



# **Children Missing Education Policy**

**This policy was adopted by the Governing Body in February 2024.  
It is reviewed annually.**

**This policy is due for review February 2025**

Liscard Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. We are a Rights Respecting School which aims to teach children about their rights and responsibilities towards others. Our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).

[Article 19: to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment. Article 28: Every child has a right to an education. Article 29: Education must develop every child's personality, talents and abilities to the full. Article 31: Every child has the right to relax and play.]

Liscard Primary School admissions are controlled by the LA so the DfE Statutory guidance (September 2016) is adopted by school. Children are not entered or removed without the appropriate CTF file being uploaded. The LA and other agencies are contacted where appropriate immediately there are any concerns about a child missing education.

### **The nominated Governor is Father Paul Elliott**

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Liscard Primary School will do to help the LA with its duty.

This policy complies with the following legislation and statutory guidance: DfE 'Working together to safeguard children' (2019)

DfE 'Keeping children safe in education' (2023) DfE 'Children missing education' 2016

The Education Act 1996

The Education Act 2002

The Education and Inspections Act 2006 The Children Act 1989

The Children Act 2004

The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016) The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016) The School Information (England) Regulations 2008 (as amended in 2012)

## The Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2014

### **Why children miss education**

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

Going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including: abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE 2023)

### **Children at particular risks of missing education**

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the school's safeguarding procedures. The LA officers responsible for CME will check a referral has been made and will contact children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.
- Children of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA.

If necessary, the school will consult the LA Traveller Education Support Services/named CME officer at [www.wirral.gov.uk](http://www.wirral.gov.uk) for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.

- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Children who cease to attend school – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families/unaccompanied minor – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

### **What we will do as a School**

- School will contact the Education Social Welfare Service at Wirral Council ( ESWS ) if a child has missed 2 weeks of school and it is believed they are no longer resident at the address held by school or immediately if there are safeguarding concerns.
- Safeguarding Procedures will be followed if school staff have any safeguarding concerns with a referral being made directly to Wirral Integrated Front Door on 0151 606 2008
- If a pupil is absent for a prolonged period or fails to return from a holiday the school will follow the normal procedures for investigating pupil

absence (i.e. telephone calls, calling at the house, letters, invitations to meetings at the school etc). If the child does not return to school the matter will be referred to the Local Authority within two weeks and the Local Authority will follow the procedures for 'missing pupils'. The pupil will not be removed from roll until the Local Authority has ascertained the pupil's whereabouts and safety or has made reasonable enquiries to this end.

## **Removing pupils from school roll**

Actions BEFORE schools consider removing a pupil from the school roll:

- ✓ Make appropriate school enquiries and record the efforts and information obtained in the first 2 weeks that the pupil is missing from education.
- ✓ If concerns exist for the pupil's safety or wellbeing, contact CADT on 0151 606 2008 immediately, then report the pupil as Missing from Education (as soon as possible and within 3 days) using form CME01.
- ✓ Complete CME01 Referral form detailing all school enquiries made and forward to the Missing Pupil Officer at Wirral Council.
- ✓ The Referral will be logged. Additional enquiries to those made by school will be made by Education Social Welfare Service. Pupils names should not be removed from the school roll without the agreement of the CME Officer or ESWS.
- ✓ School will monitor all deletions from school roll by race, ethnicity, gender, SEN and disability to ensure that we are fulfilling our obligations under the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act (2001).

## **Policy review**

This policy is reviewed annually, or sooner if there are statutory guidance updates.

## Appendix

### REFERRAL – CHILD OR YOUNG PERSON MISSING FROM EDUCATION

**Note:** Referrals may be shared with fellow professionals under Schedule 2 of the Data Protection Act 1998

**CHILDREN MISSING FROM EDUCATION** Refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision or Educated At Home) and who have been out of any educational provision for a substantial period of time (usually agreed as **two weeks** or more) or **immediately** if a safeguarding concern exists. Safeguarding Procedures must be followed if school staff have safeguarding concerns. Schools should liaise with ESWS CME Officer for further advice and guidance within two weeks if the child is believed to be missing.

#### REMOVING A PUPIL FROM SCHOOL ROLL

DoE guidance states that School **and** Local Authority must make reasonable enquiries to locate a missing pupil **before** the pupil can be removed from school roll **or** their CTF uploaded to the S2S Lost Pupil Database as code XXX XXXX. Schools are advised to keep records of any efforts made to locate a missing pupil (including this referral form or other correspondence/notes).

In cases where there are concerns for the safety of the pupil or family members it may be necessary to move S2S records and any physical school records to a new school or Local Authority via the CME Officer.

Pupils without a forwarding school destination should **not** be removed from school roll until both school and the local authority agree to place the pupils name on the Missing from Education Register. Please liaise with the CME Officer on 0151 666 4966 or 0151 666 3433.

Full Name of Pupil	DOB	Gender	Ethnic Origin	SCHOOL NAME (on roll or last known school/local authority area)	Year Group	Date pupil last attended school
				UPN		
Home Address & Postcode						
E.H.C.P		CLA			Traveller, Gypsy, Roma (GRT)	

Names of Sibling/s	DOB	Gender	School (if applicable)

<b>Name of Parents or Carers</b>	<b>Relationship</b>	<b>Home Address (if different to child)</b>	<b>Telephone/Email Details</b>

<b>Date Referral Received</b>		<b>Date Pupil Removed From School Roll</b>		<b>Date Pupil Added to Missing Pupil Register</b>		<b>Date Referral Closed</b>	
-------------------------------	--	--	--	---	--	-----------------------------	--

**EVIDENCE OF ENQUIRIES MADE BY SCHOOL TO LOCATE MISSING PUPIL**

<p>Has the school tried to contact the pupil, parents, extended family on emergency contact numbers or in writing/by email?</p> <p><b>Please include date/s &amp; outcome/s</b></p>	
<p>Has the Education Social Worker been notified? Have they or the HSAO made home visits or any enquiries in addition to those made by school?</p> <p><b>Please include date/s &amp; outcome/s</b></p>	
<p>Has school staff, the pupil's friends or sibling schools been contacted to establish if they have any information which might help to locate the missing pupil?</p> <p><b>Please include date/s &amp; outcome/s</b></p>	
<p>Is the pupil known to Social Care?</p> <p><b>If so please name the SW &amp; Locality Address &amp; Telephone number</b></p>	
<p>Are there any other agencies involved with the pupil or family?</p> <p><b>If so please include name/agency &amp; telephone number/s</b></p>	
<b>Are there any concerns for the safety of the pupil or family members?</b>	
<b>Are you aware of any risks to officers visiting the home?</b> <i>Eg. History of DV, aggressive dogs</i>	

<b>ADDITIONAL INFORMATION</b>	
<b>NAME</b>	<b>POSITION</b>
<b>SCHOOL or AGENCY</b>	
<b>TELEPHONE / MOBILE</b>	<b>DATE OF REFERRAL</b>
<b>EMAIL</b>	

Return to: CME Officer, Education Social Welfare Service, Birkenhead Town Hall, Hamilton Street,

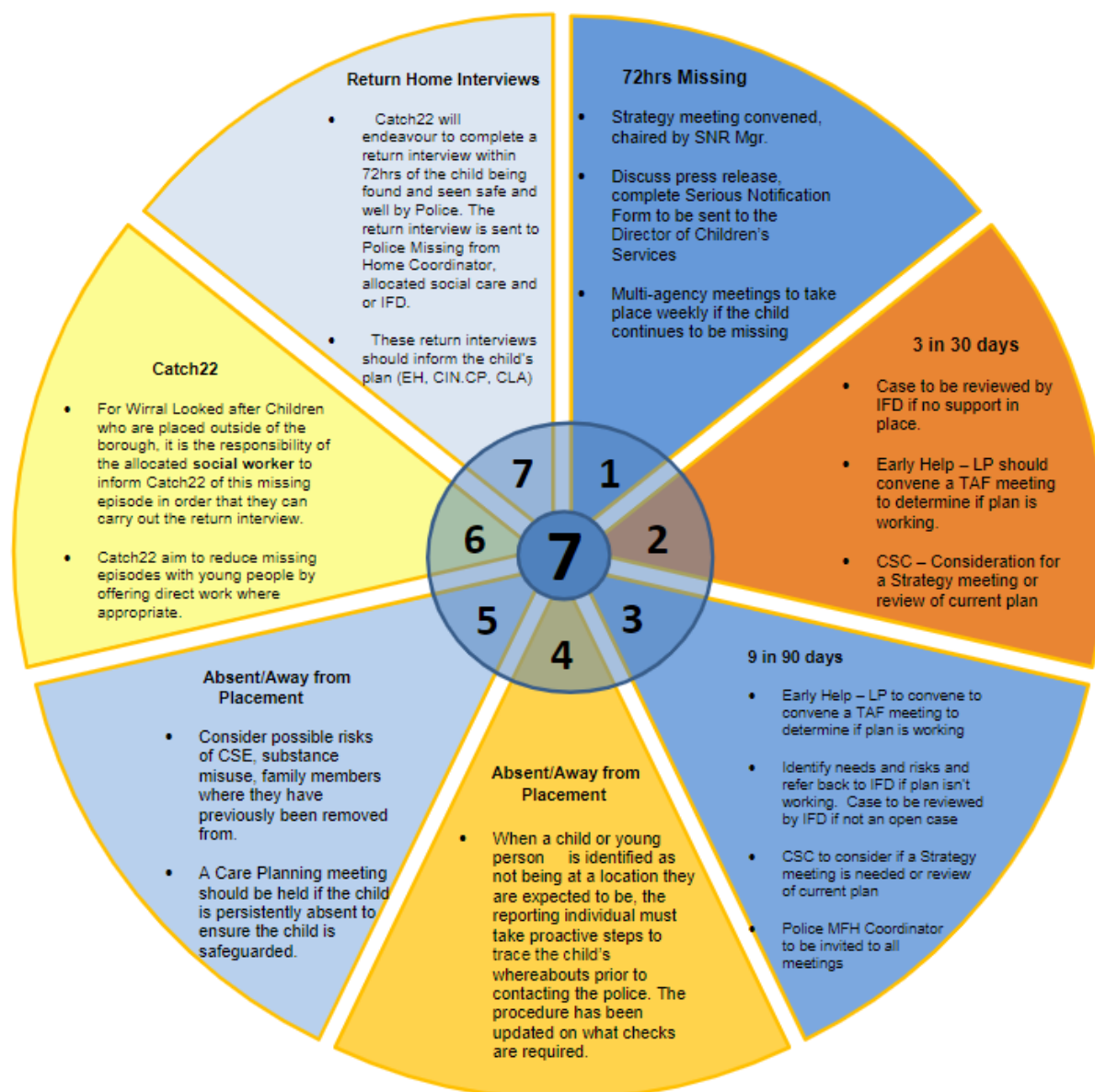
Birkenhead, Wirral CH41 5BR Tel: 0151 666 4966 / 0151 666 3433

Email:

[karenbarry@wirral.gov.uk](mailto:karenbarry@wirral.gov.uk)

# Missing Children Procedure

## 7 Minute Briefing



## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Children Missing Education Policy	<p>To ensure that children are safe as a child going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including: abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues.</p> <p>To have procedures in place which ensure early intervention to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE 2022)</p>			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups	Conclusion
----------	-----------------	------------

Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓				
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓				

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
------------	---

Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
S Brear	8/6/2022	Sue Talbot	08/6/2022

## Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			Shared with all stakeholders, approved by governors and published on the school website
• Policy in line with current legislation	✓			Annual review to ensure any statutory changes or updates in policies are included.
• Coordinator in place	✓			Yes Safeguarding Lead

• Nominated governor in place	✓			Fr Paul – Chair of Governors
• Coordinator carries out role effectively	✓			As identified through performance management
• Headteacher, coordinator and nominated governor work closely	✓			Regular meetings and updates to governors
• Policy endorsed by governing body	✓			
• Policy regularly discussed at meetings of the governing body	✓			See governor meeting minutes
• School personnel aware of this policy	✓			
• School personnel comply with this policy	✓			
• Pupils aware of this policy		✓		
• Parents aware of this policy	✓			Published on the website
• Visitors aware of this policy	✓			If requested
• Local community aware of this policy	✓			Published on the website
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook		✓		
• Policy available from the school office		✓		On website but a paper copy can be printed on request
• Policy available from the school website	✓			
• School Council involved with policy development		✓		
• All stakeholders take part in questionnaires and surveys		✓		
• All associated training in place	✓			
• All outlined procedures complied with	✓			Following KCSiE 2022 and Wirral LA guidelines
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			

#### A statement outlining the overall effectiveness of this policy

The policy ensures that all the school community are aware of the statutory duties around attendance ensuring that any children not attending school will be followed up on immediately to ensure they are safe. Wirral LA guidelines will be followed

--

<b>Policy Approval Form</b>
-----------------------------

<b>Policy Title:</b>	Children Missing Education Policy					<b>Date when written:</b>	June 2022	
<b>Policy written by:</b>	Sarah Brear				<b>New Policy</b> (√ or x)	<input type="checkbox"/>	<b>Revised Policy</b> (√ or x)	✓
<b>Stakeholders consulted in policy production:</b> (√ or x)	<b>Governors</b>	<b>Senior Leadership Team</b>	<b>Teaching Personnel</b>	<b>Support Personnel</b>	<b>Administrative Personnel</b>	<b>Parents</b>	<b>Pupils</b>	<b>Local Community</b>
	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date when approved by Governors:</b>			<b>Date when presented to stakeholders:</b>			<b>Date when implemented:</b>		
<b>Published on:</b> (√ or x)	<b>School Website</b>		<b>School Prospectus</b>			<b>Staff Handbook</b>		
	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>		