



Wheelwright Lane Primary School

'Learning for Life'

Children Missing Education Policy

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Introduction

At Wheelwright Lane we recognise that all children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Wheelwright Lane will do to help the LA with its duty.

This policy complies with the following legislation and statutory guidance:

- DfE 'Working together to safeguard children' 2015
- DfE 'Keeping children safe in education' 2022
- DfE 'Children missing education' 2016
- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Children Act 1989
- The Children Act 2004
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016) The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016) The School Information (England) Regulations 2008 (as amended in 2012)
- The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014

2. Definition

For the purpose of this policy, a Child Missing Education is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

3. Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

4. Children at particular risks of missing education

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

Pupils at risk of harm or neglect- where this is suspected, child protection procedures will be followed; 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) as per the school's safeguarding procedures. The LA officers responsible for CME will check a referral has been made, and will contact children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

- Children of gypsy, roma and traveller (GRT) families- when a GRT pupil leaves the School without naming their next destination school, the school will complete a MISPER form and submit this to the LA. If necessary, we will consult the local authority, for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel- the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Children and young people supervised by the Youth Justice System - in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at our school prior to custody, the school will keep the place open for their return.

- Children who cease to attend Wheelwright Lane Primary - where the reason for a child who has stopped attending the school is not known, the school will to the best of their ability investigate the situation and will complete a CME referral form and send to cme@warwickshire.co.uk via the MISPER procedure so that the LA will investigate the situation.
- Children of migrant families - there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

4. Roles and responsibilities

- Wheelwright Lane will enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend at Wheelwright Lane Primary.
- In the event that a pupil fails to attend the school on the agreed or notified date, Wheelwright Lane will undertake reasonable enquiries to establish the reason for this absence, and will notify the LA at the earliest opportunity.
- The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes and liaising closely with the LA.
- The school will monitor pupils' attendance through our daily register.
- The school will agree with the LA what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 school days or more without permission.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for twenty consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The school will notify the LA if any pupil is to be deleted from the admission register in the circumstance outlined in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).
- Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.

- The school will arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion.
- The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

4.2 The Local Authority

- Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.
- The LA will provide full-time education for permanently excluded pupils from the sixth school day of a fixed period exclusion.
- When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents/carers to assure the LA that their child is receiving such an education.
- The LA will issue School Attendance Orders to parents/carers who fail to assure the LA that their child is receiving a suitable education, and the LA believes that the child should attend school.
- The LA will prosecute parents/carers that do not comply with a School Attendance Order. The LA will prosecute or fine parents/carers of school-registered children who fail to ensure their child attends school regularly.
- The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.
- The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.
- The LA will apply to court for an Education Supervision Order for Wheelwright Lane Primary school.

- The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.
- Pupils with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.
- The LA is responsible for liaising and sharing information with other agencies to support children who miss education.
- The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

4.3 Parents/carers

- Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.
- Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.
- Parents/carers will notify the school regarding any absences or changes to the pupils education arrangements.

6. Working with others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen.

The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families.

To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

Wheelwright Lane Primary uses a secure system,(SIMS), to allow the school to transfer pupil information when a child moves education setting.

7.Safeguarding

- For the purpose of this policy, “reasonable enquiries” are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.
- In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.
- The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details
- Check local databases
- Check data transfer systems such as CPOMS or SIMS
- Follow local information sharing arrangements, and making enquiries via other local
- databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the school is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of
- Children of Service Personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive - the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

8. Admissions register

- The school will liaise with Coventry Local Authority (LA) admissions team to ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

- Pupils will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified by the LA, as the date that the pupil will attend the school.

- Once school has been notified by the LA admissions team of a 'new starter' the new pupil will be recorded on the admissions register, the school will notify the LA within five days of the child starting at our setting, and will supply the LA with all of the details contained on the admissions forms for the new pupil.

- Where a parent/carer notifies the school that a pupil will live at another address, the school will record the following information on the admissions register:
 - The full name of the parent/carer with whom the pupil will live
 - The new address
 - The date from when it is expected the pupil will live at this address

- Where a parent/carer notifies the school that the pupil is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:
 - The name of the new school
 - The date when the pupil first attended, or is due to attend, that school

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the pupil is subject to a School Attendance Order. If a parent/carer notifies Wheelwright Lane Primary School, the pupil will be deleted from our admission register and the LA informed.

9. Removing a pupil from the admissions register

Wheelwright Lane Primary School will inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g. home-schooled

- Have ceased to attend school and no longer live within a reasonable distance of the school
- Are in custody for a period of more than four months due to a final court order, and the school does not reasonably believe they will be returning at the end of that period.
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.
- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
 - There is reason to believe the pupil is not unable to attend school.
 - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of not less than 20 school days, and:
 - The absence was not authorised.
 - There is reason to believe the pupil is not unable to attend school.

10. Policy review

This policy is reviewed every two years, or sooner if there are statutory guidance updates

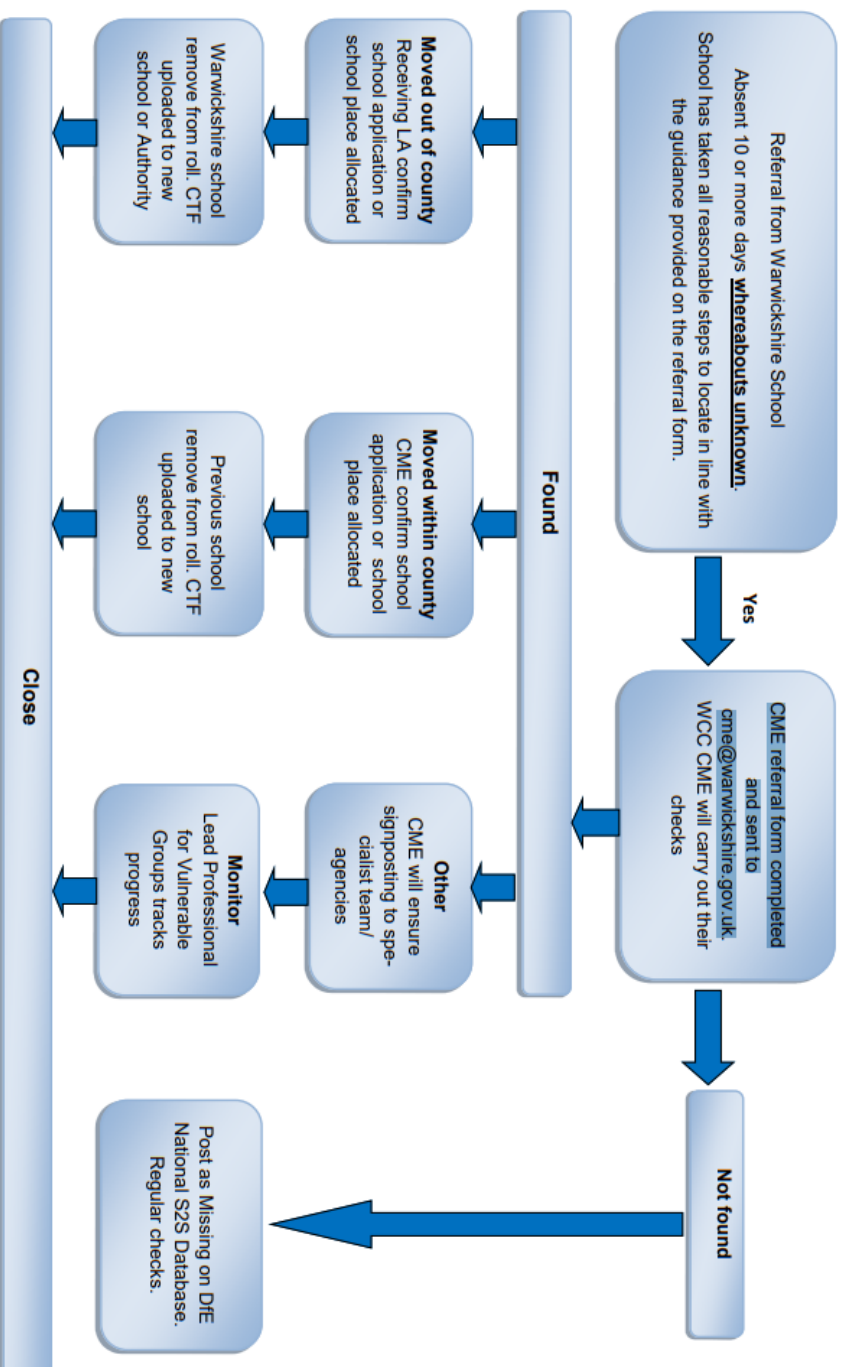
Appendix 1 – Child Missing from Education process

Appendix 2 – CME Referral Form

Appendix 3 – WCC Contacts

Appendix 1

Children Missing Education Protocol for Warwickshire Pupils



Please Note: Where it is identified that a child may have been off rolled, the previous school will be required to place this child back onto their roll immediately.

All services and professionals play a key role in preventing the risk of children missing education. Below is a table of services you may find helpful.

WCC Team	Roles and Responsibilities	Contact Details
CME & EHE	Children missing education, elective home education.	T: 01926 736323 cme@warwickshire.gov.uk ehe@warwickshire.gov.uk
Area Behaviour Partnership (ABP)	Primary and secondary excluded children. Alternative provision	fassessmentgateway@warwickshire.gov.uk T: 01926 742294 T: 01926 742483
Warwickshire Attendance Service	School attendance and prosecution	Warwickshire Education Services (WES)
Admissions - Fair Access	Placing vulnerable children	T: 01926 414143
Ethnic Minority Traveller	Specialist support to meet the needs of children from	Warwickshire Education Services (WES) 01926 742 623

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Service (EMTAS)	Gypsy Roma Traveller (GRT) background and for children with English as an additional language (EAL)	
MASH	Safeguarding, safety and well-being of a child or adult	www.warwickshire.gov.uk/MASH 01926 414144