****

**Southampton City Council**

**Inclusion Services**

**Children Missing Education (CME) guidance for schools 2021\22**

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The CME Officer is Eliza Theobald-Morgan

**Email:** [eliza.theobald-morgan@southampton.gov.uk](mailto:eliza.theobald-morgan@southampton.gov.uk)

**Telephone:** 023 8083 3666

http://www.southampton.gov.uk/schools-learning/support-education/children-missing-education.aspx



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[**\* Electronic copy available on Young Southampton**](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx)

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| **Children Missing Education (CME) guidance for schools 2021\22** | | | |
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### PURPOSE

To support schools in:

* Removing children from roll lawfully.
* Delivering their statutory duty to provide specific information to the local authority for all leavers, in a manner which minimises the burden on schools.
* Ensuring that when Head Teachers, as proprietors of schools, remove children from roll a robust audit trail exists to underpin any removals.

**Please note that these procedures do not replace existing safeguarding referral processes and procedures which should be followed in all cases where there are safeguarding concerns.**

A table of [**Substantive changes**](#_Hlk49692488) has been included.

### SCOPE

The government defines CME as:

*“Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.”*

Our approach in Southampton has, however, always been to prevent children becoming CME in the first place, rather than responding to cases after the event. This is the focus of the advice contained in this guidance.

Our responsibility is for children who live within the boundary of Southampton City Council.

### GUIDANCE COMMITMENTS

|  |  |  |
| --- | --- | --- |
| **Principle** | **We will work to achieve this by:** | |
| We will strive to ensure that no child is unlawfully removed from roll in Southampton. | * Providing schools with over-arching guidance that aims to ensure compliance with the law governing removal from roll. * Schools ensuring that this guidance is made readily available to all staff involved with CME and removal from roll. * Challenging schools on the rare occasions when removal has been unlawful. * Providing guidance to schools on lawful removal from roll in individual cases. * Advising schools to confirm re-enrolment in the city before removing a pupil from roll, or, confirm that a pupil is known to a forwarding local authority if they have moved outside of the city. | |
| Schools that embed systems and processes that ensure that they have full and accurate information and data for pupils will be better placed to respond to CME, or potential CME, cases. | * Providing schools (on Young Southampton) with a model Pupil Registration Form, approved by SCC Legal Services. * Schools making full and appropriate use of specific information contained in the Pupil Registration Form e.g. relating to Court Orders, Visas in place, professional involvements, the transfer of records from previous schools, or care status. * Notifying schools of pupil changes of address if we are informed by Housing colleagues and believe that schools are unaware. * Wherever possible, schools responding to requests for term-time leave of absence in writing, making potential consequences clear and ensuring that contact details for parents are up to date and proof of travel has been obtained, if required. * Schools putting in place a data collection update schedule to ensure that information management systems are up to date. * Schools building good relationships with traveller families who actively travel during term time. * Schools using data available to them about individual pupils to ensure information management systems are up to date e.g. from PPN1s, safeguarding meetings or school meetings with parents. * Schools updating information management systems with information that becomes known after a child has left e.g. a child who has relocated to a new local authority, may not initially have a named school, so when the new school becomes known at a later date, information management systems should be updated. | |
| Working together will help to achieve the best outcomes for children. | * Providing a guidance document for schools which addresses the most common issues raised with the Children Missing Education Officer. * Ensuring an appropriate focus on vulnerable groups and reinforcing the need for schools to liaise with allocated Children’s Services caseworkers, the Virtual School and the SEND Team. * Advising schools to liaise with the School Admissions Team when pupils who have been offered a school place do not take it up, both in-year and at transition points. * Carrying out background checks to support schools with cases that are pre-CME referral. * Providing schools with a suggested ‘leavers template’ as an appendix in this guidance document. * Working with non-SIMS schools who may be unable to adhere to our CME process in the same way as other schools.  This is because our process was designed around SIMS to negate the need for bureaucratic reporting and referral procedures. * Encouraging schools to use all the information available to them e.g. liaising with schools that may have siblings enrolled, using all contacts available to them for the pupil. * Providing support to schools where an appropriate CME referral has been made. | |
| A PUPIL HAS FAILED TO ATTEND UNEXPECTEDLY AND THE SCHOOL IS UNABLE TO CONTACT PARENTS | | | |
| **Regulation under which removal from roll would be lawful:** It is not possible to determine in this scenario until the process below has been followed and further enquiries made. | | | |
| Please note that regular absence from school cases, absence for unacceptable reasons or school refusers, do not fall under the remit of this guidance and should be discussed with the appropriate Education Welfare Officer.  First day absence procedures (as suggested below) should be followed:   * Attempt to contact parents/guardians by telephone or e-mail. * Utilise Truancy Call (or other similar automated service) if this system is available. * Attempt to contact any other person with parental responsibility by telephone, ensuring that contact with a non-resident parent is appropriate. Refer to pupil’s registration form. * Attempt to contact all other emergency contact numbers. * Follow any specific arrangements made for at risk parents (see [Contact Plans for parents at risk**).**](#_Hlk48984647) Contact schools known to have siblings on roll. Schools should have sibling information held on their pupil registration forms, but we can help you to identify other appropriate schools if you are unclear. * Enquire of school staff or other pupils/parents. * Home visit to be carried out by school, including enquiries of neighbours. If there is no response at the home address. It should be established which of the following outcomes is relevant and this should be recorded on the [CME referral form](#_APPENDIX_1:_NOTIFICATION):   + Property is empty   + Current residents do not know the family   + Current residents confirm the family have left   + Neighbour confirms the family have left   + No response to the door, note left and no response to this note (confirm visit date) * Enquire of any professionals working with the family. * Letter to be sent to the home address.   A failure to identify a reason for absence after first day procedures have been followed would indicate that the child *may* be ‘missing’.  If the pupil remains missing from school and there have been no prior discussions regarding the absence, a referral should be made to the CME Officer after no longer than 10 school days, either by direct contact or using the [CME referral form](#_APPENDIX_1:_NOTIFICATION) which is also available on the [SCC website](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx).  The pupil must remain on roll and may only lawfully be removed from roll in consultation with the local authority.  Note: Prompt action should be taken for pupils deemed to be at risk (see below).  **Pupils at Risk**  If the pupil is open to Children’s Services and has an allocated caseworker, the school should notify the caseworker within the first 24 hours of the unauthorised absence if no home contact can be made. See [Contacts](#_Hlk48983172).  Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify MASH and the Police immediately. The Education Welfare Officer or CME Officer should be notified as soon as possible afterwards.  See [Legislative Context and other Related Documents](#_Legislative_Context_and) for links to key safeguarding advice and guidance**.** If, having consulted these documents, you have safeguarding concerns and remain unsure of what to do next, then seek the advice of MASH. | | | |
| A PARENT GIVES NOTICE OF WITHDRAWAL AND PROVIDES NAME OF NEW SCHOOLForwarding school is within the city | | | |
| **Regulation under which removal from roll would be lawful**: 8(1)(b) applies when a pupil “been registered as a pupil at another school”. Schools should not therefore, remove a pupil from roll in advance of a pupil starting at their new school, even if the starting date at a new local school falls immediately after a period of school holiday, although junior and secondary transfer groups are exceptions to this rule. | | | |
| Parent(s) should be asked to complete a [Leavers Form](#_Apendix_3:_LEAVERS) and the current school should contact the new school to confirm that they are aware of the pupil. | | | |
| If the new school are not aware of the pupil, the current school should contact the School Admissions Team (see[Contacts](#_Hlk48983172)) to see if an in-year transfer form has been submitted.  If the pupil is not known to the new school or School Admissions, the pupil must remain on roll and further enquiries made of the parent.  In cases where families have moved to a new house, there are occasions when the current school remains the closest school to a new address with a place available. In such circumstances the Admissions Team will write to parents advising them that their child should remain at their current school until a place becomes available. | | | |
| **Remember:** Schools are required by law to obtain the new home address, which must be recorded in the school information management system along with the name and admission date at the new school.See [Entries for leavers in information management system](#_Entries_for_leavers) and [Appendix 6: Recording the destination of school leavers in SIMS](#_Appendix_6:_Recording). | | | |
| **The child should not be removed from roll until they are actually re-enrolled in the city** and at this point the start date should be recorded in the school information management system (and new address if applicable). The pupil can be removed from roll. Forwarding school is outside the city | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(e) applies when a pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. For clarity, this criterion would typically apply to cases that have involved a house move. | | | |
| Parent(s) should be asked to complete a [Leavers Form](#_Apendix_3:_LEAVERS).  If the current school has not already been contacted by the new school to request a CTF or transfer of paper files, the current school should contact the new school to confirm that they are aware of the pupil.  If the new school is not aware of the pupil, the school should contact the new local authority School Admissions Team to see if an in-year transfer form has been submitted.  **The pupil should not be removed from roll if evidence of enrolment or being known to the forwarding local authority cannot be confirmed. In these cases, a referral should be made to the CME Officer.** | | | |
| When referring to the CME Officer, please include the details of siblings in the family – even if they attend other schools.  If a CTF is requested by a new school at a later date, the Southampton school should record the name of the new school, start date and new address in their information management system.  **Please refer to** [Appendix 6: Recording the destination of school leavers in SIMS](#_Appendix_6:_Recording) **which outlines the required forwarding information schools must record for leavers (including details of who the child will reside with).** Don’t know which local authority a forwarding address falls under? In order to assist schools in making further enquiries and establish which local authority a new address falls under, a helpful tool can be found at: [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council). | | | |
| A PARENT GIVES NOTICE OF WITHDRAWAL BUT CANNOT NAME A NEW SCHOOL | | | |
| **Regulation under which removal from roll would be lawful:** In the absence of further information it is not possible to determine under which regulation removal from roll would be lawful. The procedure below should therefore be followed. | | | |
| Parent(s) should be asked to complete a [Leavers Form](#_Apendix_3:_LEAVERS).  The school is lawfully required to obtain a forwarding address of where the family will be moving to and the appropriate contact information for the person(s) the pupil will be residing with. This information **must** be recorded in the [information management system](#_Entries_for_leavers_1).  There are occasions when moves are not intended to be permanent so this should be explored further. If a move is in response to a temporary crisis within a family, please contact the CME Officer because, in such circumstances, we could explore dual registration arrangements with another school.  The parent should be asked to complete an in‑year transfer form (if this has not already been done) even if they are moving outside of the city, because applications can be submitted via the home LA at the time and forwarded on.  If the school is advised that a transfer form has been submitted the School Admissions Team, within or outside of the city, they should be contacted to confirm this.  In order to assist schools in making further enquiries and establish which local authority a new address falls under, a helpful tool can be found at: [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council).  **The pupil should not be removed from roll if evidence of enrolment or being known to the forwarding local authority cannot been confirmed. In these cases, a referral should be made to the CME Officer.**  When referring to the CME Officer, please include the details of siblings in the family – even if they attend other schools.  Advice should be sought from the Education Welfare Officer or CME Officer as required. | | | |
| A PARENT GIVES NOTICE OF WITHDRAWAL BECAUSE THE FAMILY ARE LEAVING THE UK | | | |
| **Regulation** **under which removal from roll would be lawful:** 8(1)(e) states that the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered”. | | | |
| Schools should ask parents to complete a [Leavers Form](#_Apendix_3:_LEAVERS).  If the school has **no concerns nor reason to doubt** this information the pupil should be removed from roll at the end of their last day of attendance.  If the school has concerns and believes that this information may not be correct, the school should arrange a home visit. In such cases, the pupil should remain on roll while investigations are ongoing and the Education Welfare Officer could be consulted.  If there are siblings in the family enrolled at other schools in the city, you should make contact with them to ensure that the information you have been provided with is consistent.  Some parents may request confirmation of their child’s enrolment at school, before or after leaving the UK, to pass onto the new overseas school. Parents should be asked to put such requests in writing.  **Pupils at Risk**  If the pupil is open to Children’s Services and has an allocated caseworker, the school should notify the caseworker **within the first 24 hours** of the unauthorised absence if no home contact can be made. See [Contacts](#_Hlk48983172).  Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify MASH and the Police immediately. The Education Welfare Officer or CME Officer should be notified as soon as possible afterwards.  See [Legislative Context and other Related Documents](#_Legislative_Context_and) for links to key safeguarding advice and guidance. Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of MASH. | | | |
| A PARENT GIVES NOTICE OF WITHDRAWAL BECAUSE THE PUPIL IS MOVING TO RESIDE WITH ANOTHER PARENT | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(e) where the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered” could apply, or, 8(1)(b).where the pupil has “been registered as a pupil at another school”. Further enquiries would be needed to determine which of these grounds should be used. | | | |
| In some cases, a move from one parent to another may not result in a change of school but schools still need to collect and record relevant forwarding information.  Where there is due to be a school change, or the child will be leaving the country, schools should first check the information provided on the Pupil Registration form and then ask the parent to complete a [Leavers Form](#_Apendix_3:_LEAVERS). You should reasonably expect the pupil registration form to list details of the non-resident parent with whom the child is going to live. If this is not the case, further enquiries should be made.  Schools should ensure that they have confirmed with both parents that the child will be moving and that this is a long-term arrangement, rather than for a period of respite (in which case, dual registration should be explored).  If a parent declines to provide contact information for the non-resident parent, further enquiries should be made and proof of travel requested as appropriate.  The school should then follow the usual process outlined in the relevant previous sections, as necessary. | | | |
| A PUPIL IS WITHDRAWN TO BE ELECTIVELY HOME EDUCATED | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(d) states that “the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school”. | | | |
| Elective home education is not home tuition provided by the LA, LA provision, or tuition provided by the current school.  Parents have a lawful right to educate their children at home and schools must remove the child from roll once written confirmation of this intention has been received.  The parental deregistration letter must state that they intend to withdraw their child from school and provide education at home. A copy of this letter and the EHE notification form, must be passed to the Inclusion Services as soon as possible after receipt so that a copy may be linked to the child’s record on the LA pupil database.  This information should be sent securely via AnyComms to ‘Children Missing Education’.  **If a parental letter does not specifically state that they intend to home educate their child, then the pupil must not be removed from roll and the case should be discussed with the Assistant Team Manager for Inclusion Services (023 8083 3889).**  A copy of our EHE guidance for schools can be found on Young Southampton.  The DfE School Attendance Guidance (August 2020) states that schools should not seek to persuade parents to educate their children at home as a way of avoiding exclusion or because the pupil has a poor attendance record.  If the pupil lives within the Hampshire boundary contact should be made with the Hampshire Elective Home Education Team on 02392 441507, or by e-mail at:  [**ehehampshire@hants.gov.uk**](mailto:ehehampshire@hants.gov.uk)  **Pupils at Risk**  If the pupil is open to Children’s Services and has an allocated caseworker, the school should notify the caseworker **within the first 24 hours** of the unauthorised absence if no home contact can be made. See [Contacts](#_Hlk48983286)**.**  Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify MASH and the Police immediately. The Education Welfare Officer or CME Officer should be notified as soon as possible afterwards.  See [Legislative Context and other Related Documents](#_Legislative_Context_and) for links to key safeguarding advice and guidance**.** Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of MASH. | | | |
| A PUPIL IS WITHDRAWN BY PARENTS WITHOUT WARNING | | | |
| **Regulation under which removal from roll would be lawful:** A parent cannot withdraw their child from school unless the reason meets one of the grounds in the regulations. In this scenario further enquiries are needed before the appropriate regulation can be determined, or, the pupil must remain on roll and the matter pursued as a non-attendance issue. | | | |
| If a parent notifies a school that their child will not be returning to school, they should be contacted to explore the situation further. If the family have moved away, then the advice included in this document should be followed.  If the family have not moved, parents should be invited into a meeting in school to explore the issues further and to see if a resolution can be found. If parents decline to meet in school a home visit should be carried out.  Such cases generally occur when the parent feels they have a grievance, however, **parents cannot lawfully withdraw their child from school in such circumstances and the pupil should remain on roll.**  If a resolution cannot be found or the parent is unwilling to engage, a referral should be made to your Education Welfare Officer in the first instance. If the whereabouts of the family cannot be determined a referral should be made to the CME Officer.  **Pupils at Risk**  If the pupil is open to Children’s Services and has an allocated caseworker, the school should notify the caseworker **within the first 24 hours** of the unauthorised absence if no home contact can be made. See [Contacts](#_Hlk48983172)**.**  Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify MASH and the Police immediately. The EWO or CME Officer should be notified as soon as possible afterwards.  See [Legislative Context and other Related Documents](#_Legislative_Context_and) for links to key safeguarding advice and guidance**.** Having consulted these documents if you have safeguarding concerns and remain unsure of what to do next, then seek the advice of MASH. | | | |
| A PUPIL FAILS TO RETURN FROM TERM-TIME LEAVE OF ABSENCE | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(f) may apply. See appendix 5 for the full criteria. | | | |
| These cases are always difficult and must be dealt with on a case by case basis.  Instances of exceptional term-time leave of absence should be kept to a minimum (see [Legislative Context and other Related Documents](#_Legislative_Context_and)). Once a decision has been made, however, agreeing that the circumstances are exceptional and leave of absence should be granted, it is important that the authorised period of absence must be enough to meet the purpose of the absence. It would not be appropriate, for example, having accepted that circumstances are exceptional, to authorise 2 days leave of absence for a wedding in New Zealand.  We strongly recommend that, upon receiving a request for term-time leave of absence, schools **carry out further enquiries** and **request proof of travel if the family is travelling overseas.** It is also important that schools have accurate contact information, even if these may be temporary. This is particularly important in respect of overseas travel and should assist the school in communicating effectively with the parents, or other contacts, should any issues arise that prevent a prompt return to school.  We recognise that COVID-19 has significantly impacted overseas travel. We strongly advise schools to ensure they monitor the regulations governing travel from and entry to the UK for the destination a family may have travelled to. Schools should also be aware of any quarantine arrangements and keep up to date of any changes to the government guidance in respect of attendance and, in particular, non-attendance in circumstances relating to COVID-19.  Some schools use templates to gather full information prior to travel when they can. Please request copies of the templates from your Education Welfare Officer should you wish to develop versions for your school. It is also important to respond to any request made, in writing, so that the parent is fully aware of whether the absence will be authorised or not and any consequences should they go ahead with the trip. It is recognised that circumstances may mean the school doesn’t always have the opportunity to do this.  In order to lawfully remove a pupil from roll, the school must be satisfied that the pupil has not been prevented from returning by reason of sickness or any unavoidable cause.  In addition, both the school and LA must satisfy themselves that they have failed to ascertain where the pupil is before taking the decision to remove the pupil from the school roll. When consulted, the CME Officer will always focus on the initial discussions that took place.  In such cases schools should contact their Education Welfare Officer or the CME Officer as soon as possible after the expected date of return and once efforts have been made to contact the family.  The pupil must remain on roll and can only lawfully be removed from roll in consultation with the local authority. Each situation will be dealt with on a case by case basis. We are currently developing a local risk assessment for COVID-19 related absences will better support schools in determining whether removal from roll would be lawful. | | | |
| A PUPIL IS UNABLE TO ATTEND AND HAS LONG TERM HEALTH ISSUES | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(g) is the only regulation that could apply but is has rarely been used in the city because it states that the pupil is “unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age”. There are other conditions attached to regulation contained in Appendix 5. | | | |
| Pupils should be marked as authorised absence using the appropriate codes for illness and medical appointments.  If a child is receiving education provision whilst in hospital, then schools should refer to the School Attendance Matters (SAM) document for coding advice or the DfE School Attendance Guidance.  Schools should also be aware of their responsibilities to support pupils with medical conditions. Governing bodies should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. We would anticipate that on the occasions when pupils are unable to attend school, that work is provided to enable them to study, as their condition allows. A link to the December 2015 DfE guidance has been included in [Legislative Context and other Related Documents](#_Legislative_Context_and).  Contact details for the Inclusion Officer for Pupils with Medical Needs can be found in [Contacts](#_Hlk48983172). | | | |
| VULNERABLE PUPILS FLEEING OR BEING REMOVED FROM THE CITY | | | |
| Schools have a duty of care towards pupils and are required to do all that is reasonable to protect the health, safety and welfare of pupils and the statutory guidance ***Keeping*** ***Children Safe in Education September 2019*** states that:  *Governing bodies and proprietors should put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.*’ | | | |
| Schools should have sign-in arrangements in place to record pupils who arrive at school late, or who need to leave during the school day for legitimate reasons. Security arrangements should also be in place in relation to entrances/exits but there can be weak points on a school site.  It is therefore recommended that:   * The Designated Safeguarding Lead is aware of all police reports (PPNs) so that they are alerted to pupils who regularly go missing from home, outside of school hours, who may be more vulnerable to CSE. * Attendance should be monitored throughout the day and not just at morning and afternoon registration sessions, so that a pupil can be identified as possibly missing in a timely manner. * Parents should be notified immediately if a child is believed to be missing and, if the pupil is deemed to be at high risk, the Police should be notified. Records of the missing episode should be kept. * Pupils should not be released from school during the day by way of the signing-out system without verbal permission from parents. Written permission should also be followed up with a phone call to parents, who should be required to collect students for medical appointments etc. * Parents should be required to collect pupils who are deemed to be too ill during the day to remain in school. * School attendance policies should reflect the strategies school adopt around this issue. * If a school has reason to believe that a pupil may be at risk of child sexual exploitation a [CERAF](https://southamptonscp.org.uk/child-exploitation/) should be completed. See [Pupils at risk of Child Sexual Exploitation (CSE)](#_Hlk48984862) for further information. | | | |
| Domestic Abuse | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(e) where the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered” could apply, or, 8(1)(b).where the pupil has “been registered as a pupil at another school”. Further enquiries would be needed to determine which of these grounds should be used. | | | |
| For the following reasons, in cases where families are fleeing domestic abuse the child **should not be removed from roll** until the CME Officer has been notified and further enquires carried out:   * We would not want the child to be classed inappropriately as CME. * We would need to clarify that any move is not temporary.   We would need to explore whether the forwarding destination of the child must remain confidential and therefore agree a transfer of information procedure.  Schools should also take care when admitting new pupils to ensure that the information provided on the pupil registration form at time of enrolment mirrors what is in the CTF because this automatically populates information management systems. Steps should be taken to delete any contact information which may no longer be appropriate and could pose a safeguarding risk to the pupil/family if used incorrectly. | | | |
| Refuge cases | | | |
| **Regulation under which removal from roll would be lawful**: 8(1)(e) where the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered” could apply, or, 8(1)(b).where the pupil has “been registered as a pupil at another school”. Further enquiries would be needed to determine which of these grounds should be used | | | |
| Not all children who move into a refuge change schools, but the CME Officer can act as a conduit for the transfer of pupil records where families are leaving the city to move into a refuge.  Where pupils do leave and move into a refuge schools may need to consult the CME Officer or Southampton City Council Legal Services, as biological parents are likely to have automatic rights to participate in decisions about their child’s education. These situations need to be managed to ensure that information is not shared inappropriately and families placed at risk.  [Guidance for Schools on parental responsibility](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx) for education, parental conflict situations, data sharing with separated parents and data sharing between schools has been produced.  The local authority can also act as a conduit for information sharing in specific cases, where the parent has expressly requested there be no contact with a previous school. It should be noted however that other local authorities do not always support us in these efforts. | | | |
| Removal from the UK | | | |
| **Regulation under which removal from roll would be lawful**: 8(1)(e) states that the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered”. | | | |
| Families taken into custody by UK Visas & Immigration can subsequently be returned to their UK home address so **children should not be removed from roll until confirmation has been provided by UK Visas & Immigration that the family have actually left the country**.  Detention Centres are required to provide educational classes and activities (Detention Centre Rules 2001) so such pupils may be ‘B’ coded.  The CME Officer can support schools in such cases. | | | |
| Forced Marriage/Honour Based Violence/Female Genital Mutilation | | | |
| These pupils are not CME and should remain on roll**.**  If a school has clear concerns about the welfare of a child who may be taken overseas for any of the above reasons, they should immediately contact MASH. See [Legislative Context and other Related Documents](#_Legislative_Context_and) for links to key safeguarding advice and guidance.  There is a statutory duty placed upon teachers to report FGM concerns. | | | |
| Visa Issues | | | |
| **Regulation under which removal from roll would be lawful:** In this scenario further enquiries are needed before the appropriate regulation could be considered. | | | |
| Parents are required to return to their home country to renew their visas. We have amended the Pupil Registration Form template to include a question about whether parents or pupils are the subject of a visa to visit the UK.  If parents have come to the UK to study or work, their visa would be granted for a specific amount of time. Schools should also request a copy. This would then enable a prior discussion to take place with parents in relation to any absences for renewal purposes.  Schools are advised to request evidence of engagement with the visa process, including the start date of that engagement and should bear in mind that this could be an absence for an unavoidable cause.  Details of useful government websites to check visa processing times and covering other visa related issues can be found in [Advice & Guidance](#_Advice_&_Guidance). | | | |
| Custody Battles | | | |
| **Regulation under which removal from roll would be lawful:** 8(1)(e) where the pupil “no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered” could apply, or, 8(1)(b).where the pupil has “been registered as a pupil at another school”. Further enquiries would be needed to determine which of these grounds should be used and if it would be appropriate to do so. | | | |
| The autumn term is generally the time of year when these issues arise. Parents are separated and the child has spent time over the summer with the parent with whom they do not usually live, who then fail to return the child for the start of term.  We would not remove a child from roll in these circumstances until:   * There had been a dialogue with parents, preferably both and the home address of both parents established. * Any legal orders in place had been considered. * PR had been confirmed. * The permanency of the situation had been explored. * We had established whether the parent with whom the child normally resided was seeking legal advice. * Contact had been made with any known case holders. * We had explored whether a temporary dual registration arrangement was appropriate.   If the child remains absent after the above steps have been considered or followed, please discuss the way forward with the CME Officer.  Guidance for Schools on parental responsibility for education, parental conflict situations, data sharing with separated parents and data sharing between schools has been produced and is available on the [SCC website](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx). | | | |
| Gypsy, Roma, Traveller (GRT) pupils | | | |
| **Regulation under which removal from roll would be lawful:** All of the regulations contained in Appendix 5 apply to GRT pupils if they are not travelling for trade or business reasons. Further enquiries would therefore be needed to determine if removal from roll was appropriate and under what grounds. | | | |
| GRT children over six years old are required to attend at least 200 sessions in each rolling 12-month period. They are expected to attend every day (if they are not travelling) the same as all other pupils. Any absences should be coded in the same way as all other pupils unless they are ‘travelling’ when the ‘T’ code should be used.  ‘Traveller’ absences **must be for trade or business reasons**.  If you are the school that the pupil most recently attended during the preceding 18 months, you are the ‘base’ school (school of ordinary attendance) and if the pupil is ‘travelling’ they must be T coded and remain on roll. | | | |
| Pupils with an EHCP | | | |
| **Regulation under which removal from roll would be lawful:** 8(2) states that “the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.” | | | |
| In practice, schools should always contact the SEND Team immediately if removal from roll of a pupil with an EHCP is being considered or requested and follow the usual tracking procedures.  Children who have an EHCP are governed by the same removal from roll regulations as other children. Therefore, unless the EHCP has been amended to name a new provision that the child must attend, one of the criteria contained in Appendix 5 would still have to be met to ensure any removal from roll was lawful. Pupils at risk of Child Sexual Exploitation (CSE) These pupils are not CME and should remain on roll**.**  Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:  (a) In exchange for something the victim needs or wants (e.g. a place to stay; drugs, alcohol, cigarettes, perceived love/affection; money; to prevent something negative happening) and/or  (b) For the financial advantage or increased status of the perpetrator or facilitator.  The victim may have been sexually exploited even if the sexual activity appears consensual. Child Sexual Exploitation does not always involve physical contact; it can also occur through the use of technology and may occur without the child or young person’s immediate knowledge.  Child sexual exploitation is never the victim’s fault, even if there is some form of exchange. All children and young people under the age of 18 have a right to be safe and should be protected from harm. Often the victim of CSE is not aware that they are being exploited and do not see themselves as a victim.  Further information on indicators that a child may be at risk of CSE, on children who may have been trafficked into the UK or those children or young people may be trafficked within the UK, having been groomed and coerced into sexual or criminal exploitation can be found in school safeguarding policies, on the Southampton Safeguarding Partnership, formerly LSCB, website and in the DfE Child sexual exploitation: definition and guide for practitioners guidance document (see [Legislative Context and other Related Documents](#_Legislative_Context_and)).  Where there are reasonable grounds to suspect a child to be the victim of CSE or trafficking, child protection procedures must be initiated.  The Child Exploitation Risk Assessment Framework ([CERAF](https://southamptonscp.org.uk/child-exploitation/)) is a child sexual exploitation risk assessment tool which should be completed as soon as concerns regarding CE (on any level) are identified. This may follow a missing episode, or increasing occasions of a child truanting from school, staying out late, associating with new peers/associates where there may be some concerns etc. It will guide you as to the level of CE Risk, and the level and type of intervention which should follow.  [Child Exploitation – Southampton Safeguarding Children Partnership (southamptonscp.org.uk)](https://southamptonscp.org.uk/child-exploitation/)    If you wish to discuss cases where you think there may be child exploitation concerns and want advice regarding this you can contact a member of the Missing, Exploited, Trafficked (MET) Hub on: 023 8083 3336 or email [METhub@southampton.gov.uk](mailto:METhub@southampton.gov.uk).  The Southampton Safeguarding Partnership will ensure through its Missing, Exploited and Trafficked (MET) group that work to combat CSE, alongside issues of missing and trafficking, is coordinated and effective. | | | |
| ENROLMENT OF LOOKED AFTER CHILDREN AND CHILDREN WITH AN EHCP | | |
| Schools should enrol a Looked After Child, or a child with an EHCP with effect from the date they are expected to join the school.  Should the child not attend as expected, contact should immediately be made with the Southampton City Council Virtual School or the SEND Team, as appropriate, see [Contacts](#_Hlk48983172)**.**  Once enrolled, established first day absence procedures should be followed. | | |
| REMOVAL FROM ROLL | | | |
| As a rule, schools can only lawfully remove a pupil from roll without the prior intervention of the LA when the pupil is to be home educated and an appropriate parental deregistration letter has been received, or, when it has been confirmed that the pupil has joined a new school or is known to a new LA.  The Education (Pupil Registration) (England) Regulations 2006 state that schools should notify the LA of pupils who are to be removed from roll, no later than deleting the pupil’s name from the register. We have never asked schools to do this and have put in place measures to identify such children instead.  We would, however, urge schools to seek assistance from the LA if there is **any doubt over whether removal from roll is lawful** to ensure that our safeguarding responsibilities have been met.  Please be reminded that:   * Pupils whose absence has been authorised cannot be removed from roll for reasons of non-attendance. * Pupils who are dual registered and cease to attend cannot be removed from roll without the consent of the other education provider. * Removal from roll may not be lawful for pupils who are the subject of an Education Supervision Order. | | | |
| IN-YEAR ADMISSIONS | | | |
| Details of pupils offered places offered by School Admissions are sent electronically to schools, however, we are aware that sometimes these places are not subsequently taken up.  Schools should contact School Admissions immediately if:   * After contacting parents the place is refused. * Schools are unable to reach parents after several attempts. * Parents advise that they cannot take up the place within 10 school days of the expected on roll date (as advised by Admissions). * Contact is made with parents, but the child does not turn up on their expected start date and the school is unable to reach parents.   Dependent upon what other information is held by the School Admissions Team (contact telephone numbers, e-mail address, details of previous school, details of siblings) they will take further action or refer to the CME Officer as necessary.  The CME officer will run regular reports to try and identify cases where places have not been taken up, but this does not replace the above steps which schools should take. | | | |
| START OF YEAR PROCEDURES | | | |
| No Shows (Phase Transfer) | | | |
| Each September all schools will have a new intake, either into Year R, Year 3 or Year 7.  If pupils do not attend on the first day of term the following actions should be taken:   * Check with School Admissions Team to ensure that the pupil was still expected to join your school, in case the situation has recently changed. * Try to contact parents using any telephone numbers available. * Where appropriate, contact the previous school or early years’ provider. * Contact any known case workers for the family. * Contact the School Admissions Team to see if further information is available (contact telephone numbers, e-mail address, details of a dialogue between Admissions and parents, details of siblings). * Send a template letter to the home address asking parents to contact the school. Appendix 2.   If reasons are provided as to why the pupil cannot attend on the first day of term but intends to join the school within 10 school days, the child should be enrolled with a start date of their first day of attendance.  If enrolment will be delayed further or cannot be confirmed, the situation should be discussed with the Education Welfare Officer, CME Officer or School Admissions Team.  If the above actions fail to secure an explanation for the absence the child should be referred to the CME Officer immediately. | | | |
| No Shows (Enrolled) | | | |
| Where children who are already enrolled fail to attend school at the beginning of the new academic year or at the start of a new term, schools are required to follow the first day absence procedures as outlined in the previous section, ‘[A pupil has failed to attend unexpectedly and the school is unable to contact parents](#_A_pupil_has).’ | | | |
| Pre-Admission | | | |
| Prior to the start of the academic year in September pupils should be entered into the pre-admissions area and only admitted when they actually turn up.  This is important because pupils admitted before this time, who do not subsequently turn up, will continue to show on the LA database as being on roll at your school. | | | |
| OWN ADMISSION AUTHORITY (OAA) SCHOOLS | | | |
| OAA schools who take responsibility for their own admissions have a crucial role to play in CME as they may have the only contact with a family.  The Children Missing Education Statutory Guidance for Local Authorities (September 2016) acknowledges that new CME pupils residing in the city may come to the attention of other partners and agencies before the local authority. It is therefore vital that information is shared appropriately.  Working Together to Safeguard Children (July 2018) also emphasises the necessity for joint working:  *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.*  *No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.*  The School Admissions Code states that own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.  The School Admissions Team should therefore be provided with the following information for any child who has applied for a school place which cannot be offered:   * Name * DOB * Home address (and telephone number if available)   This duty may be delivered by passing a copy of the refusal letter to the School Admissions Team or by direct contact.  Once the LA is in receipt of this information it will:   * Check whether the pupil is still accessing their current education provision. * Send an in-year application form to the parents if the child has no current education provision. | | | |
| GROUNDS FOR REMOVAL FROM ROLL | | | |
| All schools should be recording the grounds for removal for each pupil removed from roll in their information management systems (see [Appendix 5: Grounds for removal lookups in SIMS](#_Appendix_5:_Grounds)) although currently this information does not import into the local authority database. Schools should be aware that it has been a statutory requirement for schools to provide this information to the local authority since 2016, however, our CME process was designed to capture sufficient information for us to be able to identify the regulation under which removal from roll was lawful.  We are in part now able to identify compliance with the requirement to provide this information. If the information is missing, or we have any concerns about the information that has been given, we will liaise with schools as necessary. | | | |
| ENTRIES FOR LEAVERS IN INFORMATION MANAGEMENT SYSTEM | | | |
| SIMS | | | |
| Information entered into the ‘Destination after leaving’ field in SIMS filters through to the LA database and **this is how schools deliver their CME duty**. It avoids a lot of unnecessary enquiries being directed towards schools and provides an audit trail in relation to the whereabouts of a child.  Although the ‘Destination after leaving’ field is a free text field, it has a limited number of characters, our procedure has therefore been designed to capture as much information as possible in a field that imports to the local authority:   * Forwarding address information should now be entered in the format detailed in the screenshots in [Appendix 6: Recording the destination of school leavers in SIMS](#_Appendix_6:_Recording) . Some schools opt to record the forwarding school in the ‘Destination institution’, however, this field is not supported by our education database **so it must be recorded in the ‘Destination after leaving’ field as well.** * When a receiving school and address is named in the ‘Destination after leaving’ field the CME Officer will take no action, assuming that contact has been made with the new school to confirm enrolment and that this information is accurate. * A forwarding school should be entered for ALL leavers, including those in phase transfer. * If a school is not named, but it has been confirmed that the pupil is known to the new local authority, it should be indicated in the ‘Destination after leaving’ field (see Appendix 6 for examples).   It is recommended that schools also add the forwarding address as a new entry in SIMS, to ensure it is part of the child’s CTF. | | | |
| Arbor and Bromcom Regrettably, Arbor and Bromcom cannot deliver the statutory CME duty placed on schools in line with our local process. This is because the absence of a free text field such as exists in SIMS means that information needed in less straightforward cases cannot be exported to the LA via B2B e.g. the name of the country a pupil has moved to, when a managed move has failed or when confirmation of relocation has been received from a forwarding LA.  It has therefore been necessary to revert to a process in place in many local authorities, whereby schools must provide a leavers form each time a child is deleted from their admission register. Schools using Arbor or Bromcom must submit a completed leavers form for all leavers.  Leavers forms should be sent securely via AnyComms to ‘Children Missing Education’.  We are not currently requesting starters forms, however, should notifications of new admissions start to fall outside of the five day duty, this may be something that is implemented in the future. | | |
| CHANGES OF ADDRESS | | | |
| Schools are required to record the address where a pupil resides in their Admission Register. When addresses are amended in information management systems they transfer to the LA via B2B (the business to business process) and update the LA database. This is particularly important information for case holders.  An arrangement has been in place for some years now whereby housing colleagues will notify the CME Officer when families with children move into the city, or between properties in the city.  If the LA database indicates that the pupil is recorded at the new address no action is taken.  If we have the previous address the referral form from housing colleagues will be uploaded to the school via AnyComms. Schools should then contact the parents to clarify who the child is now living with and the effective date of the house move. This information should then be recorded in information management systems. | | | |
| THE UK EDUCATION SYSTEM | | |
| The local authority has produced a document explaining the education system to parents new to the country. The document covers early education, compulsory school age, the UK education system, applications for school places, attendance at school, SEND, information parents must provide to schools, child employment and performance and free school meals. Translations are available in Polish, Russian, Arabic, Romanian and Punjabi, they can be found at:  <https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx>  These documents may be helpful to you in explaining to parents some of the issues covered in this document. | | |
| OFF-ROLLING | | |
| Ofsted defines off rolling as:  “*The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil*.”  Off-rolling can happen when a parent feels under pressure from a school and as though they have no other option than to withdraw their child to home educate, or seek a place at another school. It is often because a worst-case scenario has been painted for their child if they remained on roll.  Amanda Spielman, Ofsted’s Chief Inspector, has said that schools found to be off-rolling are likely to be rated inadequate for their leadership and management.  Off-rolling allegations made to the local authority will be recorded and reported to Headteachers who will be given a right of reply. Evidence will be requested so that the local authority can investigate the allegation. Evidence could include records of meetings, CPOMS logs, details of SEN support, IEPs, behaviour support plans etc. | | | |
| CONTACT PLANS FOR PARENTS AT RISK | | | |
| Schools support families through many challenges, e.g. medical issues, domestic abuse, mental health, loss and separation. In cases where schools are aware of circumstances whereby a parent could be deemed to be at high risk, even for a limited period, we would recommend that the DSL agrees a Contact Plan with the parent. The plan would be followed on occasions when the pupil does not attend school as expected and contact cannot be made with the parent. A plan could be initiated because of concerns reported by the parents themselves, or, after a triangulation of information from a variety of sources.  The Contact Plan should be followed if their child fails to arrive at school or if an emergency situation arises. Depending upon the age and understanding of the child, they may be part of the plan. Examples of additional contact measures may be:   * Home visits are prioritised. * Ensuring that you have several emergency contact numbers in a child’s record for other adults. * That when repeated phone calls are unsuccessful a home visit is prioritised. * That enquiries are made of neighbours. * That contact details are held for a landlord or management agency, if appropriate. * That contact details are held for professionals working with the parent. * Recording a method(s) of contacting the child, depending upon their age and understanding.   If the above measures, along with any others deemed appropriate to the individual circumstances of a family, fail to result in contact with a parent then schools should, without delay:   * Consult MASH for further advice. * Consider filing a ‘missing’ referral to the Police who could carry out a welfare check. | | | |
| PRIVATE FOSTERING | | | |
| Schools should be aware of the definition of private fostering, in relation to both pupils on roll but also when children are leaving to live with someone other than their parents:  *You are a private foster carer if you look after someone else's child or teenager on a full time basis for more than 28 days and you are not a close relative. Step-parents, grandparents, brothers, sisters, uncles and aunts are all classed as close relatives. The child should be under the age of 16 (18 if they have a disability).*  The law requires you to tell your local council about any private fostering arrangements:   * at least six weeks before the arrangement starts * within 48 hours of the start of an emergency arrangement   Schools should therefore consider whether a private fostering referral needs to be made to SCC or a forwarding local authority when a pupil goes to live in a private fostering arrangement. | | | |
| COMMON TRANSFER FILES (CTFS) A common transfer file should be created for every pupil who leaves a school as follows: | | | |
| **Circumstances** | | | **CTF sent to** |
| Receiving school is confirmed | | | Forwarding school |
| Pupil is deemed to be missing i.e. destination unknown | | | XXX XXXX |
| Pupil leaves to be electively home educated | | | MMM MMMM |
| Pupil emigrates or moves outside of England | | | MMM MMMM |
| Pupils joins an independent school | | | MMM MMMM |
| Pupil is permanently excluded | | | 852 1100 |
| New LA is confirmed but no school has been identified. | | | XXX XXXX |
| Common transfer files **should not** be uploaded directly to new local authorities using LLLL because:   * They often remain uncollected. * It is a contradiction of the purpose of the Lost Pupil Database. * If a new school is not known, but a new LA is, then the CTF should be sent to XXX XXXX. The forwarding LA should then download it when they have identified a new school.   Sending CTFs to 4 Ls means they do not appear on the CME report run from the S2S site. CML files for leavers We do not use CML files for leavers because they cannot capture all the information we need to decide whether CME intervention is needed. Use of these files would require us to operate more than one process. | | | |
| CLOSING CME CASES | | | |
| CME cases may remain open for several years so if schools receive information about a child after they have been removed from roll, please notify the CME Officer. | | | |
| SCHOOL ATTENDANCE MATTERS (SAM) | | | |
| Whilst the SAM document is currently being reviewed, it is still fit for purpose and offers greater detail in respect of registration coding advice than the DfE guidance. Copies can be requested from the CME Officer or Education Welfare Service Team Manager. | | | |
| COVID-19 | | | |
| School attendance became mandatory again for all pupils from the Autumn term 2020. In the future should we experience a further national lockdown, or a local lockdown, the government advice in place at the time will be followed. Schools should therefore continue to reassure parents and provide appropriate support to re-engage children and young people with their education. | | | |
| CONTACTS (AS AT SEPTEMBER 2021) | | | |
| Eliza Theobald-Morgan - CME Officer  Tina Selby - Assistant Team Manager for Inclusion Services  Elliot Nolan - Inclusion Officer for Pupils with Medical Needs  Kate Holmes - Exclusions Officer  Sarah Weaver - SCC Virtual School  MASH (Professionals number)  School Admissions  SEND  Hampshire Police  Education Welfare Service:   * Kerica Hunt (Team Manager) * Danielle Rutherford * Andrea Balcombe * Steph Brazier * Jo Cartwright * Elizabeth Cummings * Dionne Reeve * Nicola Weir * Julie Stubbington * Grace Morris * Sarah Boyd Wallis (Legal Co-ordinator) | | | 023 8083 3666  023 8083 3889  023 8083 3098  023 8083 4613  023 8083 3091  023 8083 2300  023 8083 3004  023 8083 3004  101  023 8083 4229  023 8083 3686  023 8083 3277  023 8083 3273  023 8083 3102  023 8083 4136  023 8083 3591  023 8083 4089  023 8083 4048  023 8083 3395  023 8083 3462 |

|  |  |
| --- | --- |
|  | |
| LEGISLATIVE CONTEXT AND OTHER RELATED DOCUMENTS | |
| Attendance legislation  * Education Act 1996 (ss7, 8, 14 & 19) * Education Act 2002 (s21) * Education and Inspections Act 2006 (ss 4 & 38) * The Education (Pupil Registration) (England) Regulations 2006 plus subsequent amendments  Child protection legislation  * Children Act 1989 (ss 17 & 47) * Children Act 2004 (ss 10,11, 12 & 17) * Education Act 2002 (s175)  National advice & Guidance  * DfE advice on [school attendance](https://www.gov.uk/government/publications/school-attendance) (August 2020) * [Child sexual exploitation](https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners). 2017 * [Child trafficking](https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance), practice guidance. 2011 * [School Admissions Code](https://www.gov.uk/government/publications/school-admissions-code--2). December 2014. * [Statutory guidance](https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care) on children who run away or go missing from home or care. January 2014 * Ofsted ‘[Missing Children’](https://www.gov.uk/government/publications/missing-children). February 2013. * [Elective Home Education Guidance](https://www.gov.uk/government/publications/elective-home-education). April 2019 * [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). Statutory guidance for schools and colleges 2019. * [Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) 2018 * The [Prevent duty](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty). DfE advice for schools and childcare providers. June 2015. * Children missing education. DfE [statutory guidance](https://www.gov.uk/government/publications/children-missing-education) for local authorities. September 2016 * [Supporting pupils at school with medical conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3). Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. December 2015 * Information on the [processing times of visa applications](https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk) in different parts of the world. * UKCISA (The [UK Council for International Student Affairs](https://www.ukcisa.org.uk/)) for student visa information. | |
| Local Guidance | |
| * Southampton practitioner guidance – [educational neglect](https://www.youngsouthampton.org/working-with-children/schools-guidance/safeguarding/local-advice-guidance.aspx) * Southampton Safeguarding Children Partnership [CERAF](https://southamptonscp.org.uk/child-exploitation/) Risk Assessment Framework. * [PIPPA](http://www.southampton.gov.uk/health-social-care/domestic-abuse/how-to-get-help/get-help-now.aspx). A group of services in Southampton working to end domestic and sexual violence and abuse. You'll find information on this website about us, our services and projects as well as details of where get help if you are experiencing abuse. * A list of [Southampton Safeguarding Children Partnership procedures](https://southamptonscp.org.uk/workersandvolunteers/policies-and-guidance/). * Prevent e-learning   https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html  https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals   * Guidance for schools on [parental responsibility](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx) for education, parental conflict situations, data sharing with separated parents, data sharing between schools. * [Pupil Registration Form](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx) template. * Elective Home Education [Policy and Guidance](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx) for Schools * [Children Missing Education policy](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx). * Guidance on the [retention and transfer of child protection records](https://www.youngsouthampton.org/working-with-children/schools-guidance/safeguarding/local-advice-guidance.aspx) for education. * [Private fostering](https://www.southampton.gov.uk/health-social-care/children/fostering/private-fostering.aspx) | |
| GOVERNANCE | |
| This guidance will be monitored and reviewed by the Southampton City Council Inclusion Services Team on an annual basis, at the end of the summer term. The updated and ratified new version will then be distributed to schools for their use from the start of the autumn term. | |
| SUBSTANTIVE CHANGES 2021 | |
| The document has been transferred onto the new corporate template so looks very different and sections may be in a different order, but changes you should be aware of are listed below: | |
| A pupil fails to return from term-time leave of absence | Reference to [COVID-19](#_Hlk79745853" \s "1,31729,31961,0,, LINK Word.Document.12 \"\\\\\\\\cor) added |
| Arbor and Bromcom | Section updated to reference the new [leavers form](#_Hlk79745980)  required by all schools for children being deleted from their admissions register. |
| [**CME referral form**](#_APPENDIX_1:_NOTIFICATION) – updated | The referral form can now also be accessed via the SCC website. |
| [**COVID-19**](#_COVID-19) further reference added |  |

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### scc294square-A3 (002)Appendix 1: NOTIFICATION OF CHILD MISSING EDUCATION

**This form should be sent to the CME Officer promptly when:**

* **A child of statutory school age goes missing from education.**
* **A child of statutory school age is discovered as having no education provision.**
* **A child of statutory school age is planning to leave your school with no forwarding information.**

**Please include as much information as possible.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privacy Notice** | | | | |
| Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law.   The information provided will be held on file and may also be stored electronically and will be used for the purpose of its involvement in giving support and advice in relation to the child/young person as specified above.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. | | | | |
| **Name of child/ren**  Click here to enter text. | | | **DoB**  Click here to enter a date. | |
| **Name & designation of person with PR** | Click here to enter text. | | **Tel:** | Click here to enter text. |
| **Last known address & telephone number**  Click here to enter text. | | | | |
| **School**  Click here to enter text. | | | **Date of last attendance**  Click here to enter text. | |
| **Area child has moved to (if known)?**  Please include the forwarding address for the family, if you have this information. Click here to enter text. | | | | |
| **Details of known siblings & schools on roll at**  Click here to enter text. | | | | |
| **Known risk factors for child**  Click here to enter text. | | | | |
| **Unless outcomes are recorded for each of the steps below, referrals will not be accepted.** | | | | |
| **Action Taken** | | **Outcome** | | |
| **Contact with parents/guardians by telephone** | | Click here to enter text. | | |
| **Send Truancy Call (if this system is available)** | | Click here to enter text. | | |
| **Telephone any other person with parental responsibility** | | Click here to enter text. | | |
| **Telephone all other emergency contact numbers** | | Click here to enter text. | | |
| **Contact schools known to have siblings on roll** | | Click here to enter text. | | |
| **Enquire of school staff or other pupils** | | Click here to enter text. | | |
| **Enquire of any professionals working with the family** | | Click here to enter text. | | |
| **Letter to be sent to the home address** | | Click here to enter text. | | |
| **HOME VISIT TO BE CARRIED OUT**   * **Please tick the relevant box and include full details in the free text field below.** | | **Property empty i.e. no signs of occupancy.** Please include your rationale for believing this to be the case. | | |
| **Current residents do not know the family** – please ask how long they have been living at the property. | | |
| **Current residents confirm the family have left** i.e. some knowledge of the family you are looking for – please ask if they have an idea of the whereabouts of the family you are looking for and how long they have been living at the property. | | |
| **Neighbour confirms family have left –** please provide details where the neighbour believes the family may have gone to and when. | | |
| **No response to the door, note left, no response to this note** – please confirm date of visit so we know how long has been allowed to respond to the note. | | |
| Click here to enter text. | | | | |
| **Additional comments** | | | | |
| Click here to enter text. | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referred by** | Click here to enter text. |  | Eliza Theobald-Morgan  Children Missing Education Officer  Southampton City Council  Civic Centre  Southampton SO14 7LY  (023) 8083 3666 |
| **Contact tel.** | Click here to enter text. |
| **Date** | Click here to enter text. |
|  | |  | **eliza.theobald-morgan@southampton.gov.uk**  **Sent via AnyComms to ‘Children Missing Education’** |

### Appendix 2: No Show Letter



Please ask for: Eliza Theobald-Morgan

Direct dial: 023 8083 3666

Email: [eliza.theobald-morgan@southampton.gov.uk](mailto:eliza.theobald-morgan@southampton.gov.uk)

Our ref:

Date:

Dear Parent/Guardian

**Pupil Name:**

**DOB:**

**School**:

**School tel. no.**

This letter is being sent to you because your child was expected to join the above named school at the start of term but has failed to do so.

The law requires the local authority to be aware of the education provision of children living within its boundary. I would, therefore, ask you to contact the school as soon as possible to advise them why your child has not attended.

The school telephone number is included above for your convenience and I would like to thank you for your assistance in this matter.

Yours faithfully

**For Eliza Theobald-Morgan**

**Children Missing Education Officer**

### Appendix 3: LEAVERS FORM – TO BE COMPLETED BY PARENT

***Use school letterhead***

**There is a statutory duty placed upon schools to provide the Southampton City Council with information for every child who leaves the school. This form is an important part of this process so please provide as much information as possible. Thank you.**

|  |  |  |
| --- | --- | --- |
| **Name of child** | **DOB** | **Home address** |
|  |  |  |
|  |  |
|  |  |

I confirm that my above named child/ren will be leaving the school and the last day of

attendance will be

The reason for this is:

Our new address will be:

With effect from:

Is this move permanent? YES/NO ***Please delete as appropriate***

A school place has been secured at:

My child will be living with:

If you are leaving the UK please provide the date this will happen

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
| **Print Name** |  | | |
| **Relationship to child** |  | | |
| **Contact mobile number** |  | | |

*By signing this form you understand that the school will discuss your child with a new, or prospective, school to support their integration planning.*

*Information about the Council’s handling of personal data can be found in its privacy policy, available online (*[*http://www.southampton.gov.uk/privacy*](http://www.southampton.gov.uk/privacy)*), or on request*

### Appendix 4: Removal from roll checklist for CME purposes (for school use only)

**Circumstances related to COVID need to be discussed on an individual basis and we are developing a risk assessment template for schools to provide support when making decisions about lawful removal from roll.**

* **The SEND Team should be contacted in all cases when a pupil has an EHCP**
* **Schools should always liaise with the Southampton Virtual School for Looked After Children.**
* **Schools should always forward CP files to a new school following the SCC guidance document listed in Section 26.4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** | **√** |
| Elective Home Education | Signed (appropriate) parental letter has been received. |  | School issued parent with the SCC information leaflet for parents |  |
| Letter and notification has been passed to Assistant Team Manager for Inclusion Services |
| School has offered an appointment to meet with parent to discuss any issues. |  | School have sent acknowledgement letter to parent confirming removal from roll date & uploaded CTF to 7 m’s. School to retain any paper files. |  |
| School to notify any known case holders, **immediately if subject to CP Planning or any Court orders in relation to the child.** |  |
| Change of school within Southampton | Pupil is enrolled at new school.  ***Note:***   * ***If pupil has moved house, is in the Admissions process, but has not joined a new city school, the case should be discussed with Admissions and the pupil should remain on roll. Admissions will subsequently refer as CME, where necessary.*** * ***See shaded section below if child is moving to live with someone else.*** |  | School has a signed leavers letter from parent & new address which has been updated in SIMS (if appropriate). |  |
| School have confirmed enrolment with the new school and recorded the school name and start date in SIMS. |  |
| CTF & records sent to new school. |  |
| Parent advised to contact admissions if pupil is in a phase transfer group. |  |
| School to notify any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| School to contact the Virtual School if pupil is CLA & they have not already advised you about a placement move. |  |
| Change of school outside of the city/county | Pupil is enrolled at new school.  ***See shaded section below if child is moving to live with someone else.*** |  | School has a signed leavers letter from parent with forwarding address which has been updated in SIMS. |  |
| School have confirmed enrolment with the new school and recorded the school name and start date in SIMS. |
| School have confirmation that the move is permanent. |
| CTF & records sent to new school. |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** | **√** |
| Change of school outside of the city/county ….  continued | Pupil is enrolled at new school …. continued  ***See shaded section below if child is moving to live with someone else.*** |  | School to notify any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| Parent advised to contact admissions if pupil is in a transfer group. |  |
| School to contact the Virtual School if pupil is CLA & they have not already advised you about a placement move. |  |
| Pupil has not joined new school but is known to new LA.  ***See shaded section below if child is moving to live with someone else.*** |  | School has a signed leavers letter from parent with forwarding address which has been updated in SIMS. |  |
| School have confirmation from the new LA Admissions Team that an in-year application has been received from a non-Southampton home address. |  |
| Pupil removed from roll with effect from last date of attendance. Be mindful of census |  |
| ‘Destination’ field in SIMS to record new house number and postcode then ‘confirmed with LA’. |  |
| CTF to 7 x’s. |  |
| School to contact the Virtual School if pupil is CLA & they have not already advised you about a placement move. |  |
| Pupil has not joined new school and is not known to new LA.  ***See shaded section below if child is moving to live with someone else.*** |  | School has a signed leavers letter from parent with forwarding address which has been used to update SIMS. |  |
| School have tried to contact parents for clarification. |  |
| School to notify any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| School has liaised with schools with siblings, if applicable. |  |
| School believe move to be permanent & no safeguarding concerns. |  |
| School has visited Soton home address, made enquiries of neighbours where necessary, but still unable to locate pupil. |  |
| School to refer to CME Officer who may request an EWO visit. |  |
| CME Officer to make on onward referral. |  |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** | **√** |
| Change of school outside of the city/county ….  continued | Pupil has not joined new school and is not known to new LA …. continued |  | Pupil may only be removed from roll with effect from a date to be agreed with CME Officer after school and LA intervention |  |
| CTF to 7 x’s. |  |
| ‘Destination’ field in SIMS to say ‘CME referral made to (name) LA’. |  |
| School to contact the Virtual School if pupil is CLA & they have not already advised you about a placement move. |  |
| Move overseas | Family are emigrating. **If safeguarding concerns exist, established referral procedures should be followed.**  This procedure does not apply to extended term-time leave of absence or travel overseas for exceptional reasons or sabbaticals.  **Notes:**   * **If school has reason to believe that the family may not be leaving the city, they should conduct a home visit and request proof of travel from the parent. The child should remain on roll while further investigations are carried out.** * **See shaded section (at the end of this checklist) if child is moving to live with someone else.** |  | School has a signed leavers form or letter from parent with forwarding address. |  |
| School to notify any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| School has followed reporting procedures if any safeguarding concerns. |  |
| School have confirmation that the move is permanent. |  |
| Pupil removed from roll on last day of attendance. |  |
| Ground for removal is ‘distance’. |  |
| ‘Destination’ field in SIMS gives the name of the country (and address where obtained) the family have moved to. |  |
| CTF to 7 m’s |
| Medically unfit to attend school  **In all instances, consult the Inclusion Officer for Pupils with Medical Needs (Section 25)** | Pupil is unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age. |  | School have written evidence from a consultant and GP in respect of medical condition. |  |
| Written confirmation of medical condition has been received from a Consultant and the child’s GP. |  | School have written confirmation from parent and pupil that there is no intention to continue to attend the school after ceasing to be of compulsory school age. |  |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** |  |
| Medically unfit to attend school  continued | Neither pupil nor parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age (Year 11s only). |  | Pupil to be removed from roll. |  |
| CTF to 852 LLLL. |
| School have consulted with any known case holders and/or The Virtual School if CLA prior to removal. |
| Move to an independent school | Pupil is enrolled at new school. |  | School has a signed leavers letter from parent with forwarding address which has been updated in SIMS, where appropriate. |  |
| School have confirmed enrolment with the new school and recorded the school name and start date in SIMS. |  |
| Pupil removed from roll and CTF sent to 7 M’s if new school cannot process CTFs. |  |
| Parent advised to contact admissions if pupil is in a transfer group. |  |
| School to notify any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| Permanent exclusion | 15 days have elapsed since governors’ upheld permanent exclusion and no application has been made for an independent review panel. |  | School has notified the LA Exclusions Officer of the permanent exclusion in writing. |  |
| Parents have stated in writing, within 15 school days, that they will not be applying for an independent review panel. |  | School to notify the LA Exclusions Officer and any known case holders, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| An Independent review panel has met and has upheld the decision. |  | CTF sent to The Compass or receiving school. |  |
| Dual registration | Removal has been agreed by dual registered school where pupil will remain on roll.  **Notes:**   * **Does not apply to GRT when travelling or permanent exclusions.** * **Does apply to managed moves or time specific respite places.** |  | School has written consent from the other school the pupil is enrolled at to de-register. |  |
|  | | | | |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** | **√** |
| Custodial sentence | Sentence is a result of a Final Order.  Pupil has been sentenced for not less than 4 months.  School has no reasonable grounds to believe that the pupil will return to the school at the end of the sentence |  | School have written confirmation from the Youth Offending Service regarding the sentence who agree to removal from roll. |  |
| Parents are involved in and aware of the decision to remove from roll. |  |
| Pupil removed from roll. CTF to 7 M’s |  |
| School are satisfied that they have no role to play in examination planning for year 11 pupils. |  |
| School have consulted with any known case holders and/or The Virtual School if CLA. |  |
| Absent for 20 school days | Absence is for not less than 20 schools days. |  | School has tried to contact parents/guardians by telephone and/or e-mail (copies will be requested). |  |
| School has tried to contact any other person named on the Pupil Registration Form with parental responsibility. |  |
| AND absence was all unauthorised. |  | School has tried to reach all other emergency contacts. |  |
| School has contacted other schools known to have siblings on roll. |  |
| AND there are no grounds to believe the pupil cannot attend due to sickness or an unavoidable cause. |  | Enquiries made of school staff or other pupils/parents. |  |
| Enquires made of any professionals working with the family, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| School have sent letter to the home address (copy may be requested). |  |
| AND the school and the LA have failed to ascertain where the pupil is.  **Note: Removal from roll must be discussed and agreed with CME Officer prior to removal** |  | School have visited the home address and failed to locate the pupil. |  |
| School to make a CME referral. CME Officer may then request a joint EWO home visit. |  |
| Removal from roll discussed and agreed with CME Officer. |  |
| CTF to 7 x’s. |  |
| School have consulted with The Virtual School if LAC or SEND if child has an EHCP. |  |
|  | | | | |
| **Reason** | **Conditions to be met for removal** | **√** | **School checklist** | **√** |
| Failed to return from extended leave of absence | Leave of absence was granted in excess of 10 school days. |  | Please liaise closely with the EWO and/or CME Officer prior to removal from roll.  Some schools use questionnaires that are completed with parents when leave requests are made. The information collected informs the school decision making process and ensures that all parties are clear on expectations and consequences.  The Attendance Officer Network Meetings led by the EWS have reviewed these documents so please ask your EWO if you would like copies of the templates which you could customise for your own school. | |
| AND the pupil has failed to attend the school within the 10 school days immediately following expiry of the period for which the leave was granted |  |
| 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 unavoidable cause |  |
| AND the school and the LA have failed to ascertain where the pupil is. |  |
| GRT absences for trade or business reasons | The family are not ‘travelling’ for trade or business reasons.  You are not the base school for GRT pupils.  The pupil has been absent from school for not less than 20 school days.  AND the absence has been unauthorised.  AND there are no grounds to believe the pupil cannot attend due to sickness or an unavoidable cause.  AND the school and the LA have failed to ascertain where the pupil is. |  | Attendance records indicate that you are NOT the base school for a GRT pupil. |  |
| School has either been given no explanation for absence, or been given a reason that is not a trade or business reasons. |  |
| Efforts have been made to contact parents to ascertain the whereabouts of the pupil and a return date. |  |
| Parents have been contacted but cannot give a return date. |  |
| Parents have been contacted and cannot give a current location so an onwards referral can be made. |  |
| Enquires made of any professionals working with the family, immediately if subject to CP Planning or any Court orders in relation to the child. |  |
| LA has visited the home address. |  |
| Child is moving to reside with someone other than their current resident parent. | Additional measures to be taken to those outlined above. |  | School has a signed *leavers letter* from parent with forwarding address **and contact information for person(s) who will have the care of the child.**  School has followed reporting procedures if any safeguarding concerns.  School have considered whether a private fostering referral is needed.  School have confirmation from the future resident parent/guardian(s) that they will be caring for the child.  School have confirmation from the current resident parent and new parent/guardian(s) that the move is permanent.  School have proof of travel, if considered appropriate. |  |

### Appendix 5: Grounds for removal lookups in SIMS

**Operational guidance for Children Missing Education (CME) casework**

* **Schools should follow the advice in the CME Guidance for Schools (available on Young Southampton https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx)**
* **We would not expect the shaded categories to be used without local authority advice/intervention/permission**

|  |  |  |
| --- | --- | --- |
| **GROUNDS FOR REMOVAL LOOKUPS IN SIMS** | **FULL REGULATION** | **USAGE/ADDITIONAL INFORMATION/CLARITY** |
| Change in School Attendance Order | **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. | If you had a child enrolled who was subject to a School Attendance Order you would be provided with a copy and contacted should any changes be instigated by the LA. |
| Registered at another school | **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. | If you have confirmed that a child has walked through the door of a new school and obtained the forwarding home address (where applicable) this ground may be used. |
| Was dual registered, going to single registration at other school | **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. | Dual registered pupils cannot be removed from roll without the permission of the other provider.  Please remember to change the registration status in SIMS in such cases. |
| Education other than at school | **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. | This category refers to **elective home education**. If you have received an appropriate parental deregistration letter, followed the SCC EHE Protocol & sent a Notification Form to the LA, this ground may be used. |
| **GROUNDS FOR REMOVAL LOOKUPS IN SIMS** | **FULL REGULATION** | **USAGE/ADDITIONAL INFORMATION/CLARITY** |
| Distance | **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. | This applies to children who have generally moved outside of the city or country and the school has:   * The forwarding address. * Confirmed with the forwarding LA that they have received an application so are aware of the child. * Liaised with the CME Officer who has made an onward CME referral to the new LA. * No safeguarding concerns.   It does not apply to poor attenders who should be followed up via existing absences procedures and referrals to Education Welfare. |
| Failure to attend within 10 days after an exceptional leave of absence | **8(1)(f)** - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —   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. 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 3. the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. | Instances of schools granting extended leave of absence are rare but should this happen and the pupil fails to return on the agreed date, all efforts should be made to contact parents. If this fails the CME Officer must be consulted. |
| Health | 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. | ‘The school medical officer’ would translate to medical evidence at consultant level. |
| **GROUNDS FOR REMOVAL LOOKUPS IN SIMS** | **FULL REGULATION** | **USAGE/ADDITIONAL INFORMATION/CLARITY** |
| Unauthorised absence of 20 days or more | 8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —   1. at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); 2. 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 3. (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. | This ground should not be used unless:   * School has followed the advice contained in the CME Guidance for Schools document. * The child or their parent(s) are not sick and there is no ‘unavoidable cause’. * The child is an open CME case. * Removal is agreed as lawful with the CME Officer. |
| Detained | **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. | This relates to children who have been sentenced and we would not expect this ground to be used without liaison with the Youth Offending Service and all agencies working with the child and discussion with parents. |
| Deceased | 8(1)(j) - that the pupil has died. |  |
| Not of compulsory school age | 89(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. | Year 11 leavers – always the last Friday in June. |
| Left school | **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. | Applies to independent schools only. |
| **GROUNDS FOR REMOVAL LOOKUPS IN SIMS** | **FULL REGULATION** | **USAGE/ADDITIONAL INFORMATION/CLARITY** |
| Permanent exclusion | **8(1)(m)** - that he has been permanently excluded from the school. | This code should not be used for removal from roll until the permanent exclusion is confirmed, which is on the school day either:   * After the appeal committee’s confirmation of permanent exclusion. * On expiry of the time allowed for appeals to be made * After the parent confirms in writing that they do not want to appeal; or * If the pupil takes up a place elsewhere. |
| Completed nursery education | **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. | This will only apply to schools with a maintained nursery when children are added to SIMS and do not subsequently join Year R. |
| Financial | **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. | We have no boarding schools in the city so not applicable to us. |

### Appendix 6: Recording the destination of school leavers in SIMS

The following screenshots are actual examples of how schools have recorded the forwarding address and school in the **‘Destination After Leaving’** field in SIMS. **Failing to provide this information in an appropriate format would suggest that schools do not have a sufficient audit trail for deregistration and therefore the pupil should remain on your roll.**

As a general rule, information should be recorded in the format: House number & postcode, DfE number of confirmed new provision. There may be instances where the forwarding school cannot be recorded and the screenshots below give perfect examples of what should be recorded in this case.

|  |
| --- |
| **PERFECT EXAMPLES**  **No further action required from school or CME Officer.** |
|  |
|  |
| **Some scenarios are not related to house moves and changes of school through the normal route and this entry below is an example of good practice.** |
|  |
| **UNACCEPTABLE EXAMPLES**  ***Both records should have the house number and postcode of new address recorded along with the school DfE number of the confirmed new provision, or, an indication that there has been contact with the forwarding LA Admissions Team.*** |
|  |
|  |

The table below should also assist schools in completing this field correctly:

|  |  |  |
| --- | --- | --- |
| **Instance** | **‘Destination After Leaving’ field** | **Example** |
| A pupil has gone to a new school, but their address hasn’t changed | House number and postcode (of current address) and DfE number of confirmed new provision | **1, SO15 1AB, 852 1234** |
| A pupil has moved to a new area, the new local authority has received an application but the pupil has not started at a new school | House number, postcode and ‘Confirmed with (LA number) | **1, SO15 1AB, Confirmed with 852** |
| A pupil has moved to a new area, the local authority have not received an application | You should always contact the CME Officer, who can refer to the CME Officer in the new area. When it has been agreed the child can come off roll, the format should be:  House number, postcode and ‘CME referral made to (LA number) | **1, SO15 1AB, CME referral made to 852** |

Schools sometimes choose to input forwarding school in the ‘**Destination Institution**’field. If you do this, please be reminded you must still **always** complete the ‘**Destination After Leaving**’ field in the way that is outlined above, to update our system and notify us, as the local authority, where your pupil(s) have gone (as per the Regulations).

### Appendix 7 - Frequently asked questions

**Cities**

Please do not enter the name of a city as a destination unless it is a unitary authority in its own right. This is because ‘London’ is made up of 33 different local authorities. Greater ‘Manchester’ is made up of 10 local authorities. Obtaining the forwarding address will enable schools to identify specifically which local authority now has responsibility for the pupil. Once you have the address gov.uk is helpful in identifying the forwarding local authority. <https://www.gov.uk/find-local-council>

**What if the pupil has not changed address?**

If a pupil is leaving but their address is not changing, this should be stated clearly in the destination field on SIMS by recording ‘no address change’.

**What if the new local authority has received an application but the child does not have a school?**

A family may have left the city but the new local authority has not as yet offered a school place. Schools must contact the forwarding local authority to confirm that the pupil is known to them and an application has been received. In the destination field in SIMS schools should then record the new house number and postcode and ‘confirmed with forwarding LA’.

**What if the new local authority has not received an application?**

Without confirmation that the child is known to the new local authority a pupil should **not** be removed from your roll. Contact should be made with the CME Officer, who will be able to make a referral to ensure the new authority are aware that the child is residing within their area, seemingly without education. Removal from roll in Southampton can then be discussed and agreed. See [Appendix 4: Removal from roll checklist for CME purposes (for school use only)](#_Appendix_4:_Removal) for more guidance around this.

**What if parents refuse to provide a forwarding address?**

Do not remove the pupil from roll and contact the CME Officer on 023 8083 3666.

**Do leavers letters have to be sent to the CME Officer?**

No, the information should be recorded in SIMS and the document retained by the school as an evidential record.

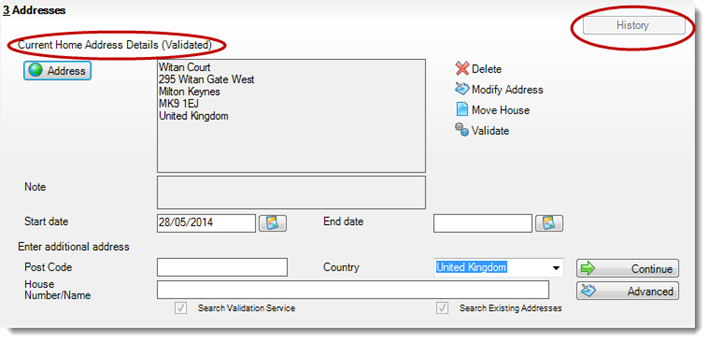
### Appendix 8: Recording Student and Carer Addresses in SIMS

Children’s Services & Learning  
ICT Strategy Team

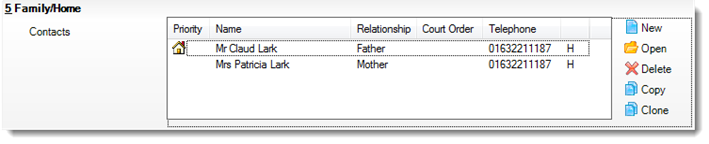
**Student and Carer Addresses – Leavers (in SIMS)**

**Future addresses can be recorded in SIMS.**

The current home address – where the student is living - is recorded in panel 3 **Addresses**; previous addresses are recorded in **History**.

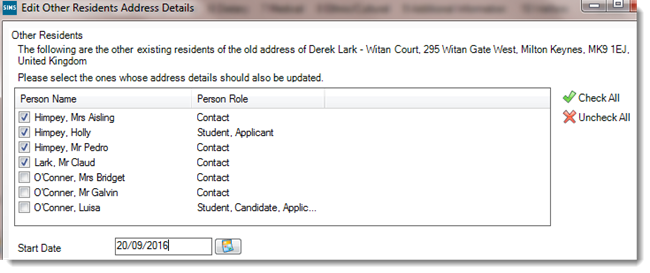


The student contacts are recorded in panel 5 **Family/Home**. In this example the parent/carer living at the same home address as the student is identified with a house icon.

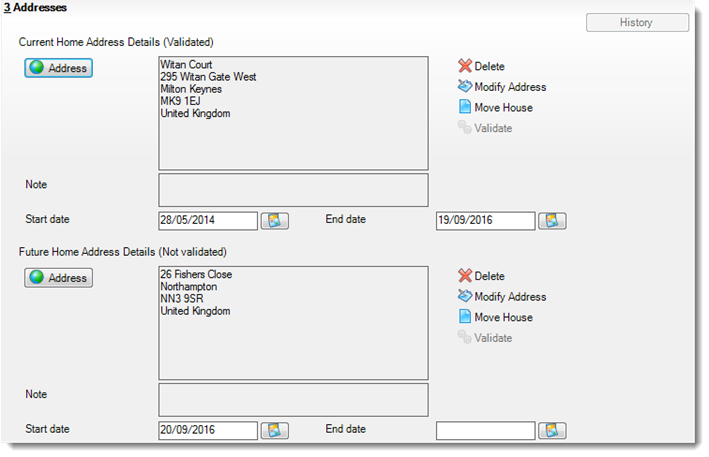


**SCENARIO 1: Student moving to a new address with current parent/carer, in the future**.

* In panel 3 **Addresses** click **Move House**. A pop-up will request confirmation that you wish to move this person to a new address, click **OK**.
* Add the new address details (partial or full) and click **Continue**; if listed select the correct address from the list and click **Open**.
* A pop-up will request confirmation that you wish to synchronise the start date for the new address with the end date for the current address, click **Yes**.

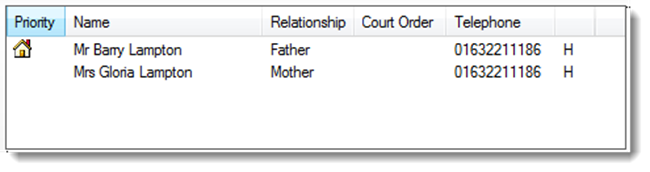


* A new window will list all contacts and students living at the same original address; un-tick any that, are NOT moving to the new address; leave the tick in place for contacts and other students who will be moving to the new address.
* Add the future **Start Date** – when the student is expected to move to this new address.

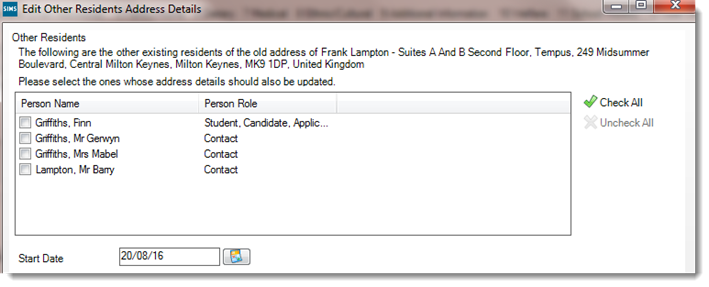


* In panel 3 **Addresses** the current home address with start and end dates; also the future home address is displayed with the future start date – which can be modified should the plans change.

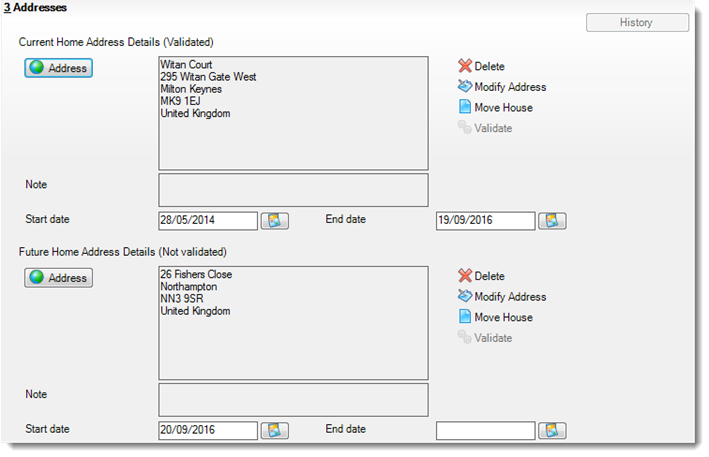
**SCENARIO 2: Student moving to a new address to live with the other parent/carer already recorded in SIMS, in the future***, e.g. student moving to a new school and home address to live with Gloria Lampton.*

****

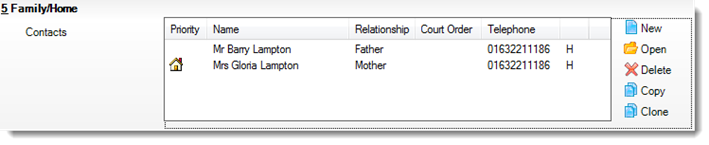
* In panel 3 **Addresses** click **Move House**. A pop-up will request confirmation that you wish to move this person to a new address, click **OK**.
* Add the new address details (partial or full) and click **Continue**; if listed select the correct address from the list and click **Open**.
* A pop-up will request confirmation that you wish to synchronise the start date for the new address with the end date for the current address, click **Yes**.
* A new window will list all contacts and students living at the same original address; un-tick any that, are NOT moving to the new address; leave the tick in place for contacts and other students who will be moving to the new address.



* Add the future **Start Date** – when the student is expected to move to this new address.
* In panel 3 Addresses the current home address with start and end dates is listed; also the future home address is displayed with the future start date – which can be modified should the plans change.

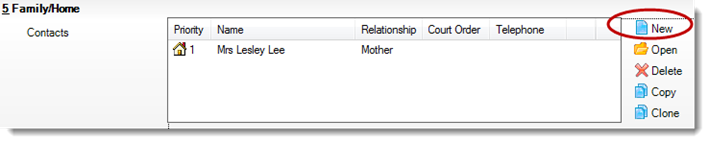


* In panel 5 **Family/Home** the house icon will be displayed next to the other contact once the start date is reached as this is the student’s new home address at the same address as this contact.

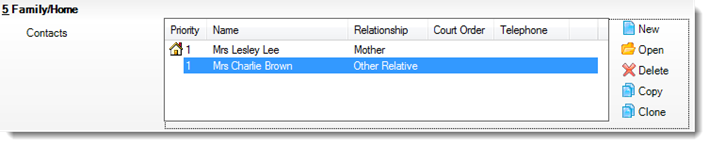
****

**SCENARIO 3: Student moving to a new address to live with a new parent/carer, not already recorded in SMS, in the future**, i.e. the new carer’s details will need to be added to SIMS.

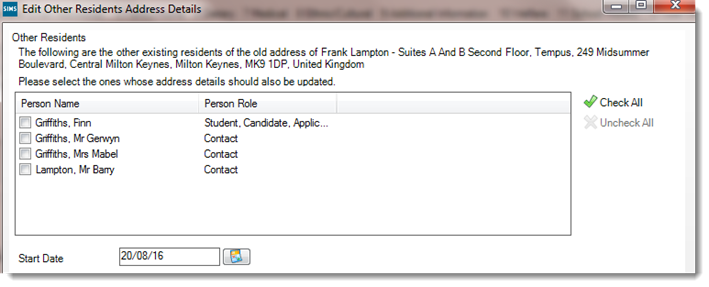
* In panel 5 **Family/Home** click **New**; add the name and click **Continue** – if the contact exists in SIMS select from the list otherwise add in their details including home address.



* Click **Save** to save the contact’s details.



* Click **Save** on the student’s record.
* In panel 3 **Addresses** click **Move House**. A pop-up will request confirmation that you wish to move this person to a new address, click **OK**.
* Add the new address details (partial or full) and click **Continue**; if listed select the correct address from the list and click **Open**.
* A pop-up will request confirmation that you wish to synchronise the start date for the new address with the end date for the current address, click **Yes**.
* A new window will list all contacts and students living at the same original address; un-tick any that, are NOT moving to the new address; leave the tick in place for contacts and other students who will be moving to the new address.



* Add the future **Start Date** – when the student is expected to move to this new address.
* In panel 3 Addresses the current home address with start and end dates is listed; also the future home address is displayed with the future start date – which can be modified should the plans change.
* In panel 5 **Family/Home** the house icon will be displayed next to the other contact once the start date is reached as this is the student’s new home address at the same address as this contact.

### Appendix 9: Education Welfare Service Referral Process

**For all urgent & significant safeguarding referrals, go straight to the Multi Agency Safeguarding Website**

[**https://www.southampton.  
gov.uk/health-social-care/children/child-social-care/multi-agency-safeguarding-hub.aspx**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help.aspx)

Concerns about a pupil’s **unauthorised** absence and reasons given

Exhaust “in-school” immediate options and strategies (need to be recorded with minutes for evidence showing steps and actions to address problem). Should be undertaken by internal resource, e.g. Attendance Officer or by EWO (if directly purchased by school/academy).

***An Early Help Assessment or Plan can be completed at this stage****.*

**Step-Up & Step-Down:**

**Step-Up & Step-Down:**

Complete an online referral form, please visit:  
[**https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help.aspx**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help.aspx)

**If you want to find out more about the Early Help Hub including information about Parenting Courses please call 023 8083 3311.**

**To make a referral please visit the Southampton.gov.uk website:** [**https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help.aspx**](https://www.southampton.gov.uk/health-social-care/children/child-social-care/early-help.aspx)

**This could include a referral to the Early Help Hub, Targeted & Restorative or Inclusion Services**

**Reviewed: August 2021**

**Date drafted: August 2020**

Raise case at 6-weekly Attendance Audit (consult with EWO if Academy) or before if attendance < 90% and/or other concerns

School complete Education Welfare Service referral form and ensure checklist of strategies is complete and discuss/agree with school link EWO – send securely via ANYCOMMS

EWO receives agreed referral form; visits family and completes initial investigation, outlines clear expectations and consequences for parent(s) if improved attendance is not secured

EWO/CME Officer advises and agrees actions for the school or triggers referral: see 2 or 3

School begins “working out” issues affecting attendance with parent & child

EWO intervention in conjunction with other professionals and school to support improved attendance

Initial investigation review with parent/carer/young person, to review actions and evidence- statutory sanctions; referral to MASH; or other intervention

Fast Track process to commence where appropriate

Legal consultation – Magistrates/Family proceedings Court

Determine level of need using ‘Continuum of Need/Support’ Document to assist

School to begin “working out” on Early Help Assessment with parent & child

School to contact link EWO after following guidance/advice. EWO may advise contacting CME Officer.

**Universal Level Activity**

**Persistent and/or significant absence & other concerns incl. safeguarding**

**Emerging issues predominantly attendance only**

**Brief enquiry/very early identification of attendance issues**

Consider pathway depending on level and persistence of absences, single or multiple issues, other concerns, e.g. safeguarding