

Children Missing Education Policy and Procedure

Haringey Children's Service

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1. Introduction

- 1.1. All children, regardless of their circumstances, are legally entitled to an efficient, full-time education, which is suitable to their age, ability, aptitude, and any special educational needs they may have.
- 1.2. This policy and procedure outlines how, through our partnerships, we provide an enhanced, effective service to reduce the risk of Children Missing Education (CME), swiftly identify CME, and ensure children are re-engaged in appropriate education provision in the shortest possible time, with lasting success so that no child is left without the educational provision which they are entitled to.
- 1.3. This protocol sets out key principles that enable the London Borough of Haringey and partners to adhere to the Department for Education (DfE) CME guidance in identifying children not registered school and not receiving suitable education otherwise.
- 1.4. Haringey faces particular challenges with a highly mobile population and significant movement in and out of the borough throughout the school year. CME have been identified as a priority by the [Haringey Safeguarding Children's Partnership](#).
- 1.5. Accountability and governance for CME rests with Children's Services and with the Haringey Safeguarding Children's Partnership who have oversight of the multi-agency safeguarding arrangements and practice in relation to this protocol.
- 1.6. Within Haringey, the CME work is undertaken by the Children Missing Education Team in conjunction with the Education Welfare Service.¹
- 1.7. This protocol complies with the CME DfE statutory guidance (September 2016) www.gov.uk/government/publications/children-missing-education
- 1.8. This duty relates to children of compulsory school age, i.e. between the ages of 5 and 16 years old.²
- 1.9. Arrangements made under section 436A of the Education Act 1996 also play an important role in fulfilling the local authority's wider safeguarding duties. This guidance does not replace any Child Protection procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

¹ The CME team identifies, tracks and follows up all children who are not receiving suitable education with the aim of ensuring they are helped to access education as quickly as possible. The Education Welfare Service work with pupils on roll at a school who cease to attend or are finding it difficult to attend and help them to attend school regularly.

² A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child must be receiving an education from the term after their fifth birthday. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

2. Children Missing Education (CME) Definition

2.1. The DfE CME statutory guidance issued in September 2016 defines CME as children of compulsory school age who are not:

- registered pupils at a school
- receiving suitable education otherwise than at a school

2.2. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment or training) later in life.

3. How and why children go missing from education

3.1. Children fall out of the education system and are at risk of missing education for a variety of reasons, including:

- failing to start appropriate provision and so never enter the system (e.g. pre-school to Year 1);
- new to the area and have not applied for a school place;
- ceasing to attend due to fixed or permanent exclusion (illegal or unofficial exclusion);
- withdrawal; removal from roll with their destination not known;
- failing to complete a transfer between providers (possibly due to being unable to find a suitable school place after moving to an area within Haringey);
- offered alternative provision but fail to access this provision;
- they have moved into the area and are not yet registered on a school roll (such as refugees/asylum seekers who have relocated from another local authority or from outside the UK, or after leaving a custodial establishment).

3.2. Children and young people missing from education are amongst the most vulnerable in the country. It is therefore vital that all partners work collaboratively to help identify these children promptly so as to facilitate them into appropriate long-term education provision as quickly as possible.

3.3. Children may also be more broadly considered to be missing out on education if, despite being enrolled at school, they are not in practice receiving their statutory entitlement to 25 hours of suitable education per week as a result of poor attendance or other factors (including illegal exclusion), or if the home education they are receiving is not suitable to their age, ability and aptitude and to any special educational needs they may have. The Educational Welfare Service supports these children to return to full-time education.

3.4. To limit the possibility of children going missing from education, a series of systematic processes and procedures are in place, with formalised links with partner agencies.

4. Prevention

4.1. Haringey has a number of strategies to prevent children from missing education:

- A central pupil data base to facilitate identification of and tracking of pupils
- A dedicated Education Welfare Service to advise schools on appropriate process for removing children from school register
- Swift referrals to alternative provision after permanent exclusion
- Social Workers in Schools (SWIS) programme funded by the DfE to provide specialist advice and support. The programme is due to run until August 2022 with an expression of interest made for the funding to continue until August 2023.
- Preventative work through a series of multi-agency operational and strategic groups by having an Education Services representative at the following:
 - Multi Agency Safeguarding Hub (MASH)
 - Early Help Panel
 - Multi Agency Child Exploitation Panel to support children at risk of sexual and criminal exploitation, gangs and other high-risk vulnerabilities
- Links with
 - Community Safety Partnership and Faith Forum
 - Violence Against Women' and Girls
 - [Haringey Safeguarding Children's Partnership](#)
 - Property Licensing and Houses in Multiple Occupation team (system checks and links with private landlords running multi-occupancy properties for any known families with CME)
 - Housing who provide specialist information packs to new Private Landlords in the area to promote identification of CME and awareness of referral routes
 - Youth Justice Service
 - Special Educational Needs and Disability Service (SEND)
- Highlighting the definition of [private fostering](#) and making clear the duty to inform Children's Social Care of any private fostering arrangement, for example a school application completed by a carer that is not from the immediate family
- Regularly raising awareness to key stakeholders and agencies of CME by promoting policy, procedures and notification routes

5. Children at particular risk of missing education

5.1. There are many circumstances where a child may become CME. Some children who experience certain life events are more at risk of missing education. Although not exhaustive, the list below presents some of the circumstances:

- Children at risk of or experiencing abuse and neglect
- Children from families who can be highly mobile, for example, parents in the armed forces, Gypsy, Roma and Traveller families
- Missing children and runaways
- Children and young people supervised by the Youth Justice System
- Children who have been bullied

- Children who cease to attend a school
- Children who are permanently excluded from school
- Children affected by substance and/or alcohol misuse
- Children of new migrant families, who are not yet established in the UK and may not have a fixed address
- Unaccompanied asylum seekers
- Children of refugees and asylum seeking families
- New arrivals in the borough, either from another Local Authority (LA) or from abroad
- Children who do not start appropriate provision and never enter the system
- Children who have stopped attending school, due to questionable off-rolling practises exclusion or withdrawal by parents/carers to electively home educate
- Children who do not complete a transition between schools
- Children experiencing mental health problems/ Medical Needs
- Children at risk of a forced marriage
- Children who have been trafficked to, or within the UK
- Children at risk of Female Genital Mutilation (FGM)
- Children who are privately fostered
- Children living in women's refuges

6. Roles and Responsibilities

Local Authorities (LAs)

- 6.1. LAs 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.
- 6.2. The LA should consult the parents of the child when establishing whether the child is receiving suitable education. Children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision (AP).
- 6.3. Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving a suitable education. LAs should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. The emerging Education Bill 2022 will further strengthen these powers and interventions.
- 6.4. As stated in the Introduction, this role is fulfilled by the Children Missing Education Team and Education Welfare Services within Schools and Learning.
- 6.5. When developing policies and procedures for children not receiving a suitable education, partners will consider the reasons why children go missing from education and the circumstances that can lead to this happening. Haringey has in place arrangements for joint working and information sharing with other LAs and agencies.

- 6.6. Individual LAs can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children.
- 6.7. Where there is concern for a child's welfare, Haringey's safeguarding procedures should be followed. If there is reason to suspect a crime has been committed, the police should also be involved. [Where there is a concern that a child's safety or well-being is at risk, there is a commitment, inherent in this protocol and in practices to take immediate action.](#)

Parents

- 6.8. Parents/carers have a duty to ensure that children of compulsory school age are receiving suitable full-time education.
- 6.9. Some parent/carers may elect to [educate their children at home](#) and may withdraw them from school, unless subject to a [School Attendance Order](#).
- 6.10. Further information regarding School Attendance Orders can be found on the link below: www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance

Schools

- 6.11. DfE Statutory Guidance states that "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 fifteen grounds listed in the regulations (**Appendix 1 – Removal from School Roll explanation**). This duty does not apply when a pupil's name is removed from the admission register at standard transition points.

"All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point"

"Schools must make reasonable enquiries³ to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register"

- 6.12. Schools are required to notify the Haringey Admissions of children that have been added or removed from the school register, in line with the DfE timescale (within 5 days), by submitting their weekly starters and leavers roll return form (**Appendix 2 – Haringey weekly roll return - statutory starter and leaver form**).
- 6.13. It is the responsibility of the home school to confirm with the destination school that the child is on their roll. The home school must only remove the child's name from

³ [The 2016 DfE Children Missing Education Statutory Guidance](#) states that 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.

the admissions register once the child has been added onto the destination's school register.

- 6.14. For CME that have moved an unreasonable distance, it is the responsibility of the existing school to obtain the new address and notify their linked Education Welfare Officer. Children must only be removed from roll once the destination LA has confirmed receipt of notification.
- 6.15. If a child is absent from school and their whereabouts is unknown, their name must only be removed from the school admission register once the school and the Education Welfare Service have failed, after **jointly** making reasonable enquiries, to establish the whereabouts of the child.
- 6.16. All Haringey schools have a linked Education Welfare Officer (EWO) or their own dedicated attendance officer within school and should notify them of children who have been absent for ten days or more. They should also consult with their EWO before removing a child from the school admissions register on the grounds of absence, or in any other case where there is uncertainty.
- 6.17. Schools must notify the Education Welfare Service of any such cases by completing and returning the EWS Referral Form (**Appendix 3 - Haringey EWS Referral Form**) ensuring they have set out what checks they have already undertaken to determine the whereabouts of these child(ren).
- 6.18. A notification to the Haringey Education Welfare Service does not apply for children who are confirmed to have left the country unless the school has reason to believe this may not be the case. If there are any safeguarding concerns, then a referral to MASH must be made immediately.
- 6.19. As stated in the School Attendance Guidance, "schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school and parents have agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly"
- 6.20. If a child fails to attend on the expected first day, the school must follow their non-attendance procedures to trace the child. The school can seek advice from their linked Education Welfare Officer or dedicated Attendance Officer in school. Cases such as these are not deemed CME and a referral centrally to the Haringey Education Welfare Service is not necessary unless it is suspected that the pupil is absent for an unauthorised reason, or if the family's whereabouts are in doubt.
- 6.21. Should the child be the subject of a Child Protection Plan, a Child in Need plan or a Looked After Child, the school should also notify the named social worker. Where child protection concerns arise as a result of the withdrawal from school, the school should contact MASH.

7. Named Local Authority Children Missing Education (CME) Officers

7.1. As recommended in the DfE CME statutory guidance, the London Borough of Haringey has two named LA CME Officers that form Haringey's CME Team. The named CME Officers' responsibilities include:

- Receiving CME notifications
- Keeping a record of children reported as missing from education
- Tracking children until they are placed into suitable education or relocated and referred on to the new LA (**Appendix 4 – CME Flow Chart**)
- Working alongside School Admissions Officers to receive and monitor statutory starters and leavers roll return forms (**Appendix 2 – Haringey Weekly roll return - statutory starter and leaver form**)
- Recording the CME status onto the Integrated Children Services database (Mosaic)
- Working with schools and partner agencies to ensure that procedures and practices are in place to minimise the possibility of children and young people going missing from education.

8. Partnership working in identification and referral routes

8.1. Both the CME Team and Education Welfare Service co-ordinates the identification, referral, tracking and engagement of children missing from education, through multi-agency working.

8.2. The CME Team and Education Welfare Service work closely with key partners in Haringey, including Schools, Children's Social Care, Housing, Health and GPs, Safer Communities, Early Help, Children in Care Teams and Virtual School, Youth Justice Service), No Recourse to Public Funds Team, Police and voluntary organisations, in continuing to develop inter-agency collaboration, and awareness of the referral route for CME or at risk of going missing from education.

8.3. Some children may not fall into one of the categories already outlined in the policy and may be identified by practitioners through their day-to-day operations. All cases of children and young people missing education, or at risk of doing so, should be reported.

8.4. Children may be identified as potentially missing education through a number of sources:

- children may come into contact with Health or other services who identify that they do not appear to be in school
- children may be found out of school during the school day by the police or members of school staff, with no record of them being on a school roll
- other local authorities may inform Haringey that a child has moved into the area
- members of the public may notice that a child of school age does not appear

to be in school

- direct notifications from parents/family members

8.5. Other established CME notification routes in the borough include:

- CME notification e-form, which captures the core information about a child who is residing in the LA. (**Appendix 5 – [CME Notification Form](#)**)
- Weekly report from the in-house database (Impulse) – identifies children in the authority that have been marked as CME
- Returns for “Statutory Starter and Leaver forms’ at non-transition points
- Notification from Admissions of non-acceptances for children offered a place and starting school at transition points.

8.6. Haringey positively encourages partner agencies and members of the public to inform the LA of children who they believe may be missing education by completing the CME notification [e-form](#) on the Haringey website.

8.7. Children missing education, or at risk of missing education, are also identified by schools. Where a child remains on a school roll and there are concerns about them not receiving full time education as a result of poor attendance or other factors, the school should notify their linked Education Welfare Service Officer, where applicable and follow the procedures outlined above from para. 6.11 – 6.21.

8.8. In addition to following up on referrals, Haringey uses the termly school census returns to audit whether children may be missing education. Where the school census indicates that a child has left a school and no notification has been received by the Local Authority, the school will be asked for an explanation.

9. Partnership working in tracking processes

9.1. Upon referral of potential CME, in the first instance, screening checks are carried out by the CME Team (**Appendix 4 - CME Flowchart**). These may include:

- Checking on the Impulse education system and school census returns to identify if the child is on the register of a school in Haringey
- checking national education records if child is or was on roll at a school outside of Haringey
- checking Mosaic children’s databases to identify what contact details are available for the family, and whether they are currently being supported by Early Help or Children’s Social Care
- contacting the Social Worker or Early Help practitioner , where a case is currently open, to identify if they have any information about the child’s school
- checking the LA’s housing and council tax systems to identify current or forwarding address and contact details
- contacting the parent(s) by telephone and/or email if available to determine whether the child is on roll at another school or is being home-educated
- checking National Health Services – NHS Spine, GPs, CAMHS, local hospitals

- historical, 3 months lag checking with other Local Authorities if there are indications that the child may be elsewhere in the UK
 - checking that any identified siblings are attending school
 - sending a letter(s) to parents at the last known address requesting information on the school the child is attending.
- 9.2. Information received from parents, professionals or data systems about a child's school will be verified by contacting the school to confirm whether or not child is on roll and attending. In many cases children identified as potentially CME will be found to be actually on the roll of a school or home-educating. Details on systems will be amended, and referrers informed of the outcome.
- 9.3. Home visits are conducted to establish if the child and family are at the last known address. If the child is living there and not in education, CME Officers will ensure that a school application is submitted, and any necessary support is in place to return the child to education.
- 9.4. It may be that the family whose child is missing education are in need of additional support and CME Officers will make a referral to MASH with a recommendation for Early Help Support. Information about Early Help services can be found at: www.haringey.gov.uk/children-and-families/early-help
- 9.5. Where it appears that the child is not living at the last known address and all reasonable efforts to locate the family have been exhausted, the case will be presented to the CME Partnership Panel (Early Help Panel under AOB) for further consideration before closure.
- 9.6. Where there is an indication that a child has moved to another part of the UK and may be missing education, details will be forwarded to the CME lead for the relevant local authority, using the list of CME contacts provided by the Department for Education.
- 9.7. Additional CME tracking processes to evaluate and respond to risk include:
- A live report of CME which includes a RAG rating system for known vulnerabilities and length of time out of education
 - A CME register with core information of children who are not currently in suitable education, including the monitoring of children referred to the CME team with an Education, Health Care Plan*
**Note Haringey's 's SEND service leads on monitoring and placing children with an EHCP)*
 - Returns from Haringey schools giving details of children who have been added and deleted from the school register
 - A process with agreed timeframes for untraceable CME (**Appendix 6 - Reasonable Checks for Untraceable CME**)

10. Monitoring Children Missing Education

- 10.1. Haringey monitors children at risk of missing education through its weekly Education Services Monitoring Group Meeting. The number of open cases, including a

breakdown of the different types of referrals and source of referrals is presented to professionals for discussion at the Education Services weekly team meeting.

- 10.2. Detailed discussion of 'high risk' cases takes place between the CME Officers and their line manager following the weekly team meeting. The main purpose of which is to share information and ensure that there is no drift or delay in following up cases where there is concern.

11. Children found but not in education

- 11.1. Most children are found through the investigations above. When a child is found to be in Haringey, and they are not in education, CME Officers will support the parent/carers to get the child into education provision. To begin the process parent/carers are required to submit a school application form. If, however, the parent/carer fails to do this and does not fulfil their legal duty to ensure the child receives an education in school or otherwise, the local authority may commence a School Attendance Order.
- 11.2. It is possible that the child has not been to school for a significant period of time and requires additional support. For those unable to be placed through the standard school application admissions process, the following routes are available:
 - Primary Fair Access Panel
 - Secondary Fair Access Panel
 - Haringey Alternative Provision Intervention Panel (HAPIP) for placement in [Haringey Learning Partnership \(HLP\)](#) Services, including access to Alternative Provision and nurture hubs
 - SEND panel for educational placement
- 11.3. HLP services include access to mentoring, therapeutic services, educational psychology, academic support, Speech and Language Therapy and enrichment programmes. Admission to HLP services is via presentation and decision making at the Haringey Alternative Provision Intervention Panel (HAPIP).

12. Children not found – Untraceable CME

- 12.1. Most CME are located and placed in educational provision. A small percentage of children who are reported to the Local authority as CME are not found following robust investigations and reasonable enquiries made.
- 12.2. If it is suggested that the family have moved out of the area and the CME Team knows which authority they have moved to, the Team will contact this authority to notify them.
- 12.3. If the family leaves the country without informing the school of their location then the school is required to make a depending on the level of concern / consult the Designated Safeguarding Lead for advice and guidance.

- 12.4. For those CME that remain untraceable, reasonable enquiries are carried out in a timely manner and recorded on Mosaic (**Appendix 6- Reasonable Checks for Untraceable CME**)
- 12.5. When a CME Officer has made all reasonable enquiries for an untraceable, the case will be presented to the CME Partnership Panel so that an assessment of risk can be carried out and agreement reached before final closure.

Representatives at this Panel include:

- Education
- Early Help
- Children's Social Care
- Temporary Housing
- SEND
- Community Gold
- Connected Communities
- Community Safety & Enforcement
- Early Years team
- Children's Centres
- Educational Psychology Service
- Citizens Advice Bureau
- Youth Service
- Youth Justice Service
- Domestic Violence Agency

- 12.6. Presentation at this Panel may not always lead to establishing the location of the child and family however may provide a steer for further action to be considered in determining the whereabouts of a CME.
- 12.7. Children who are not found at the end of all investigations will be closed as agreed upon by the multi-agency CME partnership Panel.

13. Governance and Reporting arrangements

- 13.1. The CME Team records information on a database of all notified CME believed to be resident in Haringey. The Team will produce termly reports of CME including a breakdown of the number of open cases and closed and any untraceable children.
- 13.2. The data is used to identify any trends, inform future practice, and target existing resources effectively and is shared with the Director's Management Team (DMT) meeting on a termly basis.
- 13.3. Untraceable CME will be presented to the multi-agency CME Partnership Panel (Early Help) on a monthly basis to share information, inform assessment of risk and to consider a way forward and/or closure.
- 13.4. The Children Missing from Education Annual report will provide an overview of work and will be presented to the Haringey Safeguarding Children's Partnership on an annual basis for assurance and scrutiny purposes.

14. Key Stakeholders and Agency Partnerships

- 14.1. We work closely with the following stakeholders to co-ordinate our response to CME leading to enhanced and improved outcomes for our children and young people:

Haringey Services

- Housing Department – including private landlords and social housing
- Schools/School Admissions
- MASH (Multi Agency Safeguarding Hub)
- Early Help
- Social Care
- Health partners
- SEND
- Elective Home Education (EHE)
- Education Welfare Service
- Youth Justice Service

Strategic partnerships and panels

- Community Safety Partnership
- Faith Forum
- CME Partnership Panel Multi Agency Child Exploitation Panel (MACE)
- Haringey Safeguarding Children's Partnership
- Violence Against Women and Girls

Other

- Parents/Carers/Family Members/Friends
- Out of borough schools
- Voluntary sector
- Specialist Agencies/Charities
- Other Local Authorities

15. Safeguarding

- 15.1. Partners are committed to ensuring agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. Our partners recognise that it is the responsibility of every individual and agency to ensure that children are re-engaged back into education provision as a matter of priority. Processes include:

- Effective information sharing between parents, schools and local authorities
- Cross checking cases with MASH

- 15.2. Should there be concerns that a child believed to be missing education may be at risk of harm, a safeguarding referral to the Multi Agency Safeguarding Hub should be considered with reference to the [Haringey Safeguarding Children's Partnership Threshold Guidance](#).

- 15.3. London Child Protection Procedures on '[Runaway and Missing from Home and Care \(RMFHC\)](#)' (2020) state that from the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:
- A trained staff member will make contact with the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;
 - The outcome of the contact should be assessed and if there are any concerns a consultation with the school/establishment/colleges designated safeguarding adviser should take place to consider the child's vulnerability.
 - In the following circumstances a referral to children's social care and /or the police should always be made promptly:
 - a. The child may be a victim of a crime;
 - b. The child is subject of a Child Protection plan;
 - c. The child is subject of Section 47 enquiries;
 - d. The child is looked after;
 - e. There is a known person posing a risk to children in the household or in contact with the household;
 - f. There is a history of the family moving frequently;
 - g. There are serious issues of attendance.
- 15.4. Where children missing education are also identified as missing from home or care, [Haringey's protocol for Children missing from Home or Care](#) must be followed.
- 15.5. Where children identified as potentially missing education are currently open to Children's Social Care, details of the CME enquiry will be sent to the relevant social worker to consider any impact on risk.
- 15.6. Young people who are missing education may be at increased risk of child sexual exploitation (CSE). The CME Team is represented at the monthly Multi Agency Child Exploitation Group and checks before each meeting if any children to be discussed are believed to be missing education. Where there are CSE concerns, the [London Child Exploitation Operating Protocol 2021](#) is followed.

16. Protocol Review

- 16.1. This policy document will be published on the Haringey CME webpage – link to CME landing page.
- 16.2. The policy will be reviewed every 3 years and shared with all partners for their comment and feedback. The first review will occur in the summer term 2025.

Appendix 1 - Removal from School Roll Explanation

Prescribed grounds under which pupils can be taken off-roll and notification to the Local Authority Education (Pupil Registration)

(England) Regulations 2006 – Regulation 8 sets out the criteria under which compulsory school-aged children can be removed from school roll, summarised as follows:

8 (1) (a) The local authority is approving a change of provision for a pupil subject to a School Attendance Order (SAO).

A pupil who is subject to an SAO must not be removed from roll unless the local authority has substituted the school named on the SAO with a new school or revoked the order on the grounds that suitable education has been arranged otherwise than at school.

8 (1) (b) The pupil has been registered at another school (no dual-roll agreement, 8 (1) (a) does not apply, Reg 9 does not apply - dual registration of a child with no fixed abode).

A pupil who becomes registered at a new school can be removed from the roll of the previous school, only once the destination school has confirmed the on-roll date.

8 (1) (c) The pupil is on dual roll and ceases to attend one of the schools (sub - paragraph (i) or (m) or Reg 9 does not apply - dual registration of a child with no fixed abode).

A pupil registered at more than one school under a dual-roll arrangement can be removed from the roll of one of the schools providing the other school is in agreement.

8 (1) (d) The parent(s) have elected to home-educate (EHE) and 8 (1) (a) does not apply Parents have a right to withdraw their child from a school in favour of home education.

The child must not be removed from the school roll until the parent has given written notification of their decision to educate the child at home (parents sometimes use this option when there are problems for their child at school. It would not be appropriate for school staff to encourage EHE as a solution to difficult issues as this is unlikely to be in the best interests of the child). The school - not the parent - has a legal duty to notify the local authority when deleting a child from roll under this criterion. An EHE notification must be sent by the school to ews@haringey.gov.uk.

[Educating your child at home – Haringey Council](#)

8 (1) (e) Except in the case of a border the pupil has ceased to attend and is no longer residing within reasonable distance to the school.

Pupils can be deleted from roll when the distance to school is deemed unreasonable by the local authority, and the parent is not maintaining the school place.

School must obtain details of the child's new address and refer to the EWS Officer to enable a referral to the destination local authority and reduce the risk of the child falling of the education system.

Children must only be removed once the destination LA has confirmed receipt of notification. Where a parent has notified the school that the child is leaving the country and the school has reason for concern under safeguarding then a referral to MASH must be made. Children who leave the country are not deemed as CME.

8 (1) (f) The pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday

A pupil who has failed to return following extended authorised leave, providing all three of the following three conditions are fulfilled:

1. 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.
2. There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause.
3. Both the school and the Local Authority have jointly made reasonable enquiries and failed to ascertain the child's whereabouts.

8 (1) (g) The pupil is certified too ill to pursue education

This will apply on the very rare occasion when a pupil has a terminal or serious medical condition and is deemed medically unfit to continue with education. An appropriate medical professional will need to certify that the pupil is unlikely to be in a fit state of health to return to school before ceasing to be of compulsory school age.

8 (1) (h) The pupil has been missing from school for 20 school days or more continuously

Schools may remove missing children from roll providing all three of the following conditions are fulfilled:

1. At no time was the absence during that period authorised by the school.
2. There are no reasonable grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause.
3. Both the school and the Local Authority have jointly made reasonable enquiries and failed to ascertain the child's whereabouts. Schools must make reasonable checks together with the LA (Education Welfare Service) to locate the child and facilitate his/her safe return to school. The checks must start as soon as child is absent from day 1. Enquiries should include writing to the parents, attempting to make telephone contact with parents, appropriate friends and relatives, speaking to other children/parents, home visits and local authority checks undertaken by EWS.

Schools should refer to the EWS officer if the child remains untraceable on day 21. Schools must wait for confirmation of notification before removing the child from roll.

8 (1) (i) The pupil has been given a custodial sentence for four months or longer as a result of a final order.

A child who is taken into custody for four months or more, as a result of a final order, can be removed from the school register, unless the school has reason to believe that he/she will return to the school at the end of the period.

Schools must not de-register a pupil who is remanded in custody and awaiting a trial or hearing at a future date.

8 (1) (j) Death of a pupil

In the tragic circumstance that a pupil dies, the school should remove the child from roll upon notification of the death.

8 (1) (k) The pupil is above compulsory school age

This applies to Year 11 pupils who do not wish to return to the school in the following academic year. The official school leaving date for Year 11 pupils is the last Friday in the month of June, in the school year in which they turn 16.

8 (1) (l) The pupil is leaving a school that is not maintained by the government

This relates to pupils leaving the roll of a school in the independent sector.

8 (1) (m) The pupil has been permanently excluded

The permanent exclusion of a pupil does not take effect until:

- expiry of Independent Review Panel (IRP) deadline or decision
- parent written confirmation that won't be applying for IRP.

Schools must notify the Local Authorities Exclusions Co-ordinator by the first day of the exclusion.

8 (1) (n) and 8(3) Nursery child leaving school

This applies to children who have been admitted to a school to receive nursery education and are not transferring to a higher class at the school.

8 (1) (o) State-funded boarding schools where fees are unpaid

If fees remain unpaid then a EWS referral must be made.

Appendix 3

Education Welfare Service Referral Form

Once complete, please e-mail this form with an up-to-date attendance summary to the address below:

ews@haringey.gov.uk and your Education Welfare Officer

<u>Please tick the relevant box:</u>	
Poor Attendance	<input type="checkbox"/>
Non Returnee	<input type="checkbox"/>
Other	<input type="checkbox"/>

Significant harm to infant, child or young person

If you have any concerns that an infant, child or young person may be or is at risk of significant harm or has been harmed or abused, you must make an immediate telephone contact with First Response (contact details below). You will then be asked to confirm the referral in writing by completing the Inter-agency Referral Form and submitting it to First Response.

First Response: Tel: 020 8489 4592/4582/5652/5752 - (during office hours Mon to Thurs 8.45am to 5pm; Fri 8.45am to 4.45pm)

Out of office hours including weekends: 020 8348 3148

Fax: 020 8489 2110

Many Thanks

Haringey Education Welfare Service

Child / Young Person's Name & Surname:		Date of Birth:
		Gender:
Address:		GP Name & Address:
		NHS No:
Mother's Name & Surname:	Parental responsibility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Carers Name & Surname:
Father's Name & Surname:	Parental responsibility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Home/Mobile Tel No: Email:

School:
UPN:
Language(s) spoken at home:
Ethnicity:
Is the child / young person subject to CIN / CP / LAC plan? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is an interpreter required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Services currently working with the child/young person/family:

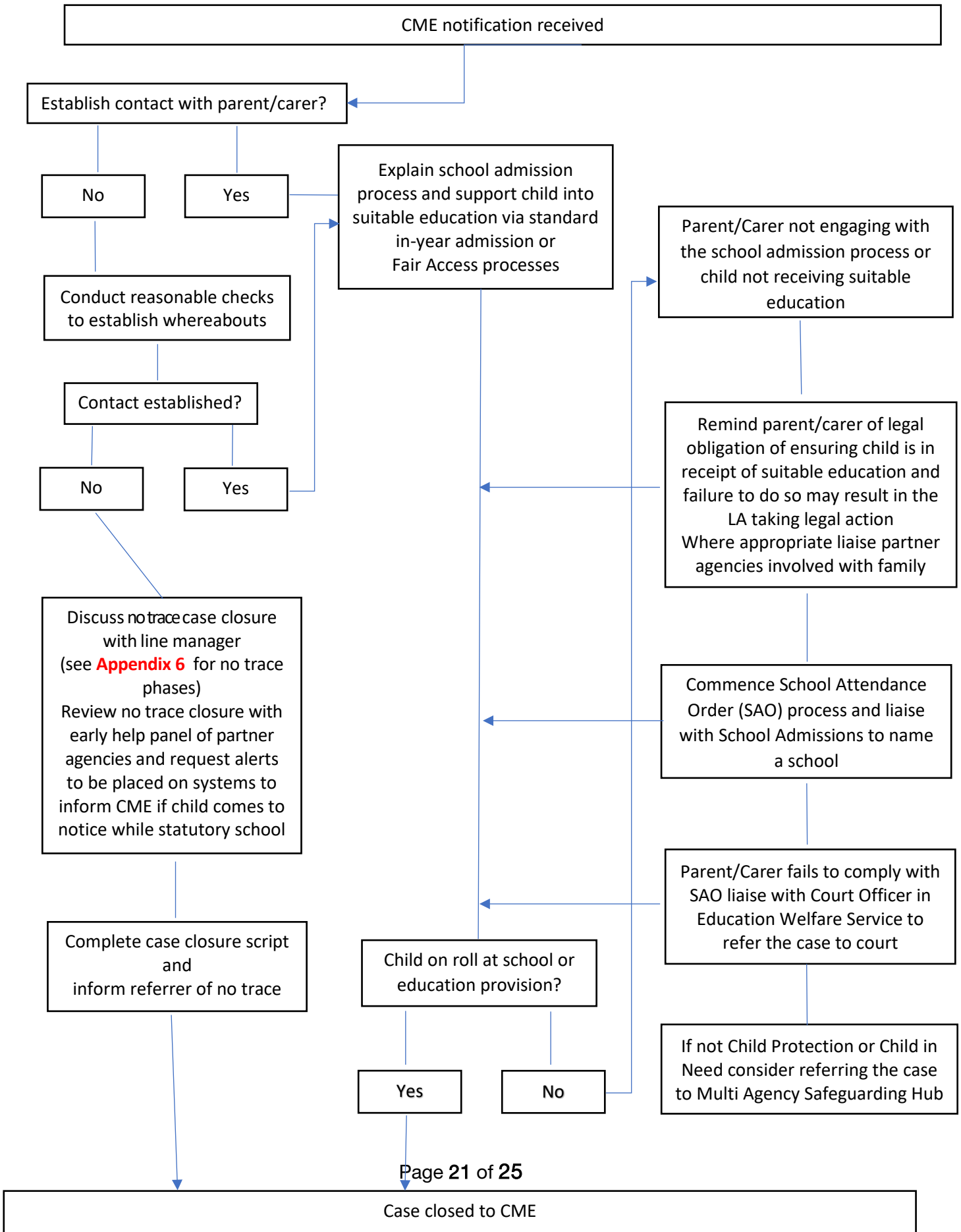
Current family and home situation (including details of siblings and other significant adults):
Barriers to offering a home visiting service (are there any specific arrangements which would need to be made?):
Relevant information on health, development and learning:

<p>Please detail the reasons for this referral and include key actions and outcomes of activities to date:</p> <p>Has this referral been discussed with the agency or agencies requested?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date discussed:</p> <p>Has an Early Help assessment been completed or started?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Name of Referrer:
Position Held:
Referrer's Address/ Clinic Base :
Referrer's telephone number:
Referrer's email address:
Date of referral:

Appendix 4

Children Missing Education (CME) Flowchart



Appendix 5

[CME Notification Form \(e-form\)](#)

Appendix 6

Reasonable Checks for Untraceable CME

Initial no trace CME:

- There is no evidence to suggest a child is on roll at school or receiving suitable education, and
- All attempts to contact parent/carers have failed

Phase 1 day 1 – 5

- Ensure there is core information provided by referrer including contact details
- If not check council tax, housing benefit and local education systems
- Open case on Mosaic case recording system

Phase 2 day 6 – 10

If contact with parent/carer still cannot be established, commence reasonable checks where relevant:

- Impulse local education records
- Department of Education national education database
- National Health Services – NHS Spine, GPs, CAMHS, local hospitals
- Interrogate Mosaic – used by MASH, Social Care and Early Help and SEND teams
- Council tax and housing benefit systems for landlord details
- Property Licensing and Houses in Multiple Occupation & Private Sector Housing team
- Temporary Housing team
- Police and Youth Justice Service

Phase 3 day 11 – 15

- Conduct first unannounced home visit to last known address and if no response from the property, leave CME letter to inform occupants to contact the team

Phase 4 day 16 -25

- Where relevant re-visit checks identified in Phase 2
- Conduct second unannounced home visit to last known address and if no response from the property, leave CME letter to inform occupants to contact the team
- Review no trace closure at CME Partnership Panel (Early Help) of agencies involving Health, Temporary Housing, SEND, Community Gold, Connected Communities, Community Safety & Enforcement, Social Care, Early Years team, Children's Centres, Educational Psychology Service, Citizens Advice Bureau, Youth Service, Domestic Violence Agency (Request alert to be placed on systems to inform CME if child comes to notice while statutory school age)
- Final decision on case closure based on recommendations from CME Partnership Panel and made with Line Manager

Phase 4 day 26 - 30

- Request alerts to be placed on systems of partner agencies to inform CME if child comes to notice while statutory school age (Request alert from other partner agencies not at Early Help Panel)
- Inform referrer child is no trace in Haringey

Points to note at each step of the process
<i>If any safeguarding issues are raised or come to light during the tracing process, refer the case to MASH immediately</i>
<i>During each step of the tracing process, carry on trying to establish contact with parent/carer</i>
<i>If contact is established, then move onto CME process of supporting the parent/carer source a school place</i>
<i>Mosaic case recording is to reflect each step of the process above with correspondence uploaded to the system</i>