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Evergreen Primary School and EYFS

Children Missing from Education

**Complied by:** Mirriam Kaissi

**Reviewed by:** Zainab Ali

**Reviewed on:** September 2022

**Next review Date:** September 2023

*This policy should be read in conjunction with the school’s Child Protection Policy and other relevant safeguarding related policies.*

At Evergreen Primary School we follow the guidance provided by the Hammersmith and Fulham Council for any pupils ‘missing’ education.

**When a pupil fails to start at Evergreen Primary School when expected.**

When a pupil is expected to join the school either at a normal time of starting and he/she does not arrive, the school should firstly try to make contact with the parents by phone or letter. If after one week no contact has been made the school will contact the Admissions Team to find out if the child had been registered elsewhere. After the second week the school will complete a referral to the EWO-CME at Hammersmith and Fulham who will follow their procedures for missing pupils.

**Prolonged and persistent absence from Evergreen Primary School**

If a pupil is absent for a prolonged period or fails to return from a holiday or fixed term exclusion the school will follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc.). If the child does not return to school the absence will be unauthorised and should be referred to the Education Welfare Officer on form CME1 of the Local Authority Guidance in Hammersmith and Fulham who will follow their procedures for missing pupils. **The pupil should not be removed from roll** until the EWO has completed all reasonable steps to ascertain the pupil’s whereabouts and safety and has confirmed that the pupil is registered at another school or is being EHE. If the pupil is not located and all reasonable enquiries completed

the school will follow the S2S procedure as detailed in the Local Authority Guidance document.

**Keeping Pupil Registers**

***The unexplained absence of any child who has a Child Protection Plan must be treated as the highest priority and the Child Care Team contacted and advised.***

**Regulations about when the school may delete a pupil’s name from its**

**Admission Register**

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Regulation 9 of the of the Education (Pupil Registration) Regulations 1995 as amended.

Regulations list the following as the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance Register):

1. The pupil is registered at the school in accordance with the requirements of a School Attendance
2. The pupil has been registered at another school;
3. The school has received written notification from the parent that the pupil is receiving education otherwise than at school;
4. The pupil has ceased to attend the school each case should be referred to the Education Welfare Service/Officer for investigation before removal from the school roll.
5. The pupil has been granted leave of absence exceeding 10 days for the purpose of a holiday and fails to attend school within 10 days immediately following, and the school is not satisfied that the absence is caused by sickness or any unavoidable cause;
6. The pupil is certified by a Senior Clinical Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
7. The pupil has been continuously absent from the school for a period of not less than 4 weeks and after referral and investigation by the Education Welfare Service/Officer and have both failed, after following procedures for Children Missing Education enquiry, to locate the pupil;
8. The pupil is absent from school for not less than 4 weeks and is detained in secure accommodation following a final court order or order of recall;
9. The pupil has died;
10. The pupil will cease to be of compulsory school age before the school next meets and does not intend to continue at school;
11. The pupil has been permanently excluded and, following the ‘Advisory boards’ disciplinary hearing –
    1. The parent has stated in writing that he/she does not intend to Appeal to an independent panel, or
    2. The time for lodging an appeal has expired and no appeal has been lodged, or
    3. An appeal has been heard and dismissed.
12. The pupil has been admitted to the school to receive nursery education and has not, on completing such education, transferred to a reception class at the school.

***Removal from roll for any reason other than those specified above is illegal***

**Actions a school must take when a pupil’s name is deleted from the Admissions Register**

1. When a pupil is deleted from the Admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school must be indicated and the pupil’s records must be sent to the new school within 15 school days.
2. When a pupil’s name has been deleted from the register, the school must use an electronic common transfer form to send the information via secure egress to the local authority
3. The school must also notify the LA within 10 school days and information must be sent to the EWO-CME on form CME2.

Information regarding normal transition transfers need not be made as these details can be obtained from the Admissions section.

**The use of School-to-School information transfer website (S2S)**

Schools are aware of the statutory responsibility placed on the Proprietor and teachers for the management of safeguarding and promoting the welfare of all children. This is underpinned by a statutory responsibility to use an electronic common transfer form to send and collect information via the post recorded.

**WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY THAT CHILD TO THE NEW SCHOOL.**

**Actions required**

1. If the school knows which school a child is moving to the school must ensure that an electronic Common Transfer File (CTF) is sent to the receiving school via S2S as quickly as possible.
2. Should a child leave the school without notice being given, the school should try to make contact with the parents. If after 5 days of non-school attendance the school has been unable to contact the parents, the school must refer to their Education Welfare Officer Sulthana Begum on form CME1 who will work with the school and make reasonable efforts to try and identify the child’s current whereabouts/destination.



1. If after 20 working days such efforts prove unsuccessful the school in consultation with the Education Welfare Officer should remove the child’s name from its roll and create a CTF using the “destination unknown” code XXXXXXX or MMMMMMM if the child has moved to the Independent Sector or out of the country, including Scotland. The file is uploaded onto S2S and the child’s details automatically go onto the “Lost Pupil Database” section of the site.
2. If a file is sent to a known school or LA but comes back as rejected by that school or LA these must be treated as the child now being missing from education and should be uploaded using the code MMMMMMM to the Lost Pupil Database as above.
3. Schools must check S2S regularly to look for CTF’s of new pupils, which have been sent to them. If a new pupil is admitted to a school and the CTF is not available schools should contact Management Information Centre to request that a search is made of the Lost Pupil’s Database for a matching record using names or former names, date of birth and gender. The pupil’s CTF can then be forwarded to them.
4. If a school has previously sent a lost child CTF to the Lost Pupils Database and is then contacted by a school at which the lost child has subsequently registered then either:

The school which sent the CTF to the Lost Pupil’s Database should create a new CTF and send this to the receiving school and request that the LA download the original CTF and delete it; or The receiving school should request its own LA download the original CTF from the Lost Pupil’s Database.

If a child leaves Evergreen Primary School in order to be home educated by his/her parents, the school on receiving written confirmation of the parents’ intentions should send a copy to the Education Welfare Office Elective Home Education and then remove the child’s name from the school roll. A CTF should be created using MMMMMMM, so that the CTF goes into the database of children who have moved.

**Children missing education procedures**

All staff are aware that children going missing, particularly repeatedly, is a potential indicator of a range of safeguarding issues such as: neglect, sexual abuse or exploitation, child criminal exploitation, mental health problems, substance abuse, travelling to conflict zones, female genital mutilation or forced marriage. The School has clear procedures in place for following up on unexplained absences and, where necessary, reporting to the local authority pupils who are missing from school for more than 10 school days (continuous). The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

The School has a legal duty to inform the Local Authority if a pupil is to be removed the roll at a non-standard transition point; i.e., where a compulsory school-aged child leaves the school before completing the school’s final year. When this notification is made the following information has to be provided by the School: full name of the pupil; name, address and telephone number of the parent the pupil lives with; details of any new address for the child and parent; the name of the pupil’s destination school and expected start date; and the reason why the pupil is leaving the school.

The School is also legally required to notify the Local Authority within five days of adding a pupil’s name to the admissions register at a non-standard transition point. The notification includes all the details contained in the admissions register for the new pupil; specifically, their full name; sex; name and address known to be a parent of the pupil (and an indication of which parent he pupil normally lives with and which parents hold parental responsibility); address of new or additional places of residence; at least one contact telephone numbers at which the parent can be contacted in an emergency\*; date of birth; name and address of last school attended (if any); and details of whether they are a boarder or a day pupil.

\**Note: In line with KCSIE 2021, it is the School’s policy to hold a minimum of two emergency contact numbers for each pupil*

To be read in conjunction with Attendance policy Safeguarding

Child protection policy

Guidance on Hammersmith and Fulham missing from Education