

Children Missing from Education (CME)

Barnsley Education Welfare Service

September 2022

Definition

Children missing education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving a suitable education otherwise than being at a school (for example, at home or in alternative provision).

By law, we have to know where all children are and where they're being educated (Education Act 2006). We're also required to identify those who aren't receiving a suitable education (Education Act 1996 section 436A).

Children classed as missing education are at significant risk of underachieving, being victims of hidden harm, exploitation or radicalisation and becoming NEET (Not in Education, Employment or Training) later in life.

What should all partner agencies, schools and parents do?

Statutory guidance clearly states that where any professional identifies a child who is not in education or where there is a doubt that a child is not attending school then the children missing education protocol should be followed.

Please refer to the CME Policy Guidance and the CME Quick Guide on the below link

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/barnsley-education-welfare-service/useful-resources/>

The statutory guidance can be found on the above link or directly at

<https://www.gov.uk/government/publications/children-missing-education>

Non Attendance and School Transfer

Children registered at a school and identified as absent as opposed to missing through their non-attendance.

No CME referral is required this is to be dealt with through the school attendance policy and legal sanctions as required.

Children who are moving within the borough on a **school transfer** are also not classed as children missing education.

No CME referral is required this is to be dealt with through the school attendance policy and legal sanctions as required.

Children of Non-statutory school age

If a child of **non-statutory school age** stops attending and is believed to be missing from education, the education provider must still act to establish the location of the child and follow the same guidance and reasonable enquiries to establish the location of the child, if the location of the child cannot be established, the provider should contact the CME officer.

Pupils Missing out on Education

- Pupils missing out on education is different to children missing education. Children who are termed '**missing out**' on education are those who do not attend full-time education at school or in alternative provision. Full-time education is defined as 25 hours per week for 39 weeks per year; if a young person is not receiving this entitlement at school or in an alternative educational provision, they are 'missing out' on education.
- Schools and academies are required to complete termly returns to the Local Authority with the details of pupils who are not in receipt of a full-time education

CME Referral Form

The CME referral form can be completed by schools, academies, education providers and partner agencies.

Please complete all sections of the form and please provide as much information as possible through reasonable enquiries.

If the school/academy has not been able to confirm the location of the pupil by following their attendance policy and/or working with the Education Welfare service, they must complete the [CME referral form](#) form by the 10th school day of absence and sending by e-mail to:

CME@barnsley.gov.uk

Children Referral Form sections

Pupil details DOB parents / guardians with whom the pupil normally resides full names and DOB if known

Attendance information and date last attended

Agency involvement i.e. Social Care or Early Help

Siblings ~ schools should liaise and provide names on the referral or they can submit a joint referral.

Information provided by the family/other comments

Evidence about all reasonable enquiries made i.e. Emails, cpoms logs and registration comments logs

Reasonable enquiries to find the child should include the following but this list is not exhaustive:

Reasonable Enquiry

Checking with all members of staff who the child/young person may have had contact with.

Checking with the pupil's friends, siblings and known relatives.

Making telephone calls to any numbers held/identified including emergency contacts.

Sending a letter to the known address. ~ please be mindful not to send the letter if you are aware the family have already vacated the house and of the data you are including as this may cause a breach under GDPR.

Reasonable Enquiries

for the address, the family is moving to even if this is only temporary.

which school, a child is expected to attend. Have the family made any application to School Admissions

home visits at different times to check who is at the home address and other known addresses and check with neighbours and known friends i.e. referral to the Education Welfare Officer, school or academy attendance or welfare officer..

copies of flight and/or travel information where appropriate.

Notification of a Non-standard transition (at non-standard transition points)

All schools and academies must notify the local authority **within five days of adding** a pupil's name to the admission register using the Notification of a Non-Standard Transition Form. The notification must include all the details contained in the admission register for the new pupil.

[CME notification of a non-standard transition form](#)

Schools and academies must also notify the local authority when they are about to **remove a pupil from the school admission** register under any of the fifteen grounds listed in the regulation's grounds for deletion using the Notification of a Non-Standard Transition Form.

The grounds for deletion and full details can be viewed in the:

[CME - Barnsley policy guidance for schools and academies](#)

Permanent move out of country

Where a parent informs a school that they intend to leave the country permanently, the school should establish information in writing from the parent to include: New address, details of new school, dates of move, travel documents and contact numbers of family remaining in the country. The school should try and establish with the new school that the child has been offered a place and has started. This can be done via email. If the child is confirmed as starting at a new school, they should be removed from the school roll, as with any other child changing school **see non transitional removal from roll form- please attach travel documentation and any other relevant information to the form in this case.**

If the school is unable to establish that the child has started at a new school, a CME referral should be made to the CME officer.

The CME Officer duties to undertake reasonable enquiries on behalf of the Local Authority:

It should be recognised that the type of reasonable enquires required to try and locate a child will differ from case to case and additional enquires to those suggested in this section may be necessary.

Reasonable enquiries on behalf of the Local Authority:

EWS will also visit the last known address where applicable.

Contact Housing, Health, Social Care , Welfare Benefits, Council Tax, Police (Missing Children Officer) etc.

Contact other partner agencies as required

Contact the Local Authority admissions teams to establish if a further school application has been made

Contact other Local Authorities if there is evidence to suggest the child has moved to a different Local Authority contact will be made with the named person in the new authority

The CME officer will maintain a record of the child's details until they are located or attain school leaving age.

Removal of a pupil from a school roll

Schools and academies must always work with the LA Education Welfare Service to establish the whereabouts of a child before removing from a school roll.

Pupils can only be removed from the admission register when both the school and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

If after **20 school days**, the CME Officer has not been able to establish the whereabouts of the child, the child will be placed on the CME Register.

Grounds for deleting a pupil from the school admission register can be found in the CME Policy Appendix A

Children not in School Register

The Education Welfare Service will follow the statutory guidance when making the decision to notify schools to remove a child from their school roll. Schools **should not** remove a child from roll until they have received notification to do so from the Education Welfare Service.

If after **20 school days**, the CME Officer has not been able to establish the whereabouts of the child, the child will be placed on the Children Not in School Register this includes children missing from education and those electively home educated.

Children not in school Register

Includes pupils identified as being missing from education and is maintained and managed by the CME Officer. Data is held in line with DfE guidance, the Data Protection Act 1998 and current child protection legislation.

Where to Find the Appropriate Form and Policy

You can access the CME Referral Form, the CME Notification of a Non Standard Transition Form, the CME Policy Guidance and other useful resources and information on the below link

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/barnsley-education-welfare-service/useful-resources/>

Help and Enquiries

Referral Forms and Enquiries to be sent to

CME@barnsley.gov.uk

More information and resources :

<https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/barnsley-education-welfare-service/useful-resources/>