

# Woodbridge Junior School



## Children Missing In Education Policy 2019

## GUIDANCE FOR SCHOOL'S WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION Frequently Asked Questions

### What do I need to consider and what information do I need to share when I refer a child/young person?

- Do school have safeguarding concerns? If so, contact Starting Point. Tel: 01629 533190
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts,
- Have you completed checks with known services? Is the young person open to: MAT or Social care, Health/School Nurse, School Admissions any other relevant support service and if so has contact been made?
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person?

#### 1. Home visits:

- Check the property for any signs of occupation?
- Leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact?
- Visit during different times of the day?
- Have neighbours seen or heard from the family?
- If no contact has been established by day 11 refer to Derbyshire's CME Officer, this contact should be made sooner if there are safeguarding concerns? Tel: 01629 536520

2.

#### What does a home visit involve? What do I need to do?

Home visits will allow you to gain a sense as to whether the family are still living at their known address, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of occupation at the house, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of occupation. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

#### A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?

If a family has moved out of the area school should request from parent/carers the name of the child's new school and **new family address**. If a school place is not yet obtained please request the address and share this with **CME officer** who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Derbyshire. The CME officer will inform you when you can remove the child's name from your school roll. The pupil file can be transferred once a new school is identified.

#### What should I bear in mind if a parent/carer chooses to home educate?

A parent/carer has the legal right to electively home educate. However in some circumstances a parent may not fully understand their responsibilities and implication of making this choice and it may not always be in the child's best interests, i.e. safeguarding concerns. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. The local authority would want to ensure that all possible alternative solutions have been explored with parents. Please liaise with the EHE Team.

#### What do I do if a child is allocated a place at my school and does not arrive?

(If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made **please inform admissions within 10 days of allocations**. Where a start date has been agreed with the family or the local authority the child's name should be put on to the school roll. If the child does not attend, school should use its normal absence procedures and consider referral to the MAT EWL regarding the non-attendance.

#### A child is leaving my school and moving abroad; what do I need to record?

For children who move abroad, obtain from the parent the forwarding home address and full details of the school they will be attending or hope to attend. Without this a referral needs to be made to CME officer – do not record comments such as "moved abroad", "left country", "Poland", "USA". without more details. School should request in writing from

parents details of the new address, telephone numbers and name of school. Also obtain contact details of, for instance, friends/family in the UK, e-mail addresses, and work contacts.

Safeguarding concerns, past, present and potential, must be raised without delay.

School needs to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers reported that they have spoken to the child via social media since moving abroad?

Where possible, school should make every effort to confirm the young person's attendance at their new school. Be mindful of how this is done, giving due consideration to GDPR.

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports can be provided to parents to give to the new school.

### **My young person is open to a social worker; do I still need to follow attendance procedures?**

It is important that school has a good relationship with social workers, liaising / sharing information accordingly. Where children do not arrive at school and no explanation is provided, school should consider contacting the social worker. If the family's whereabouts becomes unknown during this time, a separate referral should be made to CME at the earliest opportunity.

### **My young person has moved to a refuge; what should I do?**

The child should NOT be taken off school roll. School should liaise with Social Care (where involved) or refer to CME Officer. Consideration needs to be given to whether child will eventually return to your school, and whether dual registration at a more local school is appropriate in the interim.

### **When can I remove the young person from my roll?**

Children should remain on the school roll until their new school is confirmed and a start date agreed, or, confirmation is received from the CME officer that the child/young person is known to another local authority and their CME team is taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Derbyshire and is living at an **unreasonable** distance to travel to their previous school, this should be referred to the CME officer. Child should not be removed from roll until CME Officer has confirmed it is appropriate to do so.

For missing children please refer to:

<https://www.derbyshire.gov.uk/education/schools/attendance-behaviour-welfare/children-missing-education/children-missing-from-education.aspx>

## GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending		Child moving out of county	Child moving out of country
School/Academy to attempt to make contact with parent/carers on first day of absence where there is no explanation. Follow your internal school attendance procedures.		Request from the family their new address and details of new School/Academy.	School must request and record details of the new family address and school. You cannot remove from roll without this.
Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is unauthorised.		↓	Where possible school should make every effort to confirm child's attendance at their new school abroad.
		Make contact with the new school and agree a start date. The leaving school should keep child on school roll up until the starting date agreed with the new school.  Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.	↓
Whereabouts confirmed to be known but not attending education or engaging with School/Academy.	Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.	If without a new school within 10 days, a referral should be made to  <b>Children Missing Education</b>	If school does not receive the above a referral should be made to:  <b>Children Missing Education</b>
↓	↓	providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school	<b>Looked After Children (LAC)</b>
Child and family meet the threshold for Early Help. Make a referral to Multi Agency Team via Starting Point evidencing what action has been taken.  Absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct,  <b>Child stays on roll</b>	Referral is made to: <b>Children Missing Education Officer (CME)</b> no later than day 10 when there is no explanation for absence and above checks have been completed.  For details of how to refer see contact information, and Derbyshire Schools Net. Please clearly state any safeguarding concerns you may have.  <b>DO NOT</b> remove from your roll until CME has completed initial checks and confirmed that they can be removed.	<b>Child is of statutory school age but not applied or on roll of a School/Academy</b>	If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. <b>DO NOT</b> remove from roll.
		Direct referral to:  <b>Children Missing Education</b>	<b>Independent / Residential Schools</b>
		providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school to engage the family.	The same procedures should be followed as those in Schools / Academies
			<b>Gypsy/ Roma/ Traveller</b>
<b>Parent/Carers indicate they wish to Home Educate (EHE)</b>		<b>Child permanently excluded</b>	
Where there are concerns about the reasons a parent wishes to EHE, immediately consult with EHE (see contact details). Request must be made in writing, following a conversation between school and parent/carers, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.		LA Inclusion Team to be contacted by phone on the day of exclusion (see contacts)	
↓		↓	
School/Academy to return completed de-registration form, with copy of the parent letter, to EHE..		The LA will respond and continue to work with you through the process.	
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In agreement with EHE remove the child from your roll. <b>DO NOT</b> remove from your roll if child has EHCP without confirmation from the LA.		<b>DO NOT</b> remove from your roll until advised.	
<b>Child not in full receipt of education (25hrs)</b>		<b>Truancy –</b> School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with Starting Point.	
Information should be shared with the Inclusion Team via Derbyshire Schools Net. Levels of provision will be closely monitored and scrutinised.			

**SAFEGUARDING** - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful if there are safeguarding concerns, with children believed to be at risk of actual harm, they should be reported immediately to Starting Point.

A Starting Point referral will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.

**Useful links:**

Derbyshire Schools Net CME Procedures <https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/children-missing-from-education/children-missing-from-education.aspx>

DfE CME Statutory Guidance <https://www.gov.uk/government/publications/children-missing-education>

DfE Keeping Children Safe in Education Statutory Guidance <https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

Derbyshire on-line Safeguarding procedures <https://derbyshirescbs.proceduresonline.com/>

**GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL**

**PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING INFORMATION:**

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register** clearly recorded when updating your systems as you will need to inform the LA.

**All other deletions breach statutory guidance**

**We all have a responsibility for a child's attendance, speak to a service; do not assume that somebody else will be dealing with it!**

## CHILD PROTECTION

**For all Immediate concerns regarding the safety and welfare of the child:**

<b>Starting Point</b>	Tel: 01629 533 190 <a href="mailto:startingpoint@derbyshire.gov.uk">startingpoint@derbyshire.gov.uk</a>
<b>Requests for support</b>	<a href="http://www.derbyshire.gov.uk/startingpoint">www.derbyshire.gov.uk/startingpoint</a>
<b>Local Authority Designated Officer (LADO)</b>	Godkin House, Park Road, Ripley, Derbyshire, DE5 3EF 01629 533190
<b>LADO Referral forms send to</b>	<a href="mailto:Professional.Allegations@derbyshire.gov.uk">Professional.Allegations@derbyshire.gov.uk</a>
<b>Out of Hours - Call Derbyshire Police</b>	01629 532600 101

<b>All information on keeping Children Safe in Education in Derbyshire, including contact details for the Child Protection Manger Schools, to be found at</b>	<a href="https://schoolsnet.derbyshire.gov.uk/home.aspx">https://schoolsnet.derbyshire.gov.uk/home.aspx</a>
<b>Safeguarding children training team</b>	01629 531933
<b>Safeguarding children training team email</b>	<a href="mailto:Safeguarding.Training@derbyshire.gov.uk">Safeguarding.Training@derbyshire.gov.uk</a>

<b>Children Missing Education (CME)</b>	<b>01629 536520</b> <a href="mailto:CS.CMECoordinators@derbyshire.gov.uk">CS.CMECoordinators@derbyshire.gov.uk</a>
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<b>Derbyshire Virtual School (children in care)</b>	01629 538028 <a href="mailto:virtualschool@derbyshire.gov.uk">virtualschool@derbyshire.gov.uk</a>
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<b>Exclusions</b>	01629 535802 <a href="mailto:CS.InclusionTeam@derbyshire.gov.uk">CS.InclusionTeam@derbyshire.gov.uk</a>
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<b>CAMHS</b>	
Chesterfield and North Derbyshire	01246 514412
High Peaks and Dales Team	01298 72445
Long Eaton Team	0115 946 4568
South Derbyshire	01283 227077

<b>Elective Home Education (EHE)</b>	01629 532843. <a href="mailto:CS.EHE@derbyshire.gov.uk">CS.EHE@derbyshire.gov.uk</a>
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<b>Childrens Services Out of School Tuition</b>	01629 536556 <a href="mailto:oost@derbyshire.gov.uk">oost@derbyshire.gov.uk</a>
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<b>Special Educational Needs and Disabilities Service (SEND) (incl EHCP process)</b>	01629 536547 <a href="mailto:sen.admin@derbyshire.gov.uk">sen.admin@derbyshire.gov.uk</a>
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<b>Fair Access</b>	01629 535802 <a href="mailto:CS.InclusionTeam@derbyshire.gov.uk">CS.InclusionTeam@derbyshire.gov.uk</a>
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<b>School Admissions and Transport Team</b>	01629 537479 <a href="mailto:Admissions.Transport@derbyshire.gov.uk">Admissions.Transport@derbyshire.gov.uk</a>
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<b>Educational Psychology Team (Childrens Services)</b>	01629 533815 <a href="mailto:CS.educationalpsychology@derbyshire.gov.uk">CS.educationalpsychology@derbyshire.gov.uk</a>
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<b>Register/registration queries</b>	01629 532830 <a href="mailto:EWS.HQ@derbyshire.gov.uk">EWS.HQ@derbyshire.gov.uk</a>
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