



# **SPORTING STARS ACADEMY**

## **CHILDREN MISSING EDUCATION POLICY**

**Current Version Valid From 5<sup>th</sup> January 2023**

**To be Reviewed in January 2024**

**Reviewed by The Directors**

*January 2023 – January 2024*

## Contents

1. RATIONALE .....	2
2. INTRODUCTION .....	2
3. PURPOSE .....	2
5. SCHOOLS RESPONSIBILITIES.....	3
6. REFERRING A CHILD WHO IS CHILDREN MISSING EDUCATION .....	4
7. LOCAL AUTHORITIES RESPONSIBILITIES.....	4
8. MONITORING AND REVIEW.....	5

### 1. Rationale

This policy reflects Sporting Stars Academy's, Stoke-on-Trent's Authority and Staffordshire's Authority responsibility for safeguarding and promoting the welfare of children and their educational attainment and achievement.

This policy takes into account the statutory guidance for local authorities and advice for other groups on helping children who are missing education get back into it. This policy should be read in conjunction with the school's Safeguarding Policy and considered alongside all other school policies and local and national guidance.

### 2. Introduction

2.1 Children Missing Education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school (EOTAS) in line with statutory guidance below:

2.2 The legal framework for this policy is the CME statutory guidance issued by the DfE September 2016, Children Missing Education - GOV.UK ([www.gov.uk](http://www.gov.uk))

2.3 Keeping Children Safe in Education September 2022 [Keeping Children Safe in Education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### 3. Purpose

3.1 Local Authorities are required to have a dedicated Children Missing Education (CME) Officer to track, locate and ensure children in their area have access to an education. This is for children who:

- have never accessed education (have neither enrolled at a school, nor received education otherwise than at school (EOTAS) since reaching statutory school age)
- leave educational provision without a confirmed education destination,
- and/or fail to access a school place when moving to a new area or country

3.2 Stoke-on-Trent and Staffordshire Authorities work collaboratively with their education establishments and services to identify, support, and safeguard children who are missing education by:

- Identifying children who are missing education
- Ensuring all Children Missing Education children are speedily located
- Supporting other Local Authorities to locate their 'Children Missing Education' children

#### **4. Children at Particular Risk of Missing Education**

4.1 A child of statutory school age (5-16) not on roll at a registered school.

4.2 A child allocated a place at school but who has not attended.

4.3 A child registered as being educated at home but not receiving an appropriate education.

4.4 Children have a higher risk of becoming Children Missing Education when they move across Local Authority boundaries, and certain life events make some children more vulnerable to missing education such as, but not limited to:

- Children of homeless families, living in temporary accommodation, multiple occupancy or bed and breakfast accommodation
- Families fleeing domestic violence
- Children subject to a Child Protection Plan
- Children of Gypsy/Roma/Traveler background
- Children from highly mobile families e.g., asylum seekers, or economic migrants
- Young people in the criminal justice system
- Children with long-term medical or emotional health problems
- Children in private fostering arrangements
- Children with school aged parents
- Children of parents with learning difficulties or a mental health diagnosis

#### **5. Schools Responsibilities**

5.1 The DfE's Children Missing Education Legal Framework states in Point 16, for both cohort and in year, schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

5.2 For 'In Year' applications, when a parent has been offered a school place the school must arrange to meet with the parent and child to attend an admissions meeting to provide a start date so the pupil is on role within 10 school days.

5.3 Once a start date has been agreed the child must be added to the schools register.

5.4 In the event a child does not arrive on the start date, schools must make reasonable attempts to contact the parents/carers via telephone, email, and letter and if after several attempts, contact is unsuccessful, schools must email the relevant authority (please see contact details noted in the links below).

5.5 If a parent/carer informs a school that they do not wish their child to come to that school, the school must email the relevant authority for advice.

5.6 If school is informed by School Admissions that the child will not be coming to their school, schools must complete the leaver's destination section of the school's Management Information System to remove the pupil from their register, indicating the date the pupil was removed and the reason for removal.

5.7 School Admissions will refer to the relevant authority's Children Missing Education team if unable to establish the family's whereabouts.

## **6. Referring a Child Who is Children Missing Education**

6.1 In the event of schools, parents/carers, partners and multi agencies, or individuals being made aware that a child is not registered or attending a school, please complete the form linked to the relevant authority (Stoke or Staffordshire) by following the link below.

6.2 The designated Children Missing Education Officer will process all referrals to establish the situation.

## **7. Local Authorities Responsibilities**

7.1 The Local Authority's Children Missing Education Officer will record and maintain the child's details on the Missing Children Management Information System and will also:

- Interrogate systems and maintain accurate records
- Contact relevant multi agencies (social care, police, NHS etc.)
- Make a Multi Agency Safeguarding Hub (MASH) referral if required
- Make cross border enquiries
- Establish family location
- Confirm educational provision
- Make contact with public services (housing, benefits, council tax)
- Where relevant, provide Social Worker with information to inform border control

7.2 After all enquiries have been concluded by the Children Missing Education Officer and the child's whereabouts remains unknown, a review is conducted to confirm all actions have been exhausted and that the case can be closed.

7.3 Electronic records will be maintained on the School to School-National Pupil Database (Lost Pupils' Database) and the referrer will be made aware of the case status.

7.4 Where a child is a Child in Need, or subject to a Child Protection Plan and they leave the UK, the allocated social worker will be responsible for contacting their counterpart and/or the police authority in the relevant countries. If significant concerns persist, and the whereabouts of a child remains unknown, a referral must be made immediately to Social Care to avoid any risk of significant harm.

### **Stoke-on-Trent**

For children missing education, the Stoke Local Authority 'Children Missing Education' policy and procedures will be followed:

[https://www.westonfederation.co.uk/wp-content/uploads/2019/11/Children-Missing-Education-Policy\\_Stoke-on-Trent\\_Jan-2019.pdf](https://www.westonfederation.co.uk/wp-content/uploads/2019/11/Children-Missing-Education-Policy_Stoke-on-Trent_Jan-2019.pdf)

### **Staffordshire**

For children missing education, the Staffordshire LA 'Children Missing Education' policy and procedures will be followed:

<https://www.staffordshire.gov.uk/Education/Education-welfare/Children-missing-from-education.aspx>

For children out of area, close liaison will take place with relevant parties i.e. parents/guardians/social care and, where necessary, the appropriate/referring authority.

## **8. MONITORING AND REVIEW**

The policy should be read in conjunction with all other policies and will be reviewed annually.