



**ASHFIELD  
SCHOOL**

# **CHILDREN MISSING IN EDUCATION PROCEDURES**

**Date of issue:** 19/05/2022



## Key Contacts

Role	Name	Contact Details
Designated Governor for Child Protection	Mr S Pollard	01623 455000
Designated Senior Person for Child Protection	Mr D Nicholls	01623 455000
Designated Deputy Person for Child Protection	Mrs S Marsh	01623 455000
Children Missing Officer - Nottinghamshire	Glen Scruby Glen.scruby@nottsc.gov.uk	06123 433170

**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!**

### Children Missing Officer (CMO)

Glen Scruby  
01623 433170

[glen.scruby@nottsc.gov.uk](mailto:glen.scruby@nottsc.gov.uk)

### MASH - Multi Agency Safeguarding Hub

For children at risk of harm or actual harm.

0300 500 80 90

[Mash.Safeguarding@nottsc.gcsx.gov.uk](mailto:Mash.Safeguarding@nottsc.gcsx.gov.uk)

### Traveller Advice (not referrals)

Toni Greenway  
01623520051

[toni.greenway@nottsc.gov.uk](mailto:toni.greenway@nottsc.gov.uk)

### Early Help Unit (EHU)

01623 433500

[early.help@nottsc.gov.uk](mailto:early.help@nottsc.gov.uk)

### Register Queries (TSS)

South: Cassandra Marriott -  
0115 8546040

North: Lucy Jephson - 01623  
520087

West: Alyson Baxter - 01623  
434756

### Virtual School - Looked After Children

Sue Denholm  
01623 434149

[sue.denholm@nottsc.gov.uk](mailto:sue.denholm@nottsc.gov.uk)

### NLC - Exclusions

0115 9675002

[exclusions@tlc.notts.sch.uk](mailto:exclusions@tlc.notts.sch.uk)

### School Admissions

01623 433499

[admissions.ed@nottsc.gov.uk](mailto:admissions.ed@nottsc.gov.uk)

### Fair Access

Karen Hughman  
0115 977 2572

[karen.hughman@nottsc.gov.uk](mailto:karen.hughman@nottsc.gov.uk)

### Special Educational Needs Team (SEN)

0115 9773779

[casework.teamleader@nottsc.gov.uk](mailto:casework.teamleader@nottsc.gov.uk)

### Elective Home Education (EHE)

01159 772573

[EHE@nottsc.gov.uk](mailto:EHE@nottsc.gov.uk)

### Health Related Education Team

01623 799157

[hretoffice@fountaindale.notts.sch.uk](mailto:hretoffice@fountaindale.notts.sch.uk)



# Ashfield School Commitment

These procedures apply to all staff, governors and volunteers working in the school and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Nottinghamshire Safeguarding Children Board.

We will ensure that all staff/parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children and ensure that students attend full time education.

## Definition - What is meant by the term missing education?

Children or Young People are deemed to be 'missing education' if they are of compulsory school age (5 - 16) and fit into at least one of the following criteria:

- They are not on the roll of a school
- They are not receiving a suitable education otherwise than being at school (e.g. at home, privately or in an alternative provision)

Children or Young People are deemed to be at risk of 'Missing Education' if they have been out of their educational provision for a period of four weeks or more.

## At what point could a child go 'missing' from education?

Children can go missing either when they fail to register with a school, or when they fall out of the education system and there is no process in place to identify them and ensure they re-engage with the appropriate provision (which may include services outside of school to meet their needs). Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a successful transition to their next school.

For example they may:

- Fail to start at an appropriate provision therefore never enter the system
- Cease to attend, for example due to an illegal exclusion or withdrawal from school; or
- Fail to complete a transfer between schools/educational providers (e.g. being unable to find a suitable school place after moving to a new LA area, or after leaving a custodial establishment)

## Are some children more at risk of missing education than others?

Some children are more at risk of missing education.

These are (this list is not exclusive):

- Children and young people under the supervision of the youth justice system
- Children from families fleeing domestic violence
- Children of homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast
- Young runaways
- Children in families involved in anti-social behaviour
- Children affected by substance and/or alcohol misuse
- Unaccompanied asylum seekers; children of refugees and asylum seeking families
- Children in new immigrant families, who are not yet established in the UK & may not have fixed addresses
- Children of migrant worker families (who may not be familiar with the education system)
- Children of families who can be highly mobile, e.g parents in the armed forces, Gypsy, Roma and Traveler families
- Children who do not receive a suitable education whilst being educated at home



- Children who have been bullied
- Children who have suffered discrimination on the grounds of race, faith, gender, disability or sexuality
- Children at risk of sexual exploitation, including children who have been trafficked to, or within the UK
- Children at risk of 'honor' based violence including forced marriage or female genital mutilation
- Looked after children/children in care;
- children who go missing from care
- Children who are privately fostered
- Young carers
- Teenage parents
- Children who are permanently excluded from school, particularly those excluded unlawfully e.g. for problematic behavior or offending
- Children whose parents take them abroad for a prolonged period
- Children who were registered with a school that has closed, and have not made the transition to another school
- Children of parents with mental health problems
- Children of parents with learning difficulties
- Children with long term medical or emotional problems

### **Steps to be taken if a student is leaving a school.**

Details of the new school, and any forwarding details should be gained. The student should not be off rolled until the new school has made contact and confirmation is received of a successful transfer. If there are concerns that the student has not been enrolled within 10 school days then this should be referred to the Children Missing Officer.

### **Elective Home Education - if a parent wishes to home educate their child.**

Parents will need to write to the Headteacher expressing that you wish to do this, when from, where and why. This should only happen following a conversation between school and parent/carer. The school should then make contact with EHE Team.

### **What is the CME Team?**

The Children Missing in Education Team will:

- Receive and process referrals from an individual and/or agency
- Track and monitor Nottinghamshire children who are missing, or at risk of missing, education
- Track and monitor children and young people who leave the county without a forwarding school
- Refer onto other services as appropriate e.g. Children's Social Care

### **Steps to take when referring a child/young person to Child Missing In Education Team.**

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- 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,
- extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, TSS, SEN, Health/School Nurse, School Admissions, CAFCASS
- Are there known siblings/family members attending another school?



- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)
- Home visits:
  - check the property for any signs of life
  - 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?

## Home Visits

Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, 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 life, 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 life. 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.

If school do not wish to complete a home visit one can be purchased through Targeted Support for £50. Please contact your linked Case Manager.

## **In the event a child/young person has moved out of county and we not have a new school to forward the pupil file to.**

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 CMO 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 Notts. The pupil file can be transferred once a new school is identified.

## **In the event a child is allocated a place at the school and does not arrive.**

If a child has been allocated a place at your school and they do not arrive as expected they must be placed on the register from the expected date, please follow your

attendance procedures. It is important that these children do not fall through the net. Be mindful of any language barriers.

## **In the event that a child is leaving my school and moving abroad.**

For children who move abroad, CME would as a minimum, request the address that the child would be living at along with the school they will be attending, without this a

referral would need to be made to CMO - we can't record "moved abroad", "Poland" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay.

School would need 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 spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just



mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

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 would be

provided to parents to give to the new school.

Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak

English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

### **If a young person is open to a social worker or attending a refuge - attendance procedures.**

It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures,

school should not rely on the child's social worker to inform CMO etc.

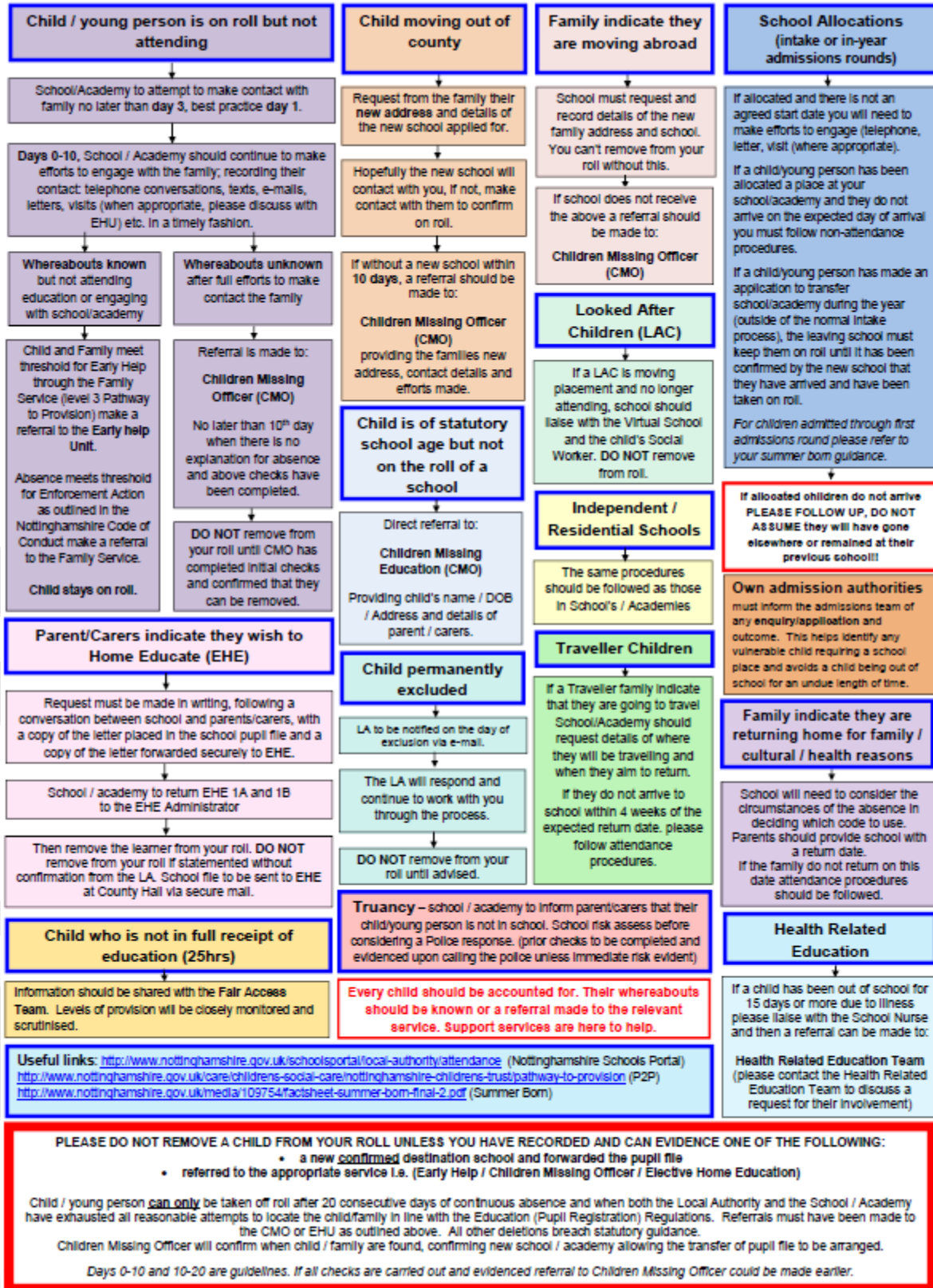
### **When can a young person be removed from roll.**

Children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities. Do not phone admissions teams across the country waiting for children to arrive in a school.

If a child has moved within Nottinghamshire and is living outside of a reasonable distance to travel to their previous school this should be communicated to the CMO.



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



The below form should be completed to ensure all information is passed to the CME team.

**Glen Scruby - referrals for CME**

	<b>Yes / No</b>	<b>Outcome</b>
Name and DOB		
Have you exhausted all emergency contacts? Telephone and e-mail?		
Who do you have as emergency contacts?		
Have you discreetly spoken to peers?		
Have you reviewed safeguarding concerns past or present?		
What was the result of a home visit?		
Are there any siblings elsewhere? Are they attending school?		
Was there communication with parents when / before he moved?		
Have you got a new address?		
What school is being applied to? Have you contacted them?		
Any other information to support the concern of CME.		

