



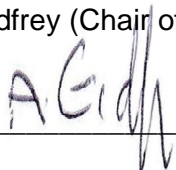
Children Missing From Education Policy

Policy Version Control

Version history see Annex A errata for details

Version No.	Policy Author	Date Updated	Review Date
1	G Mellefont	01.09.2016	September 2018

Approval: A Godfrey (Chair of Board)


 _____ (signed) **Date authorised:** 01.12.2016

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CHILDREN MISSING FROM EDUCATION

The national definition of a child missing from Education is nationally agreed as: "all children of compulsory school age who are not on a school roll, nor being educated otherwise(e.g. at home, privately or in alternative provision) and who have been out of any educational provision for a substantial period of time(usually agreed as four weeks or more)"

Children fall out of the education system and are at risk of 'going missing' for many reasons. Some examples of which are:

1. They cease to attend, due to exclusion (which could be an illegal or unofficial exclusion) or withdrawal: removal from roll with no destination.
2. They fail to complete a transfer between providers (possibly due to being unable to find a suitable school place after moving to a new city or area within Sunderland)
3. They are offered alternative provision but fail to access this provision.
4. They have moved into the area and are not yet registered on a school roll (possibly including refugees/asylum seekers who have relocated from another authority from outside the area.

Some children who experience certain life events are more at risk of going missing from education. These include children and young people under the supervision of the youth justice system; children living in women's refuges; children of homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation, young runaways, children with long term medical or emotional problems, children from families involved in anti-social behaviour, children whose parents withdraw them from school in order to home educate them but then fail to provide suitable education, children who are on the child protection register, children affected by substance and/or alcohol misuse unaccompanied asylum seekers, children of refugees and asylum, children from families who can be highly mobile, for example, parents in the armed forces or Gypsy, Roma and Traveller families, children who have been bullied, children who have been trafficked, children at risk of forced marriage, looked after children/children in care, children who are privately fostered, young carers, teenage mothers or children who are permanently excluded from school.

North View Academy Trust has adopted Sunderland City Council procedures for monitoring and reporting students who we believe are vulnerable and or missing from education (CME).

Should the child be the subject of a Child Protection Plan, or should the school have child protection concerns, the Designated Safeguarding Lead will immediately notify the Multi Agency Safeguarding Hub on 0191 5205560

As Children Missing From Education may raise potential safeguarding issues, if we believe a child or family has gone missing we will always follow the locating pupils missing procedures.

NEW PROCEDURES FOR CHILDREN MISSING FROM EDUCATION

If a child or young person is of statutory school age but is not known to be on a school or academy roll then referral made directly to CME(Children Missing Education)

If child is on school roll but not attending then family is to be contacted no later than day 3- preferably day 1 of failing to attend.

Between days 0 to 10 school should continue to make contact with family by telephone/ letters/home visits.

If pupil is located but is not attending school or engaging with any educational provision then the school will make a referral to the attendance team- if the threshold for referral is met and school can evidence that all internal procedures have been followed.

If a child's whereabouts cannot be established then school make referral to CME - this must be done no later than the 10th day of the child's absence from school.

The child can only be removed from school roll after 20 consecutive days of non-attendance CME will advise the school of the date that child can be removed from school roll and also if the child has transferred to another education setting

These procedures apply to circumstances where a child is absent from school and the school have not been able to contact family and establish child's whereabouts

We will not remove any child from our roll without completing form CME1(Children Missing From Education Referral Form), which is available on Sunderland City Council's website at www.sunderland.gov.uk, to ensure that all children removed from the school register are, in accordance with Regulation 8(h)(iii) of the Education (Pupil Registration) Regulations 2006.

Further information relating to Wearmouth Learning Trust's responsibility for ensuring that children don't go missing can be found in the Guidance, "Locating missing pupils and the removal of pupils from the roll procedures for schools." Sunderland City Council. Published 2011. This document is available on Sunderland City Council's website www.sunderland.gov.uk.

Appendix 1 (CME1)

CHILDREN THOUGHT TO HAVE LEFT THE AREA CHECKLIST

This checklist is to be completed by the Attendance Team in all cases where it would seem that a child has moved from the area, and the school at which the child is currently registered has not been informed of either a new address or school.

Name of child

School

	Date(s) times	Action by	Response/result (Where appropriate name person(s))
Has the school checked the possible whereabouts with staff and pupils?			
Has the school checked the pupil's emergency contact numbers?			
Attendance Team to check with neighbours and any known extended family			
Central EMS database checked (via project support)			
Agencies with known involvement, for example Children's Services Social Care Team, Probation, Police, GP, health visitor, school nurse, Gentoo checked.			

If, having completed the above-mentioned checks the child's whereabouts have not been determined, please complete the CME2 and forward to the Attendance Team.

The Attendance Team, Sandhill Centre, Grindon Lane, Sunderland SR3 4EN
 Email: cme@sunderland.gov.uk Fax: 0191 553 5633

Appendix 2

Children Missing From Education Referral Form

For completion by professionals in both statutory and voluntary sector who in the course of their work establish that a child of school age is not registered at any school or educational establishment.

Please submit by faxing to 0191 553 5633 or by emailing the relevant details to tocme@sunderland.gov.uk

Child's forename:		Child's last name/also known as:	
Date of birth:		Male/female:	
Name of parent/carer:			
Address:		Telephone no:	
		Mobile:	
School:		Year group:	
Name of referrer:		Agency:	
Date of referral:		Contact telephone no:	
Additional information:			
Please provide information (if known) of other agencies involved with the family: Is the child looked after or do they have a Child Protection Plan?			
Contact Name:	Agency:	Telephone number:	

Name (referrer)

Signed Date

Annex A

Version No.	Change History	Guidance reference (if any)	Date
1	Created		01.09.2016