

CHILDREN MISSING EDUCATION (CME) POLICY



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Introduction

Children Missing from Education (CME) in this document refers to all children of compulsory school age, are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children Missing Education should not be confused with:

- Children who are **on roll at a school but are not in regular attendance**. In this case, referrals should be made to the School Attendance Support Services (SASS) whose procedures are set out in the Hounslow SASS Non-Attendance and Term Time Leave Guidance
- Children who are receiving Home Education (known as **Elective Home Education**)
- Children whose parents have applied for a school place, and the referrer has confirmation the application is being dealt with via the **Hounslow Admissions Department**

This policy is intended to inform Local Authority (LA) Officers, Schools, Governing Bodies, Corporate partners and other involved agencies about the policy and procedures to be followed to identify and maintain contact with Children Missing Education (CME). It should be read together with:

- Children Missing Education – Statutory Guidance, DfE 2024: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf
- School Attendance (Pupil Registration) (England) Regulations 2024: [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/part-1)
- Working together to improve School Attendance – DfE 2024: [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf)
- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006) : [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/56/section-436a)
- Education and Inspections Act 2006 (section 4 and 38) Education Act 1996 (section 7, 8, 14 and 19) [Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/24/section-4)
- Keeping Children Safe in Education – Statutory Guidance, DfE 2024: [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Keeping_children_safe_in_education_2024.pdf)
- Working Together to Safeguard Children, DfE 2023: [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_safeguard_children_2023_statutory_guidance.pdf)
- School to School (S2S) guide, DfE 2019: [School to school \(S2S\) guide for schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/School_to_school_S2S_guide_for_schools.pdf)
- Common Transfer File (CTF) guidance, DfE 2020: [Common Transfer File 20 Guide \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Common_Transfer_File_20_Guide.pdf)
- London Borough of Hounslow School and Local Authority Off Roll Procedures
- London Borough of Hounslow Safeguarding Children Board Interagency Policies and Procedures
- Hounslow School Attendance Support Service Non-Attendance and Term Time Leave Toolkit / Guidance

This guidance is intended to help ensure: -

- The local authority meets its statutory duties relating to the provision of education and the safeguarding and welfare of children missing education (CME).
- Partner agencies understand who to notify and how to do so.
- Children who are identified as missing education are returned to an education setting.
- Where appropriate we share information with other local authorities.

The procedures outlined in this document are based upon a corporate approach, where staff understand their responsibilities and contribute to reducing the number of children missing from education in LBH.

CME is a complex issue requiring a strategic approach between partners to safeguard those missing from education and at risk of CME. The local authority has a legal duty under the Children Act 2004 to locate and place CME to safeguard all children in Hounslow.

By identifying and working with these families, LBH aim to reduce the number of children and young people who are missing from education. Statistics shows that children who suffer from a history of poor attendance, or have periods of missed education, are more likely to face future issues in relation to:

- Homelessness
- NEET (Not in Employment, Education or Training)
- Anti-social/ Criminal behaviour /Child Criminal Exploitation
- Social disengagement
- Mental health issues
- Substance abuse
- Neglect and emotional abuse
- Sexual exploitation/ involvement in the sex trade /Child Trafficking
- Teenage parenthood
- Physical health issues
- Forced marriage
- Poverty
- Radicalisation

The Children Missing Education Guidance dated August 2024 relates to the following legislation:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- School Attendance (Pupil Registration) (England) Regulations 2024

These are the main changes to legislation from 19 August 2024:

Technical updates only to bring the guidance in line with the Working together to improve attendance statutory guidance and the School Attendance (Pupil Registration) (England) Regulations 2024.

Section 1: Identifying CME and at risk of becoming CME

1.0 Who is responsible?

There is an expectation under the Children Act 2004 that all agencies will work together to promote the safeguarding and welfare of children and to share information so that children and young people do not 'slip through the net' and become missing.

There is a fundamental principle that all officers of the local authority and other partners have some level of responsibility around the issue of CME. If anybody is aware of any child or young person who does not appear to be accessing education appropriately, they should make a CME referral.

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of every individual to ensure that children are re-engaged back into education provision as a matter of priority. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The cost of not identifying that a child is CME or notifying the appropriate professionals and responding quickly can be very high. Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

In line with The Working Together to Safeguard Children (DfE, 2023), Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. The statutory guidance also provides advice on inter-agency working to safeguard the welfare of children.

The local authority should also undertake regular reviews and evaluate their policies and procedures.

In terms of ensuring that children are identified and monitored, referred appropriately, with needs assessed and coordinated interventions put in place. Therefore, as notification can be received from within the local authority, external agencies, the public, schools, children and young people and other local authorities, it is vital that all agencies understand and use the referral route appropriately and consistently.

There is a network of professionals who can contribute to the identification of this potentially extensive group of children who might end up CME. Colleagues in agencies working with children and families should be alert to any children of statutory age (5-16) who appear to be out of education.

Examples include:

- The School Attendance Support Service (SASS)
- GP or health care practitioners providing services to children or families
- Housing and housing Providers
- Children's social care
- Police & youth offending service
- Education (maintained schools, independent schools, academies, free schools,

foundation schools, voluntary aided schools, elective home education, other professionals, pupil referral units, special schools, and colleges)

- Children's centres
- Non-statutory agencies working with families or carrying out home visits
- HM Revenue and Customs
- UK Border Force Agency
- Department of Work and Pensions
- Public protection/ fire service
- Crime and Disorder Reduction Partnership agencies
- Voluntary and community organisations, including faith groups and youth services
- Women's refuges
- Local authority CME Officers and related teams
- Home Office and partners supporting Asylum Seekers

Identification of CME might be by members of the local community (e.g. concerned neighbour, family member, employer). It is important that we are able to support them to notify the CME officer when they do identify a child or express concern about a situation.

1.1 Why Children Go Missing from Education in Hounslow

There is the potential for children to fall out the education system or not enter the system as a result of some change in their circumstances. Children only go missing if there is no systematic process in place to identify them and ensure that they re-engage with appropriate provision.

It is acknowledged that the London Borough of Hounslow experiences high mobility amongst its population. Consequently, without an appropriate local authority response, there is the potential for significant numbers of children to be at risk of becoming CME or disappearing all together from education provision and contact with professionals able to support them while ensuring they have access to universal services and remain safe.

There are established views why children go missing from education however, the reasons are more extensive than often stated. Examples of how children become CME include situations where children:

- Fail to start appropriate provision, and hence never enter the education system.
- Fail to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between local authorities.
- Do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools (ie year 2 to year 3, year 6 to year 7).
- Have a family/carer that does not alert the local authority of the fact they are resident in Hounslow or does not know how to access education provision.
- Cease to attend due to withdrawal from provision by parents and schools off roll the children (e.g. parents no confidence in school, behaviour and truancy issues, fresh start).
- School transfer more difficult to achieve than parents thought (e.g. school places, term-time agreement, school reluctance to admit, timescale key stage 4, curriculum capacity, school application process if parent struggles with completing forms or English is not their first language).
- Are on the point of permanent exclusion from school and they leave or are persuaded to seek a fresh start in another school.

- Are permanently excluded from schools out of the borough, particularly independent schools.
- Are on alternative curriculum arrangements which are not monitored effectively.
- Have SEN placements that are not completed due to one or more parties not complying with arrangements or able to meet needs.
- Are looked after children within family arrangements, unaccompanied from abroad, placed in Hounslow by other Local Authorities and not known to Hounslow education LAC team.
- Are in the youth justice system and returning from secure accommodation.
- Are placed in Hounslow by other local authorities without notification e.g. temporary housing, safety move and witness protection schemes.
- Are let down by system failures between partners where information is not shared effectively regarding children in Hounslow (e.g. education sections, schools, parents, social care, health, housing, other local authorities, Home office, Immigration Office, asylum/refugee dispersal arrangements, temporary accommodation, data bases etc.
- “Dip in and out” of elective home education at the request of parent/carers or do not follow the published local authority Procedures to inform the local authority that parents have decided to Electively Home Educate.
- Have parents who take extended leave/holiday and schools take them off roll or families leave the UK or Hounslow area for a period, then return and the local authority are not notified to monitor their return to school.
- Are bullied in and around schools and difficulties cannot be resolved in school.
- Young runaways who leave their normal residence, to live on the streets or in temporary emergency situations.

High mobility is an identified factor in Hounslow and this impacts upon CME. Children from at risk vulnerable groups are more likely to become CME, these include:

- Newly arrived from abroad
- “Looked after children”
- Highly mobile families
- Homeless families
- Refuge placements following domestic violence
- Mobile Children and families
- Young carers
- Children growing up in circumstances where parenting is ineffective or requires support (e.g. child protection concerns, substance abuse, low literacy and poor social skills, domestic violence, poverty, criminal activity in the family)
- Children who are privately fostered
- Asylum seekers

Section 2: The CME notification process for all

In addition to the need to identify CME there is a responsibility on **all professionals** to notify the CME Officer where there may be a child missing education. All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer this enables comprehensive data records to be established and might enable the child to move swiftly into appropriate provision.

CME notifications can be received from a variety of sources, they include: -

- The School Attendance Support Service (SASS)
- Parents, carers, pupils and family members
- Hounslow school's data exchange with local authority, interrogation of data bases, school census returns (previously known as PLASC)
- Colleagues from Admissions, YOS, SEN, Virtual College Team
- 14-19 Team - Connexions, Elective Home Education, councillors
- Partnership work with police, housing, health including hospitals, GPs, CAMHS, Social Care, support agencies and colleagues supporting newly arrived families from abroad
- Other Local Authorities and out borough schools
- Community sources - neighbours, concerned citizens, complaints, shops, faith groups, local networks, voluntary organisations

Upon notification of a child missing education the Hounslow CME Officer determines that the child is not registered with an educational provider:

The CME Officer will check the centrally held database, for any details. Further checks will also be made with School Admissions, LAC Team, Traveller Education Service, Social Care Teams, and the Elective Home Education Team. In particular cases, it may be necessary to check with individual schools in a local area.

It is important that those responsible in the local authority for updating areas of the database to ensure the data is accurate and up to date. Partners in other agencies may also hold important information regarding the location of children. In order to safeguard children, it may be necessary to request information from those partners (e.g. housing, CAMHS).

If you are aware of a child missing education, you should notify the CME Officer either by:

Email: cme@hounslow.gov.uk

Telephone: 0208-583 2768

CME 1 Notification Form (page 16) and available on Hounslow Council's website at: <http://www.hounslow.gov.uk/cme>

2.0 Follow up to notification and initial assessment

When a child is identified as a child missing education, contact will be made by email, letter or telephone to the parent/carers requesting that they inform the local authority of the arrangements they are making for their child's education, support will be offered to the parent/carer with completing the In Year Application.

If the CME Officer does not receive a response, they will carry out a home visit. Where safeguarding concerns have been highlighted, an urgent visit will be made and if appropriate a referral will be completed to the appropriate team.

If there is a reason to suspect a crime has been committed, the police should be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to act without delay.

Where despite support and advice a parent is uncooperative about engaging with the local authority regarding education provision and the child remains out of education the local authority must consider issuing a School Attendance Order naming a school.

To ensure joined up working is identified, in relation to good practice and integrated working processes, the CME Officer will check in order to identify which other professionals are currently or have previously worked with the child. The CME Officer will then update the professionals who are involved with the family. If it is identified that there are no other professionals involved, the CME Officer can offer the family a referral to Children's Services, this will help identify the agencies who will be able to support the family.

In Hounslow, all maintained schools are required to update their management information system (MIS) system as soon as a child leaves the school roll. The pupil census returns, and pupil level data exchanges enable monitoring of the leavers and starters. This notifies the local authority of any CME.

If a child goes absent from school, but remains on their roll, the school should make a referral to the School Attendance Support Service (SASS), in line with the SASS process, CME and Off Roll Procedures. The CME Officer will become involved once it has been established the child is no longer registered at any education provision, or their whereabouts are unknown.

2.1 Education provision for CME

Pupils will be allocated a school place by the Admissions Team. For pupils who have been identified as meeting the Fair Access Criteria, or who have not engaged or completed an In Year application form, the CME Officer will collate the necessary paperwork and present to the Fair Access Panel for placing.

2.2 Inter-Borough Procedures for Notifying CME

There is a potential CME issue regarding children who reside in one borough and attend a school in another borough. When families move, leave the country, children move schools or fail to return to school this can be more difficult to monitor and follow up.

Hounslow CME have protocols and working arrangements with neighbouring local authorities to track children, ensure they find new education placements receive support and remain safe during any transition periods. Schools have systems outlined on page 17 (S2S, CTF, LPD) that ensure pupil records are transferred successfully between schools.

We also notify CME in neighbouring local authorities, if we have an application for one of their children and we are unable to allocate a school place, as they may be CME, and the local authority may be unaware of them.

2.3 Checking residency

Children identified as missing or at risk of going missing from education are often part of a transient or mobile population and it is important that Hounslow services carry out checks to determine whether a child referred to CME is still resident in the borough. The details of any child found to be resident outside the borough of Hounslow are referred to their responsible local authority. For pupils who are resident in Hounslow, the CME Officer will try and make contact with the family in the first instance, or in some cases School Admissions will also write to them. If no response is received, the CME Officer will carry out a home visit to encourage the family to complete a School Admissions Application, or if an allocation of a school place has already been made, to establish why the family have not made contact with the school.

If residency cannot be determined checks may be carried out against electoral roll data, enquiries with Health. This is often done in collaboration with colleagues from Hounslow's Housing Department. In some cases, School Admissions refer to CME and request a home visit to determine residency.

Section 3: Roles and Responsibilities in relation to CME

3.0 Children Missing Education Officer

The CME Officer co-ordinates the identification, referral, tracking and placement of CME in Hounslow. The CME Officer works in partnership with the key stakeholders to ensure that CME who are at risk of CME, are referred and followed up. The stakeholders include; Schools, School Admissions, the SEND team, School Attendance Support Service (SASS), Safeguarding and Child Protection, Traveller Education, Exclusions & Fair Access, Elective Home Education, Housing, Primary Care Trust colleagues, Health, Virtual College staff, Children's Services, Family First Intensive Support Service, Early Help, Youth Service, Connexions, Youth Offending Service (YOS), the Police, alternative education providers, and other children support services. Partners need to be alert to notifications and information from the local community as residents and employers become concerned about local children not in education.

The CME Officer will manage the co-ordination of the referral process and ensure notifications are recorded and actioned as appropriate and that referral channels are understood by all stakeholders.

Whichever route the information comes through, it is the responsibility of the Children Missing Officer to:

- Ensure accurate compilation of data and actions related to identifying CME.
- Maintain and update the CME registers and reports on the education database.
- Undertake the tracking process of pupils when their whereabouts are unknown.
- Co-ordinate casework, contributing to assessments to determine appropriate provision for a child and providing updates on the CME register for Senior Officers.
- Present CME cases that meet the Fair Access Criteria to the Fair Access Panel.
- Circulate the CME notification referral form and process to all agencies, including the Intranet each academic term.
- Regularly remind the schools a reminder that they must obtain full details and to remind them of the CME and off roll procedures.

- Issue a School Attendance Order if the family do not engage. It enables the local authority to name a school for the parent to ensure the child attends. This legal sanction can be applied where a parent refuses to enrol their child in a school or fails to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school. This is used as a last resort in CME situations.
- The CME Officer, with support from the research & statistics information team, can carry out checks using the education database, pupil census data and other databases to try to ensure that those children and young people who were previously on a school roll and are no longer on that roll have been admitted to another educational provision.

3.1 Role of Schools in partnership with SASS/CME

Schools are key players in reducing the number of CME and enabling all partners to respond to those at risk of becoming CME. Schools safeguard children from harm and ensure they remain engaged in education provision with access to services and support by:

- Following the regulations dated August 2024 relating to admission and attendance registers completing off roll procedures in line with guidance procedures.
- Ensuring absences are promptly followed up.
- Developing reintegration strategies following long term absence or exclusion
- Ensuring that the School Admission Register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any change whenever they occur, so as to assist both the school and local authority when making enquiries to locate CME.

The SASS work to promote, support and, where necessary, enforce school attendance to assist schools in developing policy relating to attendance and to establish links between home and school in order to support the education of children. SASS are able to support schools in this respect and ensure the local authority are alert and responsive to CME. A clear understanding of responsibilities is important as the risk factors increase significantly when children are not in regular education provision.

SASS can be contacted via Telephone: 020 8583 2622 or Email: SASSDuty@hounslow.gov.uk

3.2. Grounds for deleting a pupil of compulsory school age from the school admission register

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in The School Attendance Pupil Registration England Regulations 2024 which can be found:

[Children Missing Education - Guidance for Local authorities \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/children-missing-education-guidance-for-local-authorities.pdf)

When a pupil is to be deleted from the admission register, the school must clearly indicate the full name of the child, the full name and address of the parent with whom the pupil normally resides, at least one telephone number of the parent, the pupil's new address and destination school, if applicable, the date and the reason for the removal

from roll. If the name of the new school is known, the name of the school and leaving date should be indicated in the schools MIS system. An electronic Common Transfer File (CTF) of the pupil's records should be generated and sent to the new school within 15 days via s2s. Section 3.4 on page 17 describes in more detail the s2s and Lost Pupils database systems. If a child's name is removed from the school roll the local authority must be informed. Pupils registered in a special school can only be deleted from the roll with permission of the local authority or direction from the secretary of state unless they are permanently excluded or deceased.

When a pupil is expected to join a school and they do not arrive, the school should firstly: try to contact the parents by phone or in writing. If after 3 days, no contact has been made, the school should contact the Admissions Department to find out if the child has been registered elsewhere.

In the case of all new starters, the school should log into the School Admissions Module (SAM) to update the start date.

In the case of a Year 7 non-starter where a pupil has not attended and they have been unable to establish contact despite daily absence calls by the 5th day of absence, a referral must be made to SASS via the online portal <https://earlyhelp.hounslow.gov.uk>.

The SASS referral will be for a contact visit only. Do not send referrals directly to your allocated School Attendance Support Officer (SASO) as they will not be actioned. Referrals will not be accepted until after the 5th day of absence.

For a Reception and Junior non-starters, the School Admissions Department will log into the School Admissions Module (SAM) and identify any non-starters and liaise with the school as to why they have not started. The school should also notify School Admissions of these non-starters and the reasons why.

For In-Year Admissions the school should notify Hounslow School Admissions if a pupil fails to start. The school place should not be taken away until the CME Officer has ascertained the pupil's whereabouts and has confirmed that the pupil has moved out of the local authority, is registered at another school or is being educated otherwise.

If a pupil is absent for a prolonged period (other than notified extended leave of absence or fails to return from a holiday) the school should follow the normal procedures for investigating pupil absence (e.g. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the matter should be referred to the SASS via the portal after 3 days of absence with no contact from family, for a contact visit.

If after the SASO has made a contact visit, the whereabouts of the child cannot be established, the SASO will make enquiries with the CME Officer to establish if the family have moved away or if the school should follow non-attendance procedures. If they have moved away the CME officer will follow the procedures for 'missing pupils' outlined below. The pupil should not be removed from roll until the CME Officer has ascertained the pupil's whereabouts and has confirmed that the pupil is on roll at another school, applied for a school place via another local authority or is being educated otherwise. If the school and local authority have failed, after making joint reasonable enquiries, to ascertain where the pupil is, the school can review the

Grounds for deletion to determine if they are able to remove the child's name from the register.

A pupil's name can only be removed from the admission register under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 if the conditions of paragraph (iii) have been met - the school and the local authority must have jointly made reasonable efforts to find out the pupil's location and circumstances and have either failed to do so, or located the pupil and found out their circumstances but agree there are no reasonable grounds to believe the pupil will attend the school again, taking into consideration any reasonable steps that the school and local authority could take jointly or separately) to secure the pupil's attendance.. Local authorities and schools should agree roles and responsibilities locally in relation to making joint enquiries. Further information on the deletion of the names of pupils who have been located but have not returned to school is included in the 'Working together to improve school attendance' guidance (Chapter 7 - Ground H and Ground I).

In order to safeguard children, it is important that all school staff understand their respective roles and responsibilities when children are absent from school. Schools have a clear set of procedures for following up absences and they work in partnership with the SASS to investigate unexplained absence, monitor absence patterns, put support interventions in place where necessary to bring about more regular attendance. Legal sanctions are ultimately available to the local authority where there is no improvement. or parents fail to engage or co-operate.

3.3 Reasonable Enquiries in the context of CME

The term 'reasonable enquiries' grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

3.4 Procedures for schools and the local authority

School: Set of Actions:

The following actions completed and recorded would contribute to a reasonable school enquiry if a child/young person stops attending a school without a known forwarding address and school:

Within 1-3 days of absence:

- Check with all members of staff who the child/young person may have had contact with;
- Check with the pupil's friends/ neighbours/ family contacts;
- Telephone calls made to any numbers held in the school records. (if this is an

- automated system please make telephone contact manually);
- Attempt telephone contact with all known emergency numbers;
- Speak to other agencies that have been working with the family for example Children's Services, Youth Offending;
- Check with any schools known to have siblings or relatives on their roll;
- Email parents and contacts on the school's up to date contact form;
- Write to the address of both parents (if they live separately and it is appropriate to do so);
- Contact school admissions or CME officer in the new area to establish if any application has been submitted. (if applicable, using the CME local authority contact list);
- Has any soft information been obtained? E.g. "we have heard they have moved to Scotland or other students say they have gone on holiday;
- Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so (if school have a member of staff who has a responsibility to conduct home visits) Speak to neighbours if possible.

Within days 3-10 days of absence:

- Contact your SASO if referred to them or for advice;
- Refer to SASS for a contact visit if no contact has been made by parent and reason for absence unknown
- If pupils whereabouts not established, refer to CME using CME 2 Referral Form (pages 17-18).

Local authority: Set of Actions

The following actions completed, recorded and audited would contribute to a reasonable enquiry if a child/young person leaves the area without a confirmed address or new school.

It is reasonable to expect that the local authority through SASS & CME will:

- Make contact with the parent, relatives and neighbours using known contact details;
- Make a home visit(s) and make enquiries with neighbour(s);
- Check local databases within the local authority, such as Housing Providers, council tax, school's admissions, Youth Justice Services, Children Social Care;
- To allow searches to be made on other local databases e.g. housing, health, police and social care, HMRC, health services, police, refuge, etc;
- Check with UK Visas and Immigration (Border Force if there are Child Protection concerns);
- Check with agencies known to be involved with family;
- Check with local authority from which child moved originally;
- Check with any local authority to which a child may have moved (see below);
- Feedback enquiry outcome to school;
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS).

3.5 The use of S2S and the Lost Pupil Database (LPD).

The DFE has made available to all maintained schools in England and Wales a secure way to electronically transfer the common transfer file (CTF) to any other maintained school. This system is called school to school (S22) and is a free service for schools and local authorities.

There is also a Lost Pupil's Database to store the CTF of pupils who either move outside the English maintained system or leave a school without providing information about their new school. This database gives the functionality for local authorities to search for information on pupils arriving into their local authorities for whom no CTF has been received. This database is being incorporated into the identification, referral and tracking (also known as Information Sharing Index) (IRT or ISA) projects.

The S2S system is now only available through the DfE sign in portal which links to several different DfE services including, S2S, Get Information About Schools (GIAS) and Collect:

All schools have their own secure area on the S2S site which can be accessed by their individual school login and password through the DfE sign in <https://services.signin.education.gov.uk/>. If a school is unsure of their login and/or password details, then they can reset the details through the link below <https://help.signin.education.gov.uk/contact/email-password>

Information on S2S and the LPD is available on the DfE Website [School to school \(S2S\) guide for schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guides/4088567/school-to-school-s2s)

or from Senior Management Information Officer in the Education and Early Intervention Team on Tel: 020 8583 2617

Schools can look up information on schools in England by using the DfE database Get Information About Schools <https://www.get-information-schools.service.gov.uk/> This will give the address and website of the school as well as its DfE number.
DfE Enquiries - 0370 000 2288

3.5 Corporate management & Local Children's Safeguarding Board

Monitoring by Senior Management is an important element of the CME strategy. The CME Officer produces monthly reports available for the local authority Lead Officer for Child Protection as part of monitoring children who are missing and reporting to the Local Children's Safeguarding Board.

CHILDREN MISSING EDUCATION NOTIFICATION

(CME 1 FORM)

Please note: referrals are treated confidentially if requested, please give as much information as possible, if name is not known, please quote address.

Date:

To: Children Missing Education (CME) Officer

Address: Hounslow House, 7 Bath Road, Hounslow, TW3 3EB

Email: CME@hounslow.gov.uk Telephone: 020 8583 2768

The child/young person named below is believed to be without a school place

DOB / previous school:

Gender M/F

Age if DOB not known:

Any other children (please state DOB or approx. age /previous school):

Gender M/F

Parent/ Guardian Name:

Home Address:

Contact number:

Email address:

Ethnicity (if known):

Is the child/young person an Asylum Seeker? Yes No

GP (If known):

Any other information:

(please share any other relevant information that will help the CME Officer)

Name of Referrer:

(name of individual referring)

Contact Number / Email address:

Referring Agency / Neighbour / Community/ Local Authority:

(please state what organisation or agency you are attached to otherwise state neighbour or family)

CHILDREN MISSING EDUCATION REFERRAL FORM

(CME 2 FORM)

PART A

Child Name	
Child DOB	
School	
Unique Pupil Number	
Date last attended	
Parent/Guardian name <i>(Mother and Father)</i>	
Current Home Address	
Contact telephone	
Email address	
Is the child an Asylum Seeker / Refugee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child LAC? <i>(if Yes- please notify Virtual College)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child open to Children's Services? <i>(if Yes- please notify Social worker / Family practitioner)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the child have an EHCP? <i>(if Yes- please notify SEND caseworker)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Circumstances leading to child becoming CME / additional relevant information	
Professionals / Agencies involved <i>(Contact name, agency and telephone/email)</i>	
Destination home address <i>(where they are moving to)</i>	
Date they are moving to new Local Authority / country	
Destination School <i>(if known)</i>	
Admissions Local Authority or School they are approaching for a new school place	
Who will they be living with <i>(e.g. Parents/Grandparents/other relative/Friend)</i>	

PART B

In line with CME legislation, please complete all school reasonable enquires below before referring to CME. Referrals will only be accepted if the following checks have been undertaken by the school:

Within First 3 Days	Date Completed	Outcome
Check with all members of staff who the child/young person may have had contact with.		
Check with the pupil's friends/ neighbours/ family		
Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually)		
Attempt telephone contact with all known emergency numbers.		
Speak to other agencies that have been working with the family, such as Children Services, Youth Offending for example.		
Check with any schools known to have siblings or relatives on their roll.		
Email parents and contacts on the school's up to date contact form		
Write to the address of both parents (if they live separately and it is appropriate to do so)		
Contact school admissions or CME officer in new area to establish if an application has been submitted. (if applicable, using the LA CME Contact list)		
Has any soft information been obtained? e.g "We have heard they have moved to Scotland other students say they have gone on holiday for example		
Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so. (if school have a member of staff who has a responsibility to conduct home visits) Speak to neighbours if possible.		
Within days 3-10	Date Completed	Outcome
Speak to your School Attendance Support Officer (SASO) if referred to them or for advice		
Refer to the School Attendance Support Service (SASS) for a contact visit if no contact has been made by parent and reason for absence unknown via portal		

CHILDREN MISSING EDUCATION

(NO CONTACT/ PUPIL MOVED AWAY)

SCHOOL ACTION FLOW CHART

PUPIL DOES NOT RETURN TO SCHOOL AND NO CONTACT FROM PARENT

Where parent/carers have failed to contact the school / respond to school's daily absence enquiries (calls/texts/emails/home visit)

School to refer to the School Attendance Support Service (SASS) for a contact visit as per SASS procedures

**No response is received and the pupil's whereabouts is still not established
School to refer to The Children Missing Education (CME) Team using CME 2 Form**

Conduct reasonable enquiries jointly with CME officer as per CME procedures

CME Checks:

- Home visits
- Check Council Tax
- Check with Hounslow Housing/Housing Association
- Write to landlord if private rent
- Check if still registered with GP via School Nurses
- Check with Children's Services in case known to them
- Check with police
- Send global enquiry on STS – Lost Pupils Database
- Border Agency if CP concerns

CHILDREN MISSING EDUCATION

(CONTACT ESTABLISHED AND PUPIL MOVED AWAY)

**Where pupils have either moved abroad or to a different local authority (LA):
If the school has obtained the full address abroad and the name of the school there is no requirement to refer to CME, this information can be reported on the weekly School Admissions Starter / Leavers report directly to School Admissions.**

For children who have moved to a new LA in the UK, an enquiry can be made using the CME Contact List as part of your school reasonable enquiries.

If the new LA confirms an application has been submitted or a school allocated, this information can be reported on the School Admissions Starter / Leavers report along with the new address. An update regarding the school can be sent to School Admissions (schooladmissions@hounslow.gov.uk) or CME (cme@hounslow.gov.uk) once known. CME Referrals should only be made for those, where despite school reasonable enquiries, you have been unable to establish an address and/or school.

CHILDREN MISSING EDUCATION

(newly arrived to local authority)

CME PROCESS

Child referred to CME officer by previous CME/ School or another agency

Check if application made

Yes - Application has already been made by parent

Admissions to allocate school and refer to CME if family does not engage with school

For pupils who have been identified as meeting the Fair Access Criteria, or who have not engaged or completed an In Year application form, the CME Officer will collate the necessary paperwork and present to the Fair Access Panel

If family refuse to engage with FAP/ school admissions process, a School Attendance Order may be considered.

No application received

CME to call parent, send link for In-Year application and support application if required by parent online

Refer to SEND if child is identified as having an Education Health and Care Plan

If parent does not engage with CME, home visit made to establish if family resident in Hounslow, if no longer resident in Hounslow

Referral sent back to LA if established family are not resident at address stated