



Children Missing in Education Policy

The safety and welfare of all of our pupils at Downham Preparatory School and Montessori Nursery is our highest priority. The school will follow the procedures laid down by our own Local Authority (LA), which is Norfolk, together with the guidance contained in <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> ,) and [Children Missing Education](#) DfE September 2016.

This Children Missing in Education Policy will apply to all pupils including those pupils in the Early Years Foundation Stage (EYFS).

Introduction

A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honor based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the students safe at all times. This includes the importance of effective information sharing to ensure our children 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 Keeping Children Safe in Education 2022.

Providing Information to the Local Authority for standard transitions

The School recognises its duty to provide information to the relevant LA for standard transitions as requested. The School understands the overlap with KCSIE 2022 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, to which the school would provide on request. For Norfolk 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 .CTF file using the secure S2S system provided by the DfE, those at non-standard points will be reported according to the reason for leaving.

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 Local Authority with their duty under section 436A of the Education Act 1996 in identifying children of compulsory school age missing in education (CME), the School notifies the relevant Local Authority if a pupil joins or leaves the school, that it is added to or deleted from the school admission register. A child reaches compulsory schools 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. It is relevant to report those children who leave after an N2 year if we do not believe that they are joining another setting for Reception at compulsory school age. It is our safeguarding duty in respect of all pupils to investigate any unexplained absences according to KCSIE 2018 and the Independent School Standards.

Leavers

When a child leaves the school the following information about that student is logged with Pupil Asset:

- 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 Pupil Asset with the following information to submit to Norfolk Local Authority as appropriate to Norfolk LA - cme@norfolk.gov.uk

- Full name of child
- 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)

In relation to deletions from the register, the School recognises that the duty arises as soon as the grounds for deletion are met and in any event before deleting the student's name. This information is shared with the relevant county as this information is logged at the end of term but within 5 days of the deletion.

Changes to the Admissions Register

In order to maintain the admissions register up to date and accurate the school request that parents should check the current details held for them once a year and remind parents to notify the relevant school office of any changes to their details.

If pupils parents change address then the school 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 pupil supervision procedures include:

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 in both morning and afternoon. *We take a register of students during the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason via phone or email to the relevant school office. The school 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

We review these procedures regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 of the DfE's 'Keeping Children Safe in Education' 2022 guidance.

Appendices:

15 Grounds for deleting a pupil from the school register/roll

Norfolk County Council CME1 form

Norfolk County Council CME 2 form

Principal:	<i>E. J. Luffen & Surge</i>	Date:	November 2022

REVIEW DATE: September 2023

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

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.

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.

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.

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.

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.

8(1)(f) - in the case of a student granted leave of absence in accordance with regulation 7(1A), that:
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;
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
the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.

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

at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); 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 the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the student is.

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.

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

8(1)(k) - that the student will cease to be of compulsory school age before the school next meets and— the relevant person has indicated that the student will cease to attend the school; or the student does not meet the academic entry requirements for admission to the school's sixth form.

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.

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

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—

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

This is notification that the following child has been removed from a school roll

Please note each time you remove a child from your roll you must:

- Complete and return this CME1 form and return within 10 school days to the address below, keeping a record for yourselves.
Please make sure you fill in ALL fields with an asterix as this is now statutory.
- Complete the S2S process (except when ending statutory education or at end of year transfer).

*Childs Full Name					Gender	
Date of Birth		Year Group		UPN		
Ethnicity		First Language		SEN	LAC	

*Address where child lives	
*Parent or Carers name/s with whom the child lives	
*Contact telephone numbers (Please include mobile numbers)	

*New address where child is going to live.	
*Date moving to new address	
*Name of parent child is going to live with if different from above	
Contact telephone numbers (Please include mobile numbers)	

Reason for roll removal

*Please state which letter code corresponds with the reason for which you are removing the above named child from roll. (See overleaf) e.g. B change of schools.	
Name of new school	Start date

Please give any other information which you feel is relevant to us tracking this child including any CP issues.

Has pupils CTF been placed on S2S website?			
Yes, for new school to collect		Yes, Code mmmmmmm (out of maintained system)	
Yes code xxxxxx (missing)		If No, please give reason	

Your School name		Tel:	
Your name		Position	
Date Removed from roll		Date CME1 sent	

Please return to: cme@norfolk.gov.uk

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended. All of these reasons are section 8 (1).

A	where the pupil 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
B	Change of school. except where it has been agreed by the proprietor that the pupil 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 pupil at another school.
C	where a pupil 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.
D	Home education 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 pupil is receiving education otherwise than at school
E	Moved away 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.
F	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil 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 pupil 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 pupil is
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.
H	Attendance Support and Enforcement Officer must have authorised removal from roll. 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 pupil 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 pupil is.
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 pupil will return to the school at the end of that period.
J	that the pupil has died.
K	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
L	in the case of a pupil 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 pupil of the school.
M	Permanent exclusion. that he has been permanently excluded from the school.
N	where the pupil 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.
O	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

For office use only When child has been tracked.	New Location		Date Counted	
Initials	Date on roll at new		Date Closed	

		location			
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For Office Use Only

Carefirst ID		Tribal Ref	
Siblings		Checked Notes Box & school admissions	
NHS Check		Social Worker Name & Tel	
Housing Check		EHCP Name	
Open Case on PSS & Register		ASEO referral made	
Referred to Another County		Traveller	

Date	Notes

Date Closed		New Location		Date on roll at new location	
Date Counted					
Initials					

Education Inclusion Service APPENDIX 2 CME 2

Notification to Children Missing Education Team of a Child Not Attending School

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. There is an expectation that all agencies will work together to ensure children are safely on a school roll.

This form should be completed by any Agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be, on a school roll, attending school or other provision arranged by the Local Authority. **It should not be used when an agency considers a child is not receiving full-time education entitlement.**

Childs Name					Gender	
Date of Birth		Year Group		UPN		
Ethnicity		First Language		SEN		LAC

Current/Previous Address	
Parent or Carers name/s	
Contact telephone numbers (Please include mobile numbers)	

Last known school/provision	
Reason for leaving provision	
Last date of attendance	

Your name	
Agency	
Telephone number	
Email address	

Please give as much information as possible as to why you are referring this child to the Children Missing Education Team.

Please return to: cme@norfolk.gov.uk

Children Missing Education Children's Services, Professional Development
Centre Norwich, 144 Woodside Road, Norwich. NR7 9QL.

For Office Use Only

Carefirst ID		Tribal Ref	
Siblings		Checked Notes Box & school admissions	
NHS Check		Social Worker Name & Tel	
Housing Check		EHCP Name	
Open Case on PSS & Register		ASEO referral made	
Referred to Another County		Traveller	

Date	Notes

Date Closed		New Location		Date on roll at new location	
Date Counted					
Initials					