

**‘Children Missing Education’ and**

**Pupil ‘On and Off Rolling’**

# *Guidance for Schools, Academies, and Other Agencies*

First issued September 2017

Reviewed and Revised – March 2018

Reviewed and Revised - November 2018

Reviewed and Revised- July 2019

Reviewed March 2023 – David Lister CME/VCAP Manager

Reviewed and Revised – August 2023

Next Review Due: August 2024

**Contents**

*Summary Pg*

1. Introduction 2
2. Removal from registers and the process for removing or adding pupils to school rolls 3
3. Guidance for completing CME form 4
4. CME referral process 6
5. Appendix A 8
6. Appendix B (1) 11
7. Appendix B (2) 13
8. Appendix C 14
9. Appendix D 15
10. Appendix E 16
11. Appendix F 17
12. Pupils (at risk of) missing out of education (PMOOE) 18

**Introduction**

The Education and Inspections Act 2006, Part 1, Section 4 places a statutory duty on all Local Authorities (LA) to arrange to identify all children of compulsory school age missing from education in their area.

The Education (Pupil Registration) (Amendment) (England) Regulations 2016 placed new statutory duties on all schools from the 1 September 2016 requiring them to inform the LA whenever they were about to remove a pupil from their registers.

The DfE CME Statutory Guidance issued September 2016 states:

*All children regardless of their circumstances are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, being exposed to or involved in criminality or anti-social behaviour and becoming NEET (not in education, employment and training) later on in life.*

*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. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.*

*The local authority must have robust policies and procedures in place to identify those children who are not registered at a school and are not receiving a suitable education otherwise than at school (Elective Home Education) and have arrangements in place to return such children to full time education either at a school or in alternative provision. This is to include appointing a named person that schools and other agencies can make referrals to.*

*Local authorities should undertake regular reviews and evaluate their processes to ensure that these continue to be fit for purpose in identifying and dealing with CMEs in their area.*

The LA fully accepts its responsibility to support, protect and safeguard vulnerable young people. This ensures, as far as is possible, pupils have access to and fully attend high quality schools and when necessary high quality Alternative Education provision. In recognition of this the role of the CME Team is focused on the areas of identifying, tracing and returning to education those pupils not on a school roll and identifying and co-ordinating support for the most vulnerable pupils at risk of missing out on education. The CME team will work collaboratively with the other Access to Education Teams (Admissions, Education Welfare, Exclusions, the Virtual School, EMAT and Alternative Education Provision), schools, families and other services and agencies to identify, support and achieve improved positive outcomes for these most vulnerable pupils.

The nominated CME officers for Middlesbrough are:

**Julie Picken** **Samantha Elliott**

School Admissions Manager (CME) Access to Education Officer

01642 201892 01642 201926

**Email**: CME@middlesbrough.gov.uk **Email**: CME@middlesbrough.gov.uk

**Louise Tennant**

Project Officer/Access to Education Officer

01642 727877

Email: CME@middlesbrough.gov.uk

**Please email queries to** **CME@Middlesbrough.gov.uk**

**Address:** Middlesbrough Council, Access to Education CME Team, Middlesbrough House Middlesbrough, TS1 2RH

**Removal from registers and the process for removing or adding pupils to school rolls**

The Statutory guidance issued in September 2016 included changes to the Pupil Registration as follows:

**Removal from Registers**

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil’s name from the school admission register under **ANY** of the 15 grounds listed in the regulations. (See Appendix B – it does not apply at standard transition points - end of year 6 – end of year 11 - unless the LA requests it).

The notification must include:

1. Full name of the pupil
2. Full name and address of any parent with whom the pupil normally resides
3. At least one telephone number of the parent
4. The pupil’s future address and destination school if applicable
5. The ground in regulation 8 under which the pupil’s name is to be removed from the admission register.

In addition, where the pupil’s name is to be removed from the register under grounds 8(1)(f) –failure to return to school following a granted period of leave – or 8(1)(h) following a period of 20 days unauthorised absence - the school and the LA must show they have jointly made reasonable enquiries to establish the whereabouts of the pupil. In order to manage the volume of removals from roll and not impede or delay the freeing up of school places the pragmatic decision has been made within Middlesbrough to allow schools to remove pupils from roll and inform the Local Authority weekly of the necessary details and grounds for removal via the secure Objective Connect Shared Workspaces.

**Addition to Registers**

**All schools** must notify the LA **within 5 days** of adding a pupil’s name to the admission register at a non-standard transition point. They are not obliged to inform the local authority at a standard transition point unless the authority requests such returns.

The LA has produced a spreadsheet, which has been sent to each school to allow schools to comply with the new statutory requirements. (See appendix E) There is also a flow chart guiding schools on the ‘off rolling’ process (Appendix F).

In order to comply with the regulations schools will have to record fully information regarding a pupil’s family, residence, telephone contacts etc. and forward this information to the LA within 5 school days of a pupil being admitted to a school.

Currently an overwhelming majority of CME referrals are in respect of the children from the families of migrant workers from central Europe. The families will often return to their home countries either permanently or for extended periods or move to other areas of the UK but fail to declare accurately their intentions to schools at the time the pupils ceased attending.

Should the family return to the UK they may well return to a different area of the UK dependant on work and housing availability. In the main, the families do not present with significant welfare or safeguarding concerns. The impact on the central cluster primary schools is significant with schools carrying high levels of absence whilst enquiries are made to trace such pupils before the schools can remove them from roll. There is a similar burden placed on the LA in recording these cases and conducting enquiries to try to trace families who are no longer in the UK. The regulations (see appendix B) Reg 8(1)(f) relating to families taking extended unauthorised holidays and Regulation 8(1)(h) relating to ‘lost pupils’ are often not a good fit and requires the school to keep the pupils on roll for up to 20 days absence before they can remove from roll. Provided the school is satisfied that the family has returned to a known address in their home country, either permanently or indefinitely, the pupil can be removed from roll in compliance with regulation 8(1)(e) and without the need to make a CME referral.

In order to facilitate this the LA has consulted with both the Ethnic Minority Achievement Team (EMAT) and schools in the central cluster to produce a Family Information Form to support and enable Schools to remove pupils from roll in compliance with the regulations, minimise the negative impact on school attendance and support and direct the reasonable enquiries that must be jointly undertaken with the LA for confirmed CME cases (see Appendix C).

**The process for removing or adding pupils to school rolls is as follows:**

All registered schools must from now on use the LA’s confidential and secure Objective Connect Shared Workspace document sharing system. Instructions on registering for and using this system are included in appendix D.

An off and on roll template has been sent to schools to be downloaded via objective Connect. All schools must complete and then upload this template, to show all pupils on or off-rolled in the previous school week, on the first school day of each school week. If no pupils were on or off rolled, the template must be completed to this effect and added to Objective Connect.

All school must nominate a person responsible for this role.

The CME Team will monitor the returns on a weekly basis.

Guidance for completing CME form

Guidance on when and how to complete and submit a Child Missing Education - CME – Referral – is detailed in Appendix A.

All schools were sent the form via Objective Connect and the guidance is also available on the Middlesbrough Council Website – Access to Education Section.

* Schools are required to complete ALL parts of the form (see Appendix A) and submit the form to CME at the LA via Objective Connect

The CME Team may be unable to process a form where information is missing or sections are incomplete. In this instance, the form will be returned to school with a request for further information or a recommendation that further action be taken by school before the child can be recorded as CME.

1. In all of the above cases it is the school’s responsibility to investigate the circumstances of the absence and make all reasonable enquiries to establish the pupil’s whereabouts. Those enquiries should include telephone calls, letters and home visit enquiries made by the appropriate school attendance staff. For example, it would be expected that the school should enquire of school friends, neighbours and extended family to establish the whereabouts, welfare and intentions of the family. Schools should be vigilant around school holiday periods when it is very important to seek to establish the date when pupils have left the area, in some cases it would be appropriate to seek the support of the Ethnic Minority Achievement Team (EMAT) to enquire within their networks or any other appropriate source the school may be aware of.
2. The CME Team is available to provide advice and guidance during those school led enquiries.
3. **Risk Assessment – The overriding responsibility of schools and all agencies is to ensure the safety and well-being of children and the completion and ongoing updating of the Risk Assessment in respect of a missing child is vital. In any case where there are grounds to believe there are URGENT risks or concerns about the pupil’s safety or well-being the school should consider making an immediate referral to the relevant agency such as Social Care and/or the Police**.
4. During the first 10 school days of an unexplained absence the school is expected to make all the relevant and appropriate enquiries to trace the pupil and following this period submit the CME referral form via the LA’s confidential and secure Objective Connect document sharing system. (See appendix D) It is essential that all relevant information and action taken is fully described on the form to afford the CME Team the maximum opportunity to continue effective enquiries to trace the pupil. Frequently not recorded information includes sibling details, particularly where they attend another school, full parental details, ethnicity, first language and extended family contacts.
5. The CME Team will consider the actions taken by school and may suggest other enquiries which the school should undertake.
6. The CME Team will add the child’s name to the CME database and the LA Capita database. It is essential that schools ensure that there is a vigilant and timely approach to securing information regarding a child’s destination as tracking of destinations becomes more difficult over time after a child has departed.
7. The CME Team will initiate and pursue appropriate enquiries to trace the pupil and regularly review the case until the pupil is re-engaged in education. Information regarding CME pupils will only be shared with partner agencies where this appropriate to do so in order trace such pupils and return them to education or where there are other lawful grounds to do so ie where it is in the vital interests of the child such as significant safeguarding or welfare concerns to ensure all available information and, where appropriate, risk assessments and escalations can be agreed.
8. Ofsted research demonstrates that in some instances schools are deleting pupils from their registers without establishing critical information such as their new address, new school and the person(s) with parental responsibility. Following the implementation of the weekly off and on roll school returns the risk of this occurring in Middlesbrough has been significantly reduced however examples of incorrect or inappropriate removals from roll are still occurring.
9. The rules regarding CME and deletion of pupils from the school admissions register can be summarised as follows:
* Lost pupils: The school can delete a pupil from their admissions register when the pupil has been continuously absent from the school for a period of not less than 20 school days **and** at no time was the absence during that period authorised by the school **and** the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any avoidable cause and **both** the school **and** the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. **Regulation 8(1)(h)**
* Failure to return from holiday: The school can delete a pupil from their admissions register when the pupil has failed to attend the school within the ten school days immediately following the period of granted leave **and** the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any avoidable cause and both the school **and** the LA have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. **Regulation 8(1)(f)**
1. The school cannot remove the pupil from the attendance register until they have been deleted from the Admissions Register.

**Tracing and recording of Children Missing from Education (CME)**

**NB: This is the procedure when a pupil fails to arrive at school or fails to return after a leave of absence or ceases attending and their whereabouts is not known. It is not for those cases where the pupils are on roll but have low attendance or are refusing to attend which should be dealt with through school attendance procedures.**

 **ACTION REQUIRED**

All partner agencies or Schools are required to submit details of any new CME cases by downloading and completing the CME referral form included in the Objective Connect document sharing system, as outlined above (instructions in Appendix D). An example CME form is included in Appendix A.

The category of cases for CME recording is as follows:

# A - Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school (for example, at home, privately, or in alternative provision)

# U – Year 7 pupils failed to arrive at secondary school in the Autumn Term

# V – Reception pupils failed to arrive at primary school in the Autumn Term

# X – Pupils believed to have left the area - destination unknown

**CME Referral Process**

The model which will operate in respect of receiving information, investigating and tracking cases is outlined below:

* The pupil ceases to attend school and the school fails, after undertaking reasonable enquiries, to locate the pupil
* The school to consider if there are any immediate, significant safeguarding or welfare concerns and if so consider making a safeguarding referral to social care/police.
* School completes and submits to the CME Team the CME referral form (Appendix A) and the Family Information Form (Appendix C) via the LA’s confidential and secure Objective Connect document sharing system (see Appendix D).
* The CME Team will consider the information in the referral and will record the referral on both the Capita One system and the CME spreadsheet on Objective. The CME Team may request further information from the referrer.
* The CME Team will initiate all appropriate local checks eg Housing, EMAT, School Health. If the pupil is traced and confirmed accessing appropriate Education Provision the Capita One system and the CME spreadsheet will be updated and the enquiry closed.
* If the child is not traced the CME Team will regularly review the case and pursue wider appropriate lines of enquiry such as ‘GIAP (Get information about pupils – DfE information from the National School Census). The case will remain an active case until the pupil is traced, presumed to be out of the country or is beyond compulsory school age.

**If you have any queries regarding completion of referral forms please contact the CME Team.**

**Email:** **CME@middlesbrough.gov.uk**

**Check List -** The school must undertake reasonable enquiries to establish the whereabouts of the pupil:

**WEEK 1**

* Check all listed contact and emergency contact numbers linked to the child.
* Check whether school records or staff members have any information regarding the possible whereabouts of the child and follow up, where appropriate.
* Check with friends, siblings and relatives of the child attending your school.
* Check with any schools known to have siblings or relatives on their roll.
* Contact any other agencies known to be involved with the child or their family.
* Conduct a home visit if any of the above has not successfully located the child’s whereabouts.
* **Is the child known to be vulnerable or at risk due to existing Health, Welfare or Safeguarding concerns? If the child is registered with social care or other support services (LAC, CP, CIN, Early Help) inform those services. Consider if you should be making a safeguarding referral to Social Care and/or the police**.

**WEEK 2**

* Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to the LA may be required if no contact is made. The letter should also advise the family that failure to satisfy the school and the LA of the whereabouts of the child with a confirmed return before the absence exceeds 20 school days is likely to result in the child losing their school place.
* Conduct another home visit if any of the above has not successfully located the child’s whereabouts.
* Make enquiries of neighbours and landlords etc. to establish if the occupiers are still living at the premises.
* Submit the fully completed CME referral form (Appendix A) and Family Information Form (Appendix C) to the CME Team, via the LA’s confidential and secure Objective Connect document sharing system. See appendix D, outlining all the actions taken and ensuring any relevant information to assist the CME Team to trace the pupil is included.

****

**Appendix A**

REFERRAL TO LOCAL AUTHORITY OF PUPIL(S) MISSING FROM EDUCATION

**Fully completed forms should be submitted in word format through OBJECTIVE CONNECT**

If you have any queries regarding completion of this form please email CME@middlesbrough.gov.uk

Please submit as much information as possible. Failure to do so will result in the form being returned to you and a delay in locating the child.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF REFERER:**School Attendance Contact/Officer** |  | **Email and Telephone Number**  |  |
| **Date Referred to CME**  |  | **School Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PARENT(S):** |  | **Tel No(s) and Emails**  |  |
| **NAME(S) OF CHILD(REN)** | **DOB** | **Year Group** | **Gender (please specify):** Male, Female, Neither or Blend of both | **Nationality** | **EHCP** **(Y/N)** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **ADDRESS OF CHILD(REN) AND PARENT(S):**  | **LAST DATE PUPIL(S) ATTENDED SCHOOL?** |
|  |  |
| **POSSIBLE DESTINATION** (include LA and/or new home address if known): | **PREVIOUS SCHOOLS** (include most recent): |
|  |  |
|  |  |
| **Information required for children leaving/left the UK**Please try and provide as much information as possible, especially in cases where you have an indication of an intention for the family/child to leave the UK. Please give consideration to the possibilities of: Forced marriage, child trafficking, child sexual exploitation, the child(ren) may not be leaving the country as reported. |
| **What country are they going/returning to?** |  |
| **Proposed date of department from UK** **(actual date if already left)** |  |
| **Point of department (airport, coach station etc).** **Have you seen copies of the tickets?** |  |
| **ARE THERE ANY SAFEGUARDING OR WELFARE CONCERNS WITH THE PUPIL(S)?** | **YES** | **NO** |
| *(tick as appropriate)* |  |  |
| If ‘YES’, please identify below the safeguarding concerns: |
| **ARE SOCIAL CARE INVOLVED?** | **YES** | **NO** |
| *(tick as appropriate)* |  |  |
| If ‘YES’, please supply name of social worker and contact details (if known): |

**REASON FOR REFERRAL (please enter A, U, V, or X)**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **U** | **V** | **X** |
| **Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school (for example, at home, privately, or in alternative provision)** | **Year 7 Pupils failed to arrive at Secondary in the Autumn Term** | **Reception Pupils failed to arrive at Primary School in the Autumn Term** | **Pupils believed to have left the area - Destination unknown** |
|  |  |  |  |

**Please complete the checklist below, describing the action taken by school**

|  |  |  |
| --- | --- | --- |
| **Action Taken** | **Outcome** | **Date(s)** |
| **Contact parents/family members by phone and/or email**  |  |  |
| **Home Visit/Extended Family/Neighbours**  |  |  |
| **Checked records to see if any siblings are attending another school. If so, which school was contacted?** |  |  |
| **Check emergency contact number if different.** |  |  |
| **Ask the friends of missing pupils for any current information.** **Have they seen them on social media /Facebook/snapchat etc.** |  |  |
| **If family state they are moving within England, which specific location?** **For example, if London – which Borough?** |  |  |
| **RISK ASSESSMENT – MUST BE COMPLETED** (if any answer is ‘Yes’, please consider the following):* **Inform MACH Childrens Services**
* **Contact Police for a Welfare Check**
* **Inform relevant medical services**
 |
| **RISK** | **ACTION TAKEN****You must list involvement of any other agencies (e.g. Social Services):** | **YES/NO** |
| Is there a concern of child trafficking? |  |  |
| Is there a concern of child sexual exploitation (CSE)? |  |  |
| Is the child LAC, CP CIN or open to early help? Have they been in the past? |  |  |
| Is there a known history of drug and /or alcohol dependency in the family? |  |  |
| Does the child need essential medical or health care? |  |  |
| Is there a known history of domestic violence/ sexual abuse within the household? |  |  |

REMEMBER: WHEN SUBMITTING THE FORM ONTO OBJECTIVE PLEASE ENUSRE IT IS IN WORD FORMAT (NOT PDF)

|  |  |
| --- | --- |
| **Date** | **To be completed by the LA** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Appendix B (1)**

|  |  |
| --- | --- |
|  | **Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended** |
| **1** | 8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school. **The school is replaced by another school on a School Attendance Order or The School Attendance Order is revoked by the local authority** |
| **2** | 8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school. **Confirmed transfer between schools**  |
| **3** | 8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion. **Moves from dual registration to single registration** |
| **4** | 8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school. **Elective Home Education** |
| **5** | 8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. **Destination confirmed and awaiting placement** |
| **6** | 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. **Failed to return following authorised holiday** |
| **7** | 8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age. |
| **8** | 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. **Ceased to attend and their destination is unknown** |
| **9** | 8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.**4 months custodial sentence** |
| **10** | 8(1)( j ) - that the pupil has died. |
| **11** | 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school’s sixth form.  |
| **12** | 8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school. |
| **13** | 8(1)(m) - that he has been permanently excluded from the school.**NB: cannot be removed until 15 school days have elapsed following the Governors’ review and no request for independent review has been received** |
| **14** | 8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school. |
| **15** | 8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil’s parent at the end of the school term to which they relate. |

 |

**Appendix B (2)**

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

**Supplementary Information**

Regulation 8(1)(e) was intended to be applied where a pupil stopped attending school as the family had moved to another area and it was unreasonable to expect the pupil to attend their current school due to the distance and/or transport restrictions. This would cover a family who had moved to another town, area of the country or emigrated. In most cases the school would be fully aware of the circumstances surrounding the house move, new address and school place (or confirmed registration with the respective local authority and awaiting placement). In these circumstances, once confirmed, the school can remove from roll with no requirement to wait for 20 school days to elapse. Many of our current CME referrals are such cases and are quickly closed on confirmation that the pupil is registered with another school or local authority and is awaiting placement. If the school cannot confirm the destination of the pupil they will have to remove from roll in accordance with Reg. 8(1)(h)

Regulation 8(1)(f) was intended to be applied for pupils who remain living in the same address but are taken out of school for an extended holiday. It allows the school to apply sanctions such as a Fixed Penalty to discourage such actions by families but at the same time protects the education placement of the pupil by setting an appropriate time frame before the schools can remove the pupil from roll. For example this regulation fits a family that visits extended family in their country of origin for longer than 4 weeks but does intend to return to the UK. It also fits a family taking an extended long haul holiday, for whatever reason, longer than 4 weeks. It does not fit a central European family returning to their home country for an indefinite period. The school policy in respect of this (ie the risk of being fined or losing a school place) should be published and explained to parents.

Regulation 8(1)(h) was intended to be applied where a pupil was deliberately avoiding school and while their location was not known it was likely that once traced attendance procedures would be applied. Once again it does not fit a central European family where it has been confirmed that they have returned to their home country for an indefinite period and removal from roll then would be Reg.8(1)(e)

These regulations were drawn up before the expansion of the European Community. The impact of migration from the central European families on LA services was not anticipated. The impact has been greatest since 2014 when the freedom to travel, live and work was fully granted to countries such as Romania and is very clearly evidenced by the CME referrals and pupil churn experienced by some of our schools.

The impact of this economic migration is concentrated in specific areas such as the central area of Middlesbrough and similar areas in other towns and cities where private landlords provide accommodation and a local supportive multi ethnic culture has developed.

The regulations should be applied in a manner which is fair and transparent to both schools and the families. In many of the cases Regulation 8(1) (e) is the best fit when it is confirmed that families are not taking an extended holiday but are returning to their homes in Central Europe either permanently or for an indefinite period. Regulations 8(1)(f) and 8(1)(h) are a poor fit.

## All other deletions are illegal and will result in challenge from the LA and could attract adverse attention from OFSTED.

## It is essential that schools indicate with the correct code within their data system the reason the child has been removed from the school roll. The code ‘Other/Unknown’ should only be used once all attempts to locate the whereabouts of the child and reasonable enquiries have taken place.

## All pupils who are removed from the school roll and a new school or education provision has not been identified must prompt a referral to the CME Team.

**Appendix C**

**Family Information Form - ARRIVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Details** | Name |  | Date |  |
| School |  | Contact number |  |
| **Pupil details** | Forename(s) |  | Surname |  |
| DoB |  | Gender |  |
| First language |  | Nationality |  |
| Ethnicity |  | Religion |  |
| UPN |  | SEN Status |  |
| Previous school details |  |
| **Parent(s)/ Carer(s) details** | ***Parent(s) names & all contact details (including addresses telephones and EMAIL) Please also indicate parent’s level of English.*** |
| **Important Additional Details** | ***Full address in country of origin and/or last residence before entering UK:*** |

**Please list details of any known siblings:**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s) | Surname | DoB | Gender |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Is the child (please tick relevant box(es):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Looked After |  | Traveller |  | In Temp Accommodation |  |
| Child Protection |  | Refugee / Asylum Seeker |  | Other (please state) |  |

**Parent’s signature:** ……………………………………………………… **Date:** ………………………………..…

**IF THE FAMILY SUBSEQUENTLY LEAVE THE UK, PLEASE COMPLETE THE FORM OVERLEAF**

**Add to Objective Connect together with the CME referral form to The CME Team**

**Family Information Form - DEPARTURE**

**Is the move permanent or indefinite?** .............................................................................................

|  |
| --- |
| **Is the overseas address indicated as recorded overleaf? If not please enter new address below and the reason for leaving the country:** |
|  |
| **Please provide further information about either child(ren) or family, including whether there are any safeguarding/welfare concerns:** |
|  |

**Parent’s signature:** ……………………………………………………… **Date:** ………………………………..…

**Add to Objective Connect together with the CME referral form to The CME Team**

**Appendix D**

**A Brief Guide to Objective Connect Shared Workspace**

**Key Features**

* A government-grade secure, private online document store (PDF, Excel and Word documents)
* Allows documents to be shared and collaborated on efficiently and securely
* Automatically sends participants notification emails each time new documents are added or downloaded.
1. **Invitation**

Invitations to join Objective Connect are sent via Objective Connect email to nominated school participants. Simply click the link contained in the invitation email. **Please keep this email as it contains links to a user guide, how to videos, FAQs and assistance.**

**Please note:** Invitation emails may, on occasion, end up in email spam folders, please check this folder, if an anticipated invitation is not received.

1. **Acceptance and log-in**

By following the invitation link participants will be able to create a log in to Objective Connect. Simply enter first name and surname in the required fields and then create a password of your own choice. Once successfully logged in, the LA is notified that the invitation has been accepted.

To enable future log ins, it is recommended the link to Objective Connect below is saved to “favourites” in your chosen internet browser:

<https://secure.objectiveconnect.co.uk/login>

**User name:** (user’s email address)

**Password**: (as chosen by user)

1. **Download documents**

Once logged-in, participants can download any documents stored on Objective Connect. Simply click on a document, then select “download” (option will appear top left) and save the required document to your device’s default download location or desktop.

1. **Add documents**

Once logged-in, participants can add a document from their device to Objective Connect. Simply click the green circular (+) button to add (upload) a document. In this way, CME forms, on and off rolling forms and other related documents can be downloaded, completed and then added (uploaded) to Objective Connect.

1. **Getting Started - Resources**
2. Guide to Objective Connect: <http://www.objective.com/assets/get-started-guide/objective-connect-participant-getting-started-guide.pdf>
3. Tutorial videos: <http://www.objectiveconnect.co.uk/tutorial-videos#GB>

**If you still experience difficulties with any aspect of Objective Connect,**

**please contact Samantha Elliott on 01642 201926 or** **CME@Middlesbrough.gov.uk**

 **Appendix E**

**PLEASE NOTE: as requested by several schools, an Excel spreadsheet replaced the Word document on Objective Connect. Please use the new Excel version, not the old Word version (From April 2018)**

**Grounds for deleting a pupil from the admission register – Education (Pupil Registration) (England) Regulations 2006, as amended**

8(1)(a) - The school is replaced by another school on a School Attendance Order or the Order is revoked by the Local Authority

8(1)(b) – Confirmed transfer between schools

8(1)(c) – Moves from dual registration to single registration

8(1)(d) – Written notification of Elective Home Education

8(1)(e) – moved out of area, destination confirmed with new Local Authority and awaiting placement or confirmed emigration

8(1)(f) – following authorised holiday – fails to return within 10 school days – not due to sickness or other unavoidable cause and school/LA unable to ascertain where pupil is.

8(1(g) – school medical officer declares unfit

8(1)(h) – 20 days continuous unauthorised absence – no grounds to believe due to sickness or other unavoidable cause – school and L/A have jointly failed to trace the pupil –

8(1)(i) – Pupil subject to 4 months or longer custodial sentence

8(1)(j) – That the pupil has died

8(1)(k) - Beyond statutory school and declines or does not qualify for school 6th form entry

8(1)(l) – Private school – pupil ceases to attend

8(1)(m - Permanently exclude & 15 school days following the Governors’ review and no request for independent review has been received.

8(1)(n) Nursery pupil not transferring into reception or higher class in the school

8(1)(o) Pupil is a boarder at a maintained school or academy and the charges for board and lodging were not met by the parent.

**Pupils (at Risk of) Missing Out on Education (PMOOE)**

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. The safeguarding of children is a shared responsibility and ensuring access to good quality full time education is a key factor in contributing to this and ensuring positive future outcomes. 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. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

School led enquiries: family, friends etc.

**Are there any known welfare/safeguarding concerns? Are there any reasons to believe the pupil is at risk of Child Sexual Exploitation (CSE), trafficking, human servitude or radicalisation? Should there be a referral to social care/Police?**

UST inform the Local Authority via dedicated ‘E’ Form. MUST include: full name, address & telephone number of both pupil and parent, new school details and grounds for removal.

No additional action by school

Standard Transition Point (STP)

Submit ‘E’ form. Grounds: reg. 8(1) (d)

Send CME referral to LA. Joint LA led enquiries

Following 20 days unauthorised absence, submit ‘E’ form. Grounds: reg. 8(1) (h)

Missing pupil (destination unknown, includes failed to return from unauthorised leave of absence)

Submit ‘E’ form. Grounds: reg. 8(1) (e)

OR: Local Authority (LA) confirms pupil is “awaiting placement”

Parents confirm in writing to school

LA confirm EHE status to school

LA undertake welfare & safeguarding checks & visit parents

School inform LA

10 days after authorised period, submit ‘E’ form. Grounds: reg. 8(1) (f)

LA enforcement action

CME referral to LA

School led attendance procedures.

School advise parents re. risk of losing school place

Submit ‘E’ form. Grounds: reg. 8(1) (e)

School receives confirmation pupil on roll at new school - reg. 8(1) (b)

Elective Home Education (EHE)

Missing pupil, address known, school refuser

e Lead

Unauthorised absence (following authorised leave of absence)

Leaves UK permanently/indefinitely

House move (routine in-year transfer)

Pupil

**GUIDANCE: REMOVING PUPILS FROM SCHOOL ROLL**

**Appendix F**

**PLEASE NOTE:** Pupils leaving other than at Standard Transition Point. School MUST inform the Local Authority (LA) via a dedicated form (Appendix E). MUST include: full name, address & telephone number of pupil and parent, new school details and grounds for removal.