



SPORTING STARS ACADEMY

CHILDREN MISSING EDUCATION POLICY

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1. Rationale

This policy takes into account the statutory guidance for local authorities and advice for other groups on helping children who are missing education to get back into education. Therefore, it is reflective of Sporting Stars Academy, Stoke-on-Trent's Authority and Staffordshire's Authority who are responsible for safeguarding and promoting the welfare of children and their educational attainment and achievement.

It is important to understand that the policy needs to be read in conjunction with the school's Safeguarding and Child Protection Policy and considered alongside all other school policies plus 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 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 [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552222/Stat-guidance-template-children-missing-education-2016.pdf)

2.3 Keeping Children Safe in Education September 2023 [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106561/Keeping-children-safe-in-education-2023.pdf)

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 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 works 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 CME children are speedily located
- Supporting other LA's to locate their CME 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 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 CME 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 / Traveller background
- Children from highly mobile families eg. 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
- School aged parents
- Children of parents with learning difficulties or a mental health diagnosis

5. Schools Responsibilities

5.1 The DfE's CME 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 school's register.

5.4 5.4 In the event a child does not arrive on the start date, schools are to make reasonable attempts to contact the parent via telephone, email, welfare/home visit 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 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 schools Management Information System to remove 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 CME team if unable to establish the family's whereabouts.

6. Referring a Child Who is CME

6.1 In the event of schools, parents, partners and multi agencies, or individuals are 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 CME Officer will process all referrals to establish the situation.

7. Local Authorities Responsibilities

7.1 The local authority's CME 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 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 CME Officer and the child's whereabouts remains unknown, a review is conducted to confirm all actions have been exhausted and 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.

8. Useful Contacts

Stoke-on-Trent

For children missing education, the Stoke LA '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

In addition to the above policy, Stoke's LA have introduced a school action tracking sheet to be completed and submitted with the CME 'Form 2', in order to identify the outcomes of the schools reasonable enquiries prior to the CME referral being made. New 'Form 2' should be completed when the whereabouts of the child is

unknown and the school have not received any notification or correspondence from the parent or carer. This should be undertaken after the school have completed all their relevant checks to try and identify the whereabouts of the young person and following a period of ten consecutive days of non-school attendance. Schools should complete both the Off Roll 'Form 2' and the CME School Actions Tracking Form. If there are also safeguarding concerns around the child, these are raised in an appropriate and timely manner with the Police or Children's Social Care.

Additionally, a 'Form 1' should be completed if a pupil is moving from a Stoke-on-Trent school to another school and confirmation has been received that they have been taken on roll. This needs to be signed by the Head Teacher and sent in to the CME mailbox: cme-offroll@stoke.gov.uk

When a parent has expressed their wish to Elective Home Educate their child, a 'Form 2' is completed, attaching a copy of the parents de-registration letter and the EHE checklist.

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.

9. Monitoring and Review

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