

Policy & Procedures for Identifying Children Not Receiving Education (CNRE) and Children Missing Education (CME)

In line with recommendations from:

Ofsted *Pupils missing out on education* November 2013

Statutory Guidance for local authorities in England to identify children not receiving education February 2007

The statutory guidance under section 436A of the Education Act 1996

Every Child Matters Agenda September 2003

This links to, and should be read in conjunction with the Telford & Wrekin Council documents

- **Modified Timetable and Flexi-Schooling Protocol (April 2014)**
- **Children Out Of School for 15 days or more protocol (July 2014)**

Revised July	2014
Revised Aug	2012
Written July	2007

Introduction

'Statutory Guidance for Local Authorities (LA) in England to Identify Children Not Receiving Education', published in November 2013 was used to revise the procedures in this protocol. The statutory guidance was issued under the new section 436A of the Education Act 1996 which requires all LAs to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children residing in their area who are not receiving a suitable education.

The Attendance and Pupil Tracking Officers (APTO), based within the Attendance Support Team (AST), have the LA's delegated responsibility for this role.

This protocol explains how Telford & Wrekin Council (T&W) intend to implement effective systems for identifying and maintaining contact with children who are not receiving education and supporting their return to education. This will help to ensure all children and young people receive the universal services they are entitled to.

The APTO aims to identify and make contact with children missing from education and minimise the risk of children going missing from education.

Although the main focus of this document is on processes and systems within the LA, the work should be seen within the context of the wider remit of all agencies to safeguard the welfare of all children.

This protocol applies to any children of compulsory school age who are not on a school roll, or who have left a school with destination unknown and who are not receiving a suitable education otherwise than being at school (e.g. at home, independent/private school or in alternative provision).

This guidance **does not** replace any Child Protection procedures. Existing Safeguarding procedures are fundamental and should be observed at all times. If a child is subject to a Child Protection Plan, or you have particular child protection concerns please contact Family Connect Team on 01952 385385 or by email familyconnect@telford.gov.uk. **Delay is unacceptable and the welfare of the child is paramount.** If there is good reason to suspect that a child's absence may be the result of them being a victim of a crime a referral to the police should be made by phoning 101. If you suspect that a child may be "missing" (other than missing education) please contact Family Connect on: 01952 385385.

Compulsory school age

The definition of compulsory school age is:

'the start of the term commencing on or after the child's fifth birthday, until the last Friday of June in the school year that they reach 16'

A child's details are provided from health records by the Primary Care Trust (PCT) to the LA School Admissions Team (Admissions) who will contact the parents of all 4 year old children to allocate an appropriate school place.

The national definition of children who are not receiving a suitable education is as follows:

"A compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home". (DfE Revised statutory Guidance for local authorities in England to identify children not receiving a suitable education November 2013)

Telford & Wrekin Council's (T&W) definition of Children Missing Education

Children Not Receiving Education (CNRE)

Admissions co-ordinate in-year transfer applications for school places/transfers and deem a child is CNRE if they have not been admitted to a school after a period of 6 weeks. These cases are discussed at the tri weekly placement list meeting. Children considered to be CNRE are those known to the LA who are:

- not on a school roll but pending a placement
- awaiting an admission appeal and not placed
- ceasing to attend due to illegal exclusion or withdrawal from school
- still on roll at a T&W school, but has transferred and a start date is pending
- on a school roll but not attending (the school is responsible for investigating the non-school attendance)
- Gypsy, Roma, Traveller (GRT) children still on roll but travelling
- not yet transferred between providers (e.g. being unable to find a suitable school place after moving to a new LA, or after leaving a custodial establishment)
- (or their family are), in crisis or their circumstances contribute to the reason they are not receiving education and warrants further investigation.

Children Missing Education (CME)

The Attendance Support Team (AST) receives referrals from Admissions, schools and other agencies from within and outside our LA. On receipt of the information these cases are opened as new referrals and are:

- children of compulsory school-age whose family have never approached the LA for a school placement or formally registered to Elective Home Educate (EHE)
- families who are missing and their destination is unknown
- cases where the family have not taken up the allocated place and the child has not started at any school
- families who inform the school that they are relocating and fail to give any further details
- a child who does not return to school and the school have taken them off the school roll
- families whose home address is empty and clear indicators show that no-one is living at the address
- children not previously known (movers in) who may be vulnerable and need additional support in securing a school place
- GRT children who do not start at the nominated school, or are travelling, and have not provided a return date to the LA
- children who have failed to return from leave in term time and all avenues to trace them have been exhausted by the school and the LA
- children where there is suspicion the family have moved abroad.

These lists are not exhaustive please contact AST for further advice

Measures to reduce the risk of CNRE/CME

There are a range of systems, processes and procedures currently used by the LA to reduce the risk of children falling out of 'the system' and going missing from education.

Good practice measures to reduce the likelihood of children falling out of the education system include:

- schools taking responsibility for audits of the school roll and registers
- processes and procedures within the school to regularly update pupils' personal data and be vigilant of families with a history of mobility/multiple addresses
- good communication between schools and the LA
- encouraging parents to inform a school they are moving out of the area
- parents providing a new address and school where they intend to register their child
- Admissions or Attendance & Pupil Tracking Officer (APTO) contacting the receiving LA to confirm the child is living in the area and has been registered at a school
- the APTO advising the previous school's Headteacher that the pupil can be deleted from their school roll and the Child Transfer File (CTF) can be forwarded to the next school
- circulating monthly return form to schools for cross referencing pupils who have left the school and the destination is unknown.

Removing a pupil from the school roll

Where a family has relocated and cannot be traced, the school must notify the LA by completing a CME referral form and emailing to:

childrenmissingeducation@telford.gov.uk

Prior to removing the child from a school roll, the school should:

- a) refer to guidance on pages 5 & 6 of Attendance Guidance & Procedures for Schools April 2013 – Blue and white book
- b) upload the pupil information onto the **S2S Lost Pupil** database
- c) complete a referral form and the APTO will track the case
- d) note that all deletions from the admissions and attendance registers must be in line with the Regulation 12(3) Education (Pupil Registration) (England) Regulations 2006

For further information please see www.gov.uk and follow the link.

DfE School Attendance Departmental advice for maintained school, academies, independent school and local authorities November 2013

The referral process to the APTO

When you identify a child as CNRE/CME, a referral form should be completed (see page 8). The information contained within the referral form is used to open a case file and subsequently determines the next course of action.

Details of all children who are not receiving, or missing education will be logged on the T&W *Impulse* database. *Impulse* holds data on all local children. If a child is receiving education via a route not known to the LA, e.g. attending an independent school, they will be logged on the *Impulse* database for future reference, as will children known to be receiving Elective Home Education (EHE).

The referral flow chart (page 7) is a summary of the process by which the LA will reduce the risk of children going missing from education.

The completed referral form should be emailed to:

childrenmissingeducation@telford.gov.uk

Upon receipt of the CNRE/CME referral form the APTO will:

- open a case file
- record on *Impulse* database that the case is open to APTO
- liaise with Family Connect and Social Care if appropriate
- make contact with other LA's if the child is known to have previous associations there
- utilise the secure messaging service on S2S and GCSX emails for sharing confidential information
- check with the custodial institution, when a child has been released, if appropriate
- check the Children's Educational Advisory Service (on 01980 618244) if the child's family is in the Armed Forces
- visit the family home, make enquiries with extended family and neighbours
- contact social housing providers and private landlords, PCT, Benefits Agency, Police, Admissions and other agencies as required
- add the child's name to LA placements meeting list.

Referral for when a child is CNRE/CME

You become aware a child is CNRE/CME. The child should not be removed from the school roll until it has been established beyond reasonable doubt that the child is on roll and attending another school.

Follow DfE guidelines and Protocol November 2013



Check with the School Admissions Team.



Child is on roll and attending a school.
No further action.



The School Admissions team are not aware of the location of the child or family.
You complete a CNRE/CME referral form.
You forward completed referral form to: childrenmissingeducation@telford.gov.uk.



Child is known and in education, or a placement is pending, no further action from APTO.
If a vulnerable child, add to the tri weekly placements meetings list, and hold until placement is secured and case closed.



APTO will open a case file and keep open until the child is either tracked or the child has left school.



If a child is found, the referrer is informed and the case closed and any information is passed on to the receiving LA.
Alternatively, the case is closed if the child is found to be on roll at a T & W school.

CNRE / CME Referral Form

Attendance & Pupil Tracking Officer	APTO	Child Protection	CP
Unique Pupil Number	UPN	Child in Care	CIC
School to School	S2S	Common Assessment Framework	CAF
Pupil Premium Grant	PPG	Team Around the Child	TAC
Education Health Care Plan	EHCP	Lead Professional	LP
Elective Home Education	EHE	Early Intervention Practitioner	EIP
Fixed Term Exclusion	FTE	Nominated Attendance Support	NAP

It is essential to keep AST informed if you receive any further information or a receiving school requests a child's file.

IF A CP CONCERN, FOLLOW THE LA SAFEGUARDING PROCEDURES.

Information Required	Details	Dates
Referrer details & e-mail address		
Child's name/alias		
Date of birth and current year group		
Gender		
UPN		
PPG		
Ethnicity		
Parent's names		
Carer's names		
Known address		
Other known addresses		
All known telephone numbers and contacts		
Current school details		
Date of last attendance & % (attach printout)		
Previous school if known		
SEN & EHCP Officer		
FTE and the date of most recent		
Has child ever been EHE		
Has anyone visited the home and outcomes		
Child's details uploaded on S2S under lost pupil user	YES please delete appropriately	NO
Current Social Worker and if CIC		
Locality area		
Current CAF		
Date of last TAC/TAF		
Name of LP		
Other agencies involved & names of workers		
Family Connect have been informed if CP concerns	YES please delete appropriately	NO
Any other information		
Siblings' names		
Siblings' school		
Have you made checks with the siblings school		

Inline with Every Child Matters Agenda September 2003 and guidance from Ofsted November 2013

Closing a CNRE/CME case

Prior to closing a case the APTO will ensure that:

- a case will be closed when a child has been located and is attending an education setting
- *Impulse* has been updated and the referrer notified
- a child is known to Admissions in another LA and their CME officer has the child as an open case; and has made contact with the family (APTO will request a confirmation email to place on case file at closure)
- there is confirmation that a family have moved abroad
- the child is no longer of compulsory school age
- school leavers and long term open cases are referred to Police and safeguarding for further checks to be carried out.

Useful contacts

**Sue Simcock
Carol Trigger**

Attendance and Pupil Tracking Officers
01952 385220
childrenmissingeducation@telford.gov.uk

Family Connect

01952 385385

Cathy Hobbs

Service Delivery Specialist for Vulnerable Learners
Education & Corporate Parenting
01952 380657
cathy.hobbs@telford.gov.uk

Mark Turner

Principal Officer for Child Protection Schools & Early Years
01952 385695
mark.turner@telford.gov.uk

Malcolm Webster

Advisory Teacher for EHE/GRT
01952 385515
malcolm.webster@telford.gov.uk

Useful documents/sources of information

T & W Children Missing Education for 15 school days or more Protocol July 2014

T & W Council, Modified Timetables and Flexi Schooling Protocol, April 2014

www.GOV.UK

Pupils missing out on education, Ofsted published November 2013

www.teachernet.gov.uk/s2s

'Statutory Guidance for Local Authorities in England to identify children not receiving education', February 2007

Children Missing Education Return Form

Please complete the Children Missing Education Return Form including nil return: childrenmissingeducation@telford.gov.uk

Deletions from the Pupil Register for Month ending		2014
School		
NAP/EWO		

Names of children:	Date referral form sent to AST:

Attendance Support Guidance & Procedures for Schools (Blue Book) revised 2013

'Deletion from the school register for any reason, including non- attendance, other than those listed (on page 6) would not be deemed to be lawful and could have potentially serious child protection implications, and could result in court proceedings being taken against the governing body'.