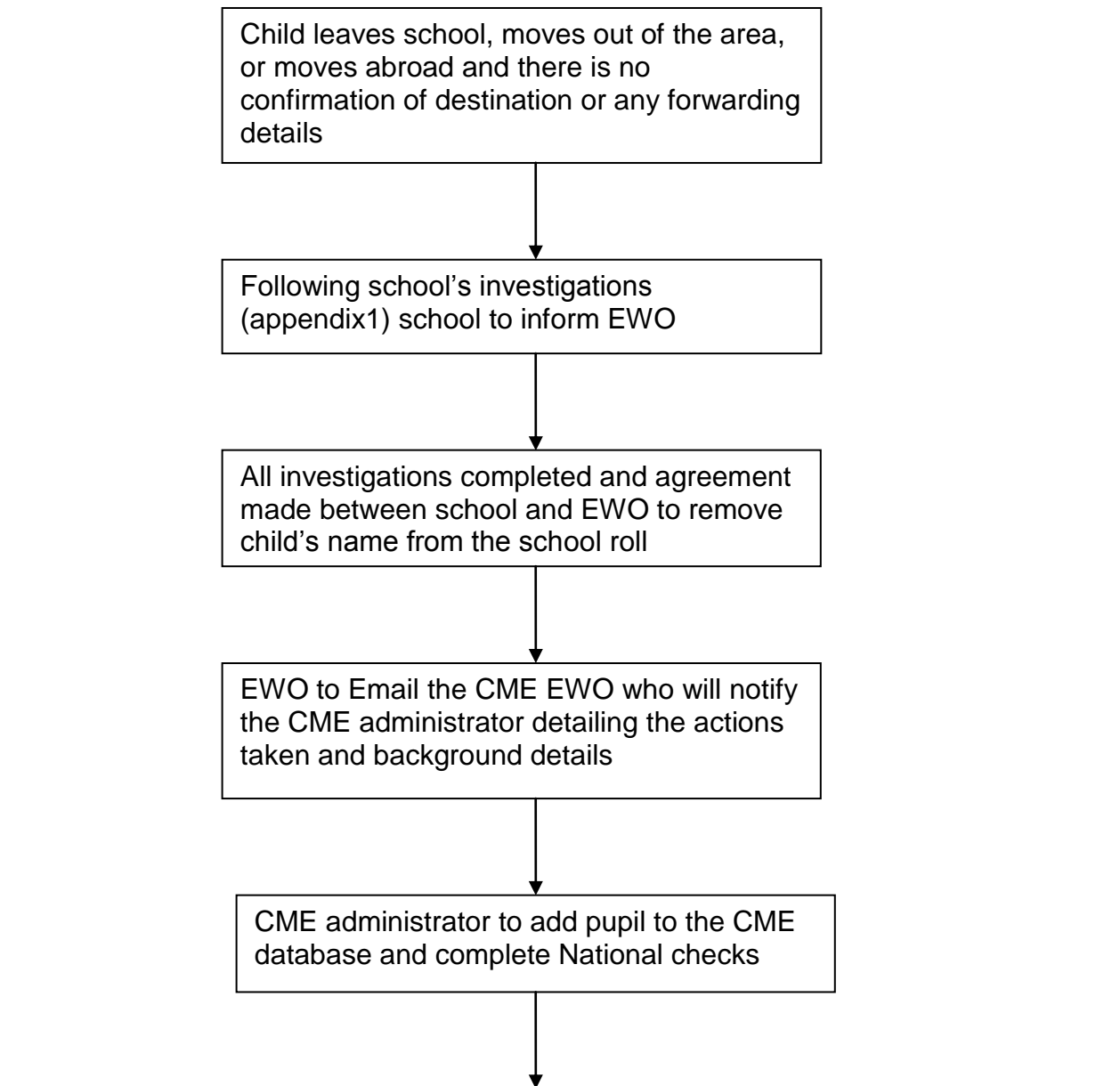
Procedures for Schools to follow to locate a pupil

NB: Although referral to EWS will be after 10 days of absence it is good practice for schools to make investigations from day one of absence where contact has not made by an appropriate adult.



Appendix 2

Procedures for schools where a child's destination is unknown



School to complete a common transfer file (CTF). Information to be as detailed as possible:

- Name of the specific school if known plus Town/City/area (very helpful as there maybe a lot of St James' CE Primary schools across the country)
- If a child is moving to a private school name the school and the area it is in
- If a child moves abroad give as much information as possible of the destination e.g. address if known, Town/city/area/country
- As many contact numbers as possible including numbers/addresses of relatives and e mail addresses etc.

CTF file to be uploaded on the S2S website - the lost pupil database coded as XXXXXXXX

Appendix 3

Procedures for schools where a child's destination is known

Child moves to a different school, leaves the area or moves abroad and you have confirmation of this.

The **current** school should:



Complete the C.T.F (Common Transfer File) on SIMS
Information to be as detailed as possible:

- Name of the specific school if known plus Town/City/area (very helpful as there maybe a lot of St James' CE Primary schools across the country)
- If a child is moving to a private school name the school and the area it is in
- If a child moves abroad give as much information as possible of the destination e.g. address if known, Town/city/area/country
- As many contact numbers as possible including numbers/addresses of relatives and e mail addresses etc.



Upload this file to S2S and send to new school if in England & Wales

For children who move outside England & Wales & to private schools – upload CTF to S2S, coded to MMMMMMMM

The **receiving** school should:



Request C.T.F directly from the previous school if not already uploaded to them



If the previous school is not known; liaise with the EWS to avoid duplication of UPN's and records

Appendix 4

Procedures to be followed when a child is found but not on any school roll

(Potentially Children Missing Education)

Child identified as not receiving a suitable* education (*Children Missing Education is defined as being “children who are not receiving a suitable education either through school, alternative provision or home education.)

This could include pupils in the following categories:-

- New to area, including asylum seekers & refugees
- Awaiting appeal but not on school roll
- EHE (where deemed not suitable), or moving from EHE to a school and no place is available
- Post statutory school age → Primary
- Year 6 → Year 7 transitions not on any high school roll
- Year 11s new to area and schools reluctant to take on
- Children not on school roll but who have applied for a place.



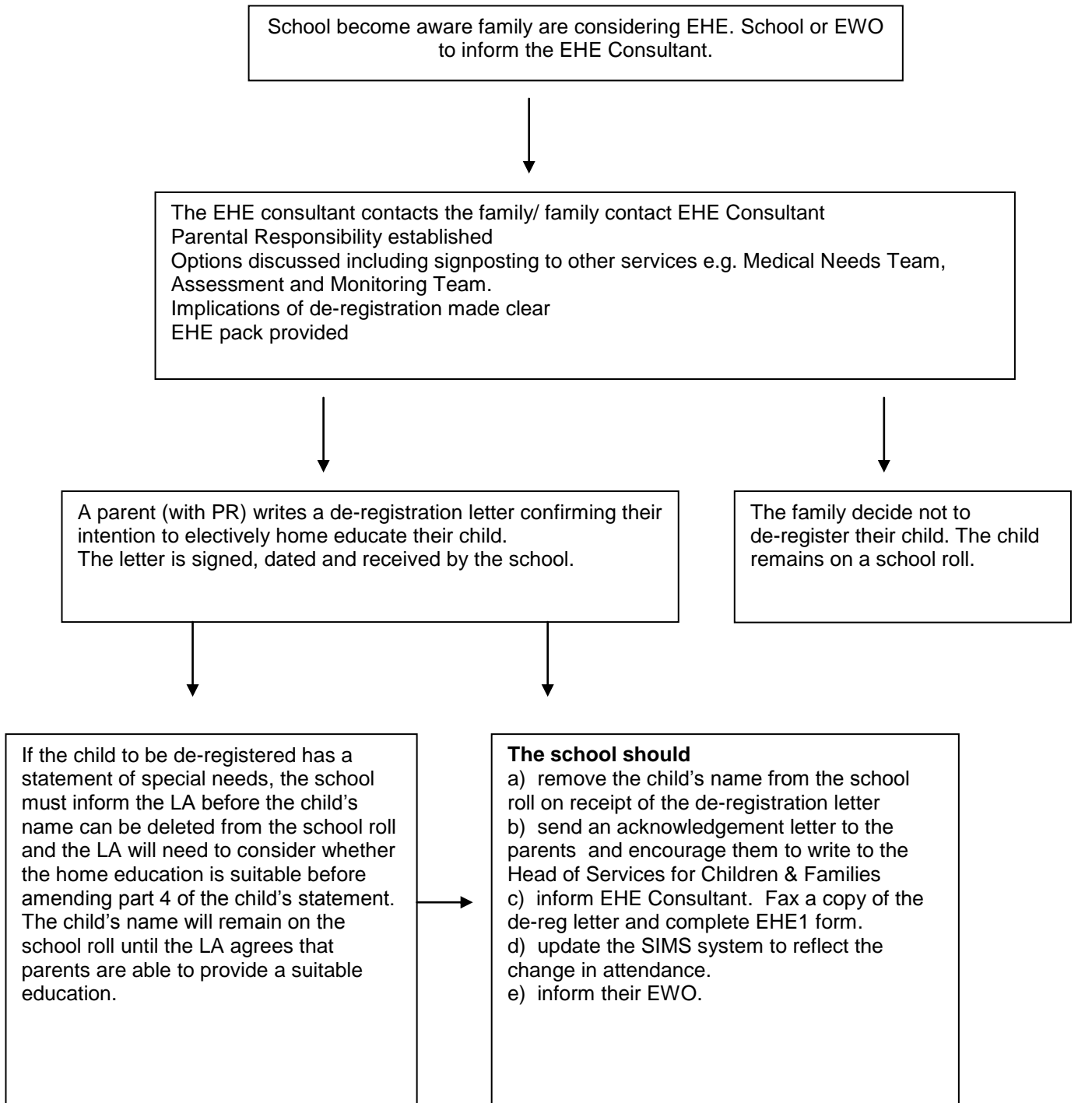
Where normal admission is appropriate this will be through the usual admissions process



Where the case is more complex this will be referred to the EWS

Appendix 5

Procedures for schools where a family is considering EHE (Elective Home Education)



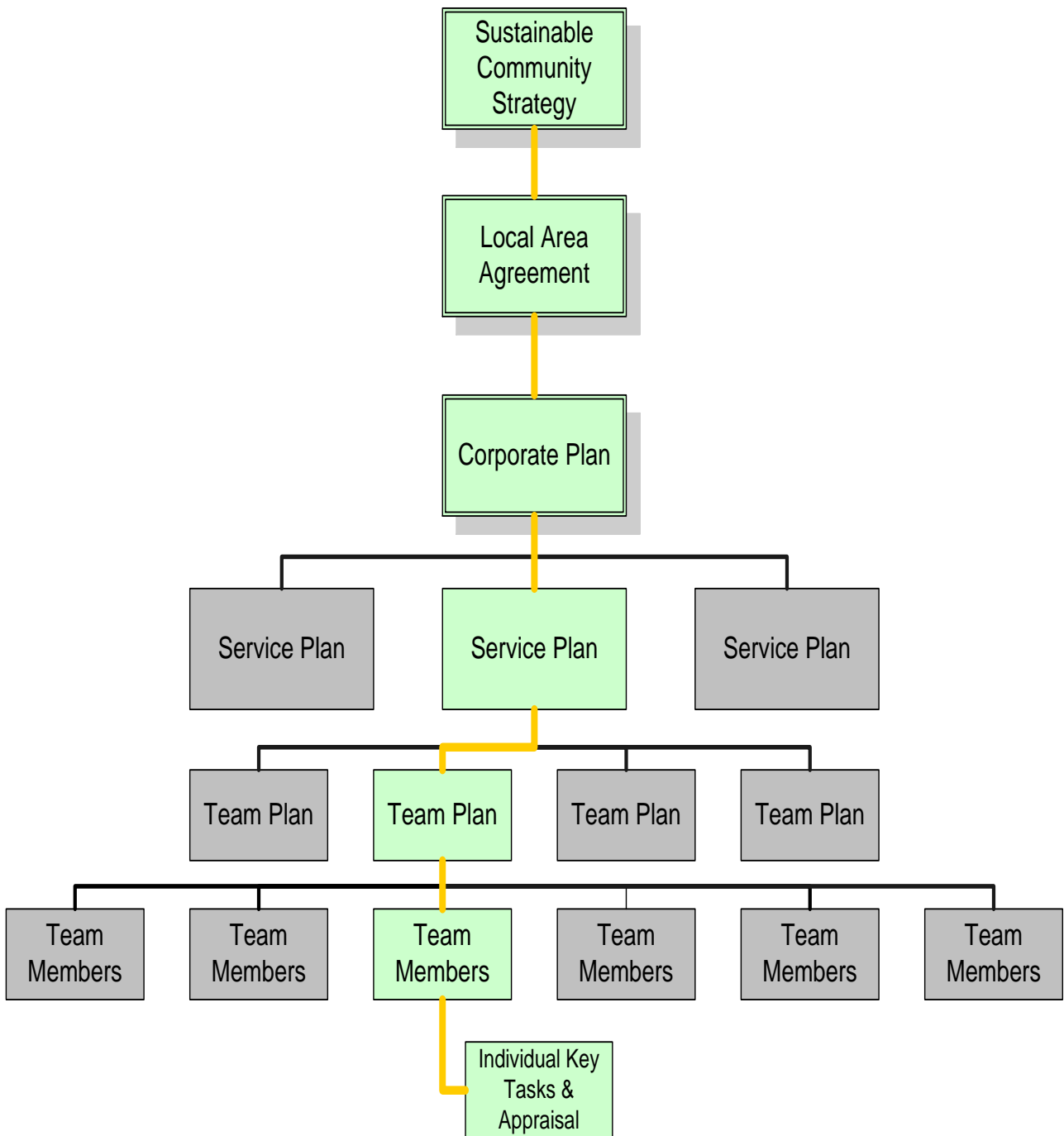
Please note Government guidelines make it explicit that: "School must not seek to persuade parents to educate their child at home as a way of avoiding an exclusion or because the child has a poor attendance record. In the case of exclusion, they must follow the statutory guidance. If the pupil has a poor attendance record, the school and local authority must address the issues behind the absenteeism and use the other remedies available to them."

Appendix 6

Cheshire East's Golden Thread

The golden thread links together:

- Our priorities as set out in our Corporate Plan including over-arching corporate programmes for change and transformation
- Our use of resources and medium term financial planning
- Our workforce development and individual development planning
- Our risk management – to ensure that our outcomes are delivered and risks to delivery effectively dealt with.



Appendix 7

Are you concerned about a child or young person who is not in school?

Cheshire East Council is committed to ensuring that all children are safe and receive an excellent education. Some children and young people may be receiving a full time and suitable education other than in a school. However some children and young people may not receive a full time education, which is their entitlement in law. This may put them at risk.

If you have any concerns please contact
The Education Welfare Service in Cheshire East

Telephone:
01270 375277
or **01625 374782**

Email:
**ChildrenMissing
Education@
cheshireeast.gov.uk**

Help us to make sure they are attending, learning, safe and healthy.



www.cheshireeast.gov.uk/ews



Appendix 8

Cheshire East's Education Welfare Service works with schools and other agencies to identify and support children and young people who are missing, or at risk of missing education.

Who are children missing education (CME)?

Children of compulsory school age who are:

- Not on a school roll
- Not being educated in a school or anywhere else
- Identified as having been out of any educational provision for a substantial period of time (4 weeks)

Why do children go missing from education?

There are a number of reasons, including:

- They do not start school at the appropriate time and so they do not enter the educational system
- They are removed by their parents due to problems at school, disinterest or poor attendance
- They cease to attend, due to exclusion, illness or bullying
- They fail to find a suitable school place after moving to a new area
- The family move home regularly
- Problems at home

The law requires all children between the ages of 5 and 16 to be in full time education.

Why Is It Important to get Children Missing Education back into school?

Children who are not in school could be missing out on vital educational and social opportunities and experiences. Some of them may be at risk of harm or be in situations that are unsafe.

Children who are not in education are at greater risk of involvement in criminal activity and becoming victims of crime themselves. There is also an increased risk that these children will be victims of abuse.

I am concerned about a child who appears to be missing education; what should I do?

If you are aware of children who are either not in school or receiving education at home then please contact the Education Welfare Service. You can do this confidentially either by phone, letter or using our e-mail address.

Please also tell us if you have any concerns about children who have gone missing from your area or neighbourhood.

If the family members include younger children we will speak to our colleagues from other agencies, who may have contact with them, to make sure that they are safe and that their needs are being met.

What will happen when I report a concern?

By making a referral you are ensuring the safety and well-being of some of the most vulnerable youngsters within our community.

Someone from the Education Welfare Service will make contact with the family and children to make sure that they are safe and to arrange for an appropriate education.

If the children need some support, to help them get back into school, this will be provided.

Although the vast majority of children are located and returned to education, we will work with other agencies such as the Police and Health if we cannot trace a child quickly.

Where children go missing from the Cheshire East area we will use the National Missing Children database to inform other parts of the country that there may be children new to their area in need of educational support.

Are you concerned about a child or young person who is not in school?

Frequently asked questions

For support and guidance please contact the Cheshire East Education Welfare Service:

For Crewe, Sandbach,
Nantwich, Middlewich, Alsager

Tel: **01270 375277**

For Macclesfield, Wilmslow, Knutsford,
Congleton, Poynton, Holmes Chapel

Tel: **01625 374782**



www.cheshireeast.gov.uk/ews



www.cheshireeast.gov.uk/ews





Appendix 9
Services for Children and Families
Education Welfare Referral Form- Schools

Child's Name	<input type="text"/>	D.O.B.	<input type="text"/>	Year Group	<input type="text"/>
School	<input type="text"/>				
Name of Parent/Carer	<input type="text"/>				
Address	<input type="text"/>				
Tel No.	<input type="text"/>	Emergency No.	<input type="text"/>		
Name of other person/s with parental responsibility	<input type="text"/>				
Address	<input type="text"/>	Tel No.	<input type="text"/>		
Relationship	<input type="text"/>				
Other agencies involved	<input type="checkbox"/>	Social Care	<input type="checkbox"/>	CAMHS	<input type="checkbox"/>
EdPsych	<input type="checkbox"/>	Police	<input type="checkbox"/>		
	<input type="checkbox"/>	Connexions	<input type="checkbox"/>	YOS	<input type="checkbox"/>
		Other – Please state	<input type="text"/>		
Stated	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Looked after child		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
CAF	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Reason for Referral	<input type="text"/>				
Contact with family and action taken by school / agency	<input type="text"/>				
Relevant information e.g. siblings, home circumstances, health, behaviour.	<input type="text"/>				
Schools only. Please attach a copy of attendance and any relevant parental notes					
Date:	<input type="text"/>	Name:	<input type="text"/>	Designation:	<input type="text"/>

CHILDREN MISSING EDUCATION – REFERRAL FORM

PLEASE TRY TO COMPLETE ALL SECTIONS OF THIS FORM			
Pupil Surname: Also known as: (surname)	Pupil First Name:		
Date of Birth: Address: Current <input type="checkbox"/> Last Known <input type="checkbox"/>	Names of parents / guardians 1. 2. Relationship to child:		
	Contact No Home:		
	Contact No Mobile:		
	Any other contact Nos:		
Post Code:	Is the whole family considered to be missing? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there any known concerns related to staff safety in visiting this family/address: Yes <input type="checkbox"/> No <input type="checkbox"/>			
If recent entry to the UK Country of Origin:	Home Language: (Do we need an interpreter?) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Ethnicity:	Gender:	Year Group:	
If known to SEN please give details:			
Name of last known school:			
Is the child/young person in receipt of free school meals? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is this child / young person currently (please tick):			
Cared 4 Child?	A refugee / Asylum Seeker?		
Subject to a Child Protection Plan?	From a Travelling Family?		
In temporary accommodation?	Other – Please specify:		

Children Missing Education Policy

Please provide details of any siblings below (if known) – only those of compulsory school age		
Name:	Date of Birth:	School (if different):
Are any of the following agencies currently involved with this child / family? (Please tick) (Please can you provide contact names and telephone numbers on the additional comments box below)		
Children & Social Care (Social Services)		School Nurse
Youth Offending Service		Other – Please specify:
ADDITIONAL CONCERNS / COMMENTS: - Please add more info on an additional sheet if required		
Name of referrer:	Service:	Contact No:
Signed:	Date:	
Please send this referral form to:		
Children Missing Education Cheshire East Council Floor 7 Delamere House Delamere Street Crewe CW1 2LL		
Tel: 01270 375277 or 01625 374782 Email: ChildrenMissingEducation@cheshireeast.gov.uk		

Appendix 11

Deletion from School Roll:

It is illegal for a school to remove a pupil's name from the school roll except in the following instances:

1. Where the pupil is subject to an Attendance Order and the LA have named another school.
2. Where the pupil has been registered at another school.
3. Where the parent of the pupil has written to notify the school that the pupil is receiving education other than at school e.g. EHE
4. Where the pupil no longer resides at a place which is a reasonable distance from where he is registered.
5. Where the pupil has not returned after 10 school days following a holiday and a satisfactory explanation of the reason for absence has not been given.
6. Where the School Medical Officer has certified that the pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
7. Where the pupil has been continuously absent for more than 4 weeks and the LEA has been unable to locate the pupil.
8. If the pupil has died.
9. Where the pupil has ceased to be of compulsory school age.
10. Where a pupil has been permanently excluded and the exclusion is upheld
11. Where a pupil has not transferred from Nursery to Reception Class.

Appendix 12

Services for Children and Families

.....
.....
.....

Tel:

Fax:

Email:@cheshireeast.gov.uk

DATE:

OUR REF:

YOUR REF:

Dear Sir/Madam

TRANSFER OF SCHOOL CHILDREN ENQUIRY

Transfer of School Children Enquiry Form

It is reported that:

(1)DOB

(2)DOB

(3)DOB

the child/children of :

who recently resided at :

and attended :

in this District is/are said to have moved to:

and to be attending :

Will you kindly:

- (a) cause enquires to be made as to the accuracy of this statement and let me know the result at your earliest convenience;
- (b) state to whom Medical Records Cards should be forwarded:
- (c) return this Enquiry with the Reply overleaf completed. (If the child/children cannot be traced please indicate accordingly in your reply).

Yours faithfully

Senior Education Welfare Officer

Children Missing Education Policy

Dear Sir/Madam

The child/children named on the Enquiry overleaf has/have been found at the address given, and is/are expected to remain here.

The child/children named on the Enquiry overleaf is/are living at the following address:

.....
.....

He/she/they has/have been admitted into school (s) as under:-

- (1)
- (2)
- (3)

Remarks (if any)

Yours faithfully

Designation

To: Senior Education Welfare Officer

.....
.....
.....
.....

Appendix 13

Actions to be followed by EWOs to locate Children Missing Education:

Initial stage:

- Check CYPD for pupil and siblings
- Phone pupil's last known address and any other contact numbers
- Carry out home visit
- Speak to neighbours
- If there are siblings contact the schools of the siblings
- Discuss with relevant agencies/teams (EHE, PRU, Health, social care, Assessment and Monitoring etc.)
- If the destination may be an independent school contact the school

If checks do not reveal the destination of the pupil:

- Complete the Child Missing from Education form with as many details as possible
- Send the form EWO with responsibility for CME who will check and forward to CME administrator

6 weeks after the pupil is entered on the database:

- EWO should contact the school to find out if anything further has been heard
- Let Alan Ward know that the follow up phone call has taken place

If a pupil is found or any relevant details identified always update EWS CME lead, your records and the pupil's last school

Appendix 14

Actions to be followed by CME Administrator to locate Children Missing Education:

When a referral comes in the CME administrator will pass all details to the EWO with responsibility for CME. Once all EWS actions have been completed the CME administrator will:

Initial stage:

- Check CYPD
- Check PARIS
- Check Key to Success
- Check with police database
- Check with housing
- Check with Job Centre Plus
- Check with Health
- Check with UK Border Agency

If checks do not reveal the destination of the pupil:

- Upload to S2S National Alerts system
- Update CME database
- Enter details of all checks on the individual pupil's record on CYPD (notes section)

Monthly:

- Check CYPD
- Check PARIS
- Check Key to Success
- Send CME report to Monitoring and Interventions Officer and EWS CME lead

Appendix 15

USEFUL CONTACTS

Complex Care Manager
Lead for School Health Service
☎ 01606 544068

YMCA
189 Gresty Road, Crewe
☎ 01270 257673

YMCA
25-27 High Street
Congleton
☎ 01260 290486

Macclesfield Women's Aid
☎ 01625 618162

Crewe Women's Aid
☎ 01270 250390

Elective Home Education Consultant
☎ 01270 685973

Children Missing Education Administrator
☎ 01270 686200

School Admissions
☎ 01270 686387

Safeguarding Team
☎ 01606 275861

Police School Liaison Officer
☎ 01270 500222

Polish Police Officer Link
☎ 01270 500222

Family Information Service
☎ 0300 123 5033

Common Assessment Framework (CAF) Team
☎ 01625 374819

Children's Assessment Team
☎ 0300 123 5012
(Emergency Duty Team ☎ 0300 123 5022)

Children's Trust
☎ 01606 271796

USEFUL CONTACTS (ctd.)

Cheshire Gypsy & Traveller Service
The Winsford Centre, Cheviot Square, Winsford, CW7 1QS
☎ 0800 4583889

Connexions
Area Manager
23-25 Market Street, Crewe
☎ 01270 251002

Connexions
Area Office
33 Great King Street, Macclesfield
☎ 01625 412420

Connexions
c/o Job Centre
Wagg Street, Congleton
☎ 01260 205 300

Wulvern Housing, Neighbourhood Services Team
Electra Way, Crewe, CW1 6GW
☎ 01270 503500

Manchester & District Housing Association
Crewe
☎ 01270 215862

Dane Housing (Congleton) Ltd
☎ 01260 281037

Cheshire Peaks & Plains Housing Trust
☎ 0800 012 1311

Crossroads
Sandbach Young Carers
☎ 01260 292850

Assessment & Monitoring
☎ 01625 374763

Education Welfare Service
☎ 01625 374782
☎ 01270 375277

Virtual School for Cared for Children in Cheshire East
☎ 01625 374974

Local Safeguarding Children Board
☎ 01625 374753