



Glendower Preparatory School

ESTABLISHED IN 1895

Children Missing from Education (CME)

2023-2024

Reviewed: November 2023

Next Review: November 2024

Definition of Children Missing Education

In Children Missing Education - Statutory Guidance for Local Authorities (2016), children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'.

There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and being out of school, they are at risk of exploitation, going missing and significant harm.

Risks

These 'missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing. Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum -seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;
- Children experiencing abuse and neglect.
- Children supervised by the Youth Justice System Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation.

Families moving between local authority areas can sometimes lead to a child becoming 'lost' in the system and consequently missing education. When a child has moved, local authorities should check with other local authorities, either regionally or nationally, and share information to ascertain where the child is living. Once the location of the child is established, the relevant local authority must ensure that the child is receiving an education either by attending a school or otherwise.

Procedures:

From the first day that a child does not attend Glendower Preparatory School and there is no explanation or authorisation of the absence, the following steps should be taken:

- As a result of daily registration taken on ISAMS, we are particularly well placed to notice when a child has gone missing.
- Where there is a concern, the DSL will seek to clarify the reason for a child's absence from school and to consider the child's vulnerability with the child's parent or carer as is practicable on the first day.

- The DSL will report a continued absence about which we have not been notified by the parent or carer to the Royal Borough of Chelsea and Kensington.

(See appendix 3- Admission and Access to Education Services).

Children missing from education but not missing from home

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. A judgement as to timeliness is required in respect of the referral to the local authority. This timeliness should be on a case by case basis.

In exceptional circumstances, a leave of absence can be authorised by the head teacher, at which point a return date is set. In these cases, the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the authorised leave started.

Notifications and Actions for Children Missing from Education where there are Safeguarding Concerns

If the answers to any of the points set out in the previous section indicate that there are concerns about the child's safety then a referral should be made to the Royal Borough of Chelsea and Kensington on day one. The school should work in collaboration with Social Care Services and the Designated Safeguarding Lead should participate in any strategy discussions, section 47 enquiries and child protection conferences which may arise.

Requirements at standard transition points

Independent schools do not currently notify the LA of children that do not arrive on their given start date. To ensure the safeguarding responsibly is consistent with state maintained schools, it is requested that Independent schools use the 'starters and leavers' form to notify the LA of children that have not arrived as expected. The school must have carried out their own checks before passing to the LA.

Transfer of information when a pupil changes school

2.1. All staff who have contact with children have a duty to be aware of their responsibilities in relation to any children identified as CME. Staff who may identify a child as CME will include school admissions colleagues, Early Help and social work staff, school staff, housing officers, health professionals and the police.

2.2. A 'Starters and Leavers' protocol and database is in place, in line with September 2016 guidance and managed by School Admissions. The new Regulations require all schools, state maintained and independent, to notify the maintaining Local Authority of all children placed on a school roll and when they are removed. The protocol is attached (Appendix 2).

2.3. In Kensington and Chelsea and Westminster, it is the Admissions and Access to Education team who has oversight of all notified CME cases. For systems of notification see Appendix 1.

Appendix 1

Admissions and Access to Education	<p>Wendy Anthony, Head of School Place Planning and Access to Education 020 7745 6432 / 6433 wendy.anthony@rbkc.gov.uk</p> <p>Douglas Shaw, Admissions Manager 020 7745 6445 douglas.shaw@rbkc.gov.uk</p> <p>James Cox, In-Year Admissions/CME Lead 020 7745 6435 james.cox@rbkc.gov.uk</p> <p>Paul Worts, Senior Exclusions and Fair Access Officer 020 7745 6614 paul.worts@rbkc.gov.uk</p> <p>Filiz Bayram, Children Missing Education and Elective Home Education Officer 020 7745 6448 fbayram@westminster.gov.uk</p> <p>Gideon Mpalanyi, Elective Home Education Fieldworker 020 7745 6439 Gideon.Mpalanyi@rbkc.gov.uk</p> <p>Angela Williams, Children in Entertainment & Employment Officer (RBKC) 020 7745 6441 childlicensing@rbkc.gov.uk</p> <p>Latoya Dyett, Children in Entertainment & Employment Officer (WCC) 020 7745 6612 childlicensing@westminster.gov.uk</p>
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Admissions and Access to Education Service

children missing education

**Do you know
of a child*
who you
believe is
not receiving
education?**

If so, please contact the Admissions and Access to Education Service who can offer parents and carers advice on school placements and monitor progress in placing children. The team can be contacted on 020 7745 6448

Every child has a right to an education and in this country, it is illegal for a parent/carer to fail to provide a child, of compulsory school age, with an education. Apart from the vital contribution education can make to the life chances of young people, school attendance is a unique opportunity to monitor all children and to detect early warning signs of possible difficulties or concerns, both educational and social.

- * A child is of compulsory school age from the beginning of the term immediately following their 5th birthday, when he/she should be legally receiving education.
- * A child ceases to be of compulsory school age on the last Friday in June of the academic year in which the child has their 16th birthday.
- * A parent/carer can decide to educate their child at home but they should notify the local authority of their intention to enable the local authority to assess the provision and offer support as necessary.
- * The academic year runs from 1 September to 31 August.

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City of Westminster



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Protocol for schools located in Kensington and Chelsea and Westminster Council to identify children missing education

This document sets out the new requirements for identifying children missing education (CME) and is for the attention and action of all schools with pupils of statutory school age (5 – 16). This includes Independent schools and Alternative Provision providers.

Background

With effect from 1 September 2016, all schools will be required to notify the maintaining local authority of starters and leavers. This does not include those starting at the school at the first point of entry in reception or Year 7, or those leaving Year 11.

The government consulted on amendments to the Education (Pupil Registration) (England) Regulations 2006 ("the Regulations") to improve communication and co-ordination between schools and LAs. This includes independent schools. The consultation took place from 19 January to 7 March 2016. The outcome was circulated on 21 July 2016 and can be found on their website:

<https://www.gov.uk/government/consultations/identifying-children-who-are-missing-education>.

Legal Requirements

The following applies to non-standard transition points, also referred to as 'in-year'. All schools will be legally required to:

- Inform the LA when they are about to delete a pupil's name from the admission register under the permitted grounds relevant to children of statutory school age (these are shown on the 'starters and leavers' form attached);
- Record details of the pupil's residence, the name of the person with whom they reside, the date from which they will reside there, and then name of the destination school (where they can reasonably obtain this information);
- Inform the LA of the pupil's destination school¹ and home address if the pupil's moving to a new school; and
- Provide information to the LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).

System of notification

All schools will be required to notify the LA of all starters and leavers as set out in the legal requirements above. The attached 'starters and leavers' form is provided for completion each Friday in school term-time. This will only need to be returned if there are starters and/or leavers to notify. For Alternative Provision providers, including the Hospital School, new starters must still be notified if the child remains on a roll of a school and it is a dual roll arrangement. This is to ensure the child/young person is tracked by the LA and both establishments fulfil their safeguarding duty.

The majority of schools will need to return their notifications to the Admissions team using the [LGfL Document Exchange](#). For Independent schools, returns will need to be made via the [s2s website](#).

¹ In the case of refusal to disclose the name of the destined school, please contact then admission team key contact who will advise and assist.

Notifications must not be returned by email unless it is encrypted.

The Admissions Team has designated officers that will be checking and monitoring the information returned and will be the key contact for any enquires.

RBKC State schools contact – Marcia Gibbs - mqibbs2@westminster.gov.uk

WCC State schools contact – Vida Yamini - vyamini@westminster.gov.uk

RBKC and WCC Independent schools contact –

Filiz Bayram - fbayram@westminster.gov.uk

Hospital School contact – Filiz Bayram - fbayram@westminster.gov.uk

Alternative Provision (TBAP) contact – Paul Worts - paul.worts@rbkc.gov.uk

It is the responsibility for each school to ensure that notifications are sent to the LA's Admissions Team. Reminders will not be sent but the designated officer will contact you if notifications have not been submitted for a period of 4 weeks.

Requirements at standard transition points

Systems are already in place between schools and the LA to identify children that either do not accept a school offered to their child or do not turn up to the school for which they have been accepted and been placed on roll.

The Admissions Team will monitor cases where a school place has not been secured at the standard point of entry (Reception and Year 7).

The Early Help service are the point of contact for schools where pupils placed on a school roll have not arrived on their given start date.

Independent schools do not currently notify the LA of children that do not arrive on their given start date. To ensure the safeguarding responsibly is consistent with state maintained schools, it is requested that Independent schools use the 'starters and leavers' form to notify the LA of children that have not arrived as expected. The school must have carried out their own checks before passing to the LA.

Useful contacts:

The Admissions and Access to Education Team – tel. 020 7745 6432 / 6433

Email contacts are the designated notification officers as provided above.

Early Help Service:

Early Help Service in Westminster: AcesstoChildrensServices@westminster.gov.uk

Early Help Service in Kensington and Chelsea: earlyhelp@rbkc.gov.uk

Appendix 3

Appendix 1 - The Legal Context

Responsibility of parent/carer

Section 7 of the Education Act 1996 states

- *"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable: (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise."*

In England the law specifies that parents have a responsibility to ensure that any child of compulsory school age is in receipt of an education: education is compulsory but school is not. Parents therefore have a legal right to elect to home educate their children.

Local Authorities Responsibilities

- The Local Authority has a duty under section 436A of the Education Act 1996, inserted by the Education and Inspections Act 2006, to make arrangements to establish the identities, so far as it is possible to do so, of the children of compulsory school age in their area who are not registered at a school and are not receiving a suitable education otherwise than being at school.
- Under Section 437 (1) of the Education Act 1996 the Local Authority has a duty to intervene *if it appears that a child is not receiving a suitable education*. The Local Authority may serve a *School Attendance Order under Section 437 (3) of the Education Act 1996* "if –
a parent on whom a notice has been served under subsection (1) fails to satisfy the local education authority, within the period specified in the notice, that the child is receiving suitable education"

Safeguarding and Child Protection

Working to resolve CME cases is part of the wider remit of the Local Authority to safeguard and promote the welfare of all children living in the Royal Borough of Kensington and Chelsea and the City of Westminster. The LA has a duty under the section 175 (1) of the Education Act 2002 to safeguard and promote the welfare of children:

"A local authority shall make arrangements for ensuring that the functions conferred upon them in their capacity as a local authority are exercised with a view to safeguarding and promoting the welfare of children"