



"United we, Empower, Nurture and Challenge."

"Wrth uno mae'n ein arfogi i feithrin a herio."

Blackwood Primary School Ysgol Gynradd Coed Duon

Policy and Guidance to Prevent Children and Young People from Missing Education

*Polisi ac Arweiniad i Atal Plant a
Phobl Ifanc rhag Colli Addysg*



SCHEDULE FOR DEVELOPMENT, MONITORING & REVIEW

Policy Reviewed & Adopted	
This policy is due to be reviewed:	
Ratified by Governors (sign):	
Headteacher's Signature:	

Mission Statement

***“United we Empower, Nurture, Challenge”
Wrth uno mae’n ein argofi i feithrin a herio***

Empower

We empower our community to take ownership of their learning and pursue their aspirations.

Nurture

We nurture by fostering an inclusive environment that values empathy and resilience.

Challenge

We challenge individuals to set high standards, encouraging motivation and critical thinking for continuous improvement as lifelong learners.



This policy aims to give all members of the school community clear guidance about the rationale, principles, strategies and expectations for children missing in education (not currently attending an educational establishment) at Blackwood Primary School. This is a LA adopted policy.

1. The Policy Context

Children and young people not receiving a suitable education are at increased risk of a range of negative outcomes that could have long term damaging consequences for their life chances. If a child or young person is receiving an education, not only do they have the opportunity to fulfil their potential, they are also in an environment that enables local agencies to safeguard and promote their well being. Therefore, If a child goes missing from education they could be at risk of significant harm.

1.1 National Context

From September 2009 Local Authorities (LAs) in Wales have been placed under a duty (Section 436A of the Education & Inspections Act 2006) to make arrangements to enable them to establish the identities of children in their area who are not registered at a school and are not receiving a suitable education.

The purpose of the duty is to make sure that children missing from education (CME) are identified quickly and that effective monitoring systems are put in place to ensure that the child/young person gains access to the most appropriate provision as quickly as possible.

1.2 Local Context

The duty applies to children of compulsory school age (5-16 years), resident within the borough of Caerphilly, who are neither registered on a school roll, receiving a suitable alternative education or have not been in Local Authority (LA) provision for a substantial period of time.

The duty does not apply to children and young people who are registered on a school role but are not attending regularly. In such cases a child or young person should be subject to intervention through existing attendance strategies and Education Welfare Service (EWS) procedures. **Appendix 1** provides information on stages of the referral processes; further information can be found in the LA Attendance Policy and Guidance.

The policy supports the aims and objectives identified in the CCBC Community Strategy, the Single Education Plan the Inclusion Strategy and Learning Education and Inclusion (LEI) Improvement Plan and should be read in conjunction with the Welsh Government's Statutory Guidance to help prevent children and young people from missing education (circular 006/2010), via the following link.

<http://new.wales.gov.uk/topics/educationandskills/publications/guidance/missingeducation/?lang=en>



The LA is committed to developing policies and guidance documents to support schools and education otherwise than at school provision (EOTAS), in order to improve educational standards and attainment.

Aims

The aim of the information in **Appendix 2** is to offer guidance to schools and stakeholder agencies about the protocols and processes to be followed, in order to:

- Ensure that all children and young people have access to appropriate education; · Identify, maintain contact and re-engage children living within the borough who are deemed missing education, or are at risk of missing education;
- Track children that move out of the borough until such a time as they have an identified destination;
- Safeguard and promote the well-being of children and young people.

Principles

The LA is committed to ensuring that all children and young people have access to appropriate education, regardless of ethnic origin, sex, marital status, sexual orientation, disability, gender reassignment, religious beliefs or non-belief, language, nationality, responsibility for any dependents or any other reason which cannot be shown to be justified.

The LA is also committed to the fundamental principle, that early intervention strategies and partnership working are crucial in ensuring the protection and well being of all children and young people.

Process and implementation

The Children Act 2004 and Welsh Government's Safeguarding Children Working Together under the Children Act 2004 guidance, places a duty on all agencies to work together to promote the welfare of children and to share information. As a result there is an expectation on all agencies that they will subscribe to the protocol and procedures relating to CME, in order to ensure children are registered on a school roll or in receipt of suitable education.

Links to Other Strategies

The CME guidance links closely with the following:

- Welsh Government's Statutory Guidance to help prevent children and young people from missing education (circular 006/2010)
- Special Educational Needs (SEN) policy
- The Children and Young People's plan
- Caerphilly Safeguarding Children Board Business Plan 2012-2013
- Inclusion and Pupil Support document, National Assembly for Wales Circular No: 47/2006 · All Wales Missing Children Protocol.

Documents referred to throughout this document can be accessed via web links as listed in **Appendix 3**. Additional related information and guidance relating to CME, can be located on the Welsh Government web site, <http://wales.gov.uk>

Electronic versions of the forms as indicated in **Appendices 4-11**, can be accessed via the CME document located on CCBC website.

Partnership

A key factor in the successful implementation of strategies to help prevent children and young people



from missing education is the need to work closely with colleagues across the local authority area, e.g. Caerphilly Safeguarding Children Board, Children and Young People's Partnership, Local Service Boards and external partners whose work contributes to improving outcomes for children and young people.

Listening to Learners

The Children and Young People's plan, considers and implements the 7 core aims and endorses that learners are listened to and treated with respect and are offered a comprehensive range of education and learning opportunities.

Where appropriate, children and young people should be encouraged to participate in decision making processes relating to learning opportunities being made available to them and feel confident their views will be listened to and valued.

Monitoring, Evaluation and Review

The LA accepts its responsibility to locate, assess, monitor and track children missing from education in order for them to reach their true potential and is committed to providing an education of the highest quality for all children and young people. This will be achieved by:

- Ensuring that all children and young people residing within the borough are registered on a school roll
- Monitoring attendance, in particular that of persistent absentees
- Prompt follow up in cases referred to the Education Welfare Service
- Rigorous monitoring of vulnerable groups of pupils, particularly those who have been excluded from school
- Support to schools to ensure that they meet their statutory responsibilities by using the Electronic school data Common Transfer System (CTF) and School to School data Transfer (s2s) website, when a pupil joins or leaves a school.
- Work with partners to raise awareness about how to inform the LA about children and young people deemed missing from education, in order to ensure that agencies employ this route consistently and whenever necessary.
- Annual review of policies and procedures to reflect amendments in legislation and Government priorities.

Appendices

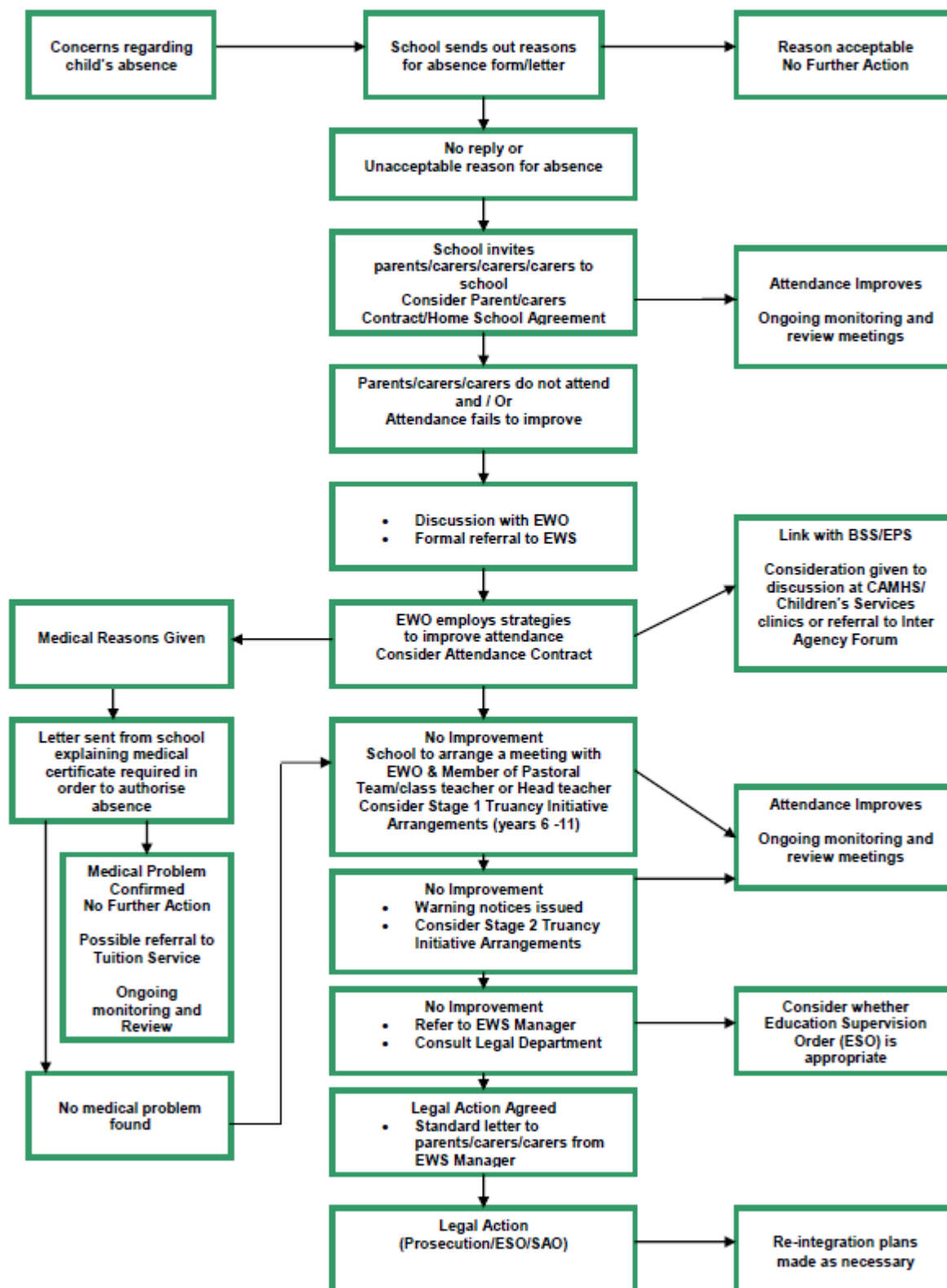
1	EWS responding to non-attendance procedures
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2	Practice guidance
3	Document links
4	EWS referral forms
5	CME checklist – Schools
6	Admissions transfer form
7	Leaving school form for parents
8	CME missing from education checklist – EWS
9	Movement of children/young person notification
10	Notification to the LA of a child or young person missing education
11	Deletions from the school register – reference table



Appendix 1: Responding to Non-Attendance



Practice Guidance for Schools

There is a wide variety of reasons why children and young people fail to engage with education or go missing; each presenting varying degrees of risk, which could include those, who:

- Have not entered the education system because they failed to start appropriate provision at the beginning of compulsory school age;
- Fail to complete transition between key stages;
- Cease to attend school due to disputes, parental dissatisfaction, unofficial exclusion or removal from the school roll;
- Move into a local-authority area and did not register with a local school, or inform the local authority they have moved. Depending on their circumstances some parents may not see re enrolment at school as a matter of urgency even if previously their children had been good attendees at school. Indeed if their children are nearing school leaving age the family may not see the relevance of returning them to education;
- Have been withdrawn by their parents who elect to home educate (EHE) and both parents and school fail to inform the local authority;
- Do not wish to be found for a variety of reasons, e.g. are fleeing domestic violence or are involved in a witness protection programme;
- Have been offered alternative provision but who do not access this provision; · Are excluded or withdrawn from independent school;
- Enter the country and do not register with a school.

Vulnerable Groups

There are a number of risk factors that may hinder or prevent the engagement and tracking of certain vulnerable groups. Some children and young people have complex needs due to difficult family dynamics, social or lifestyle factors and may have experienced certain life events that make them more at risk of going missing from education and who face tougher obstacles to re-engage. This list is not exhaustive, but could include children and young people, who could be or are/have been:

- Involved with the criminal justice system;
- In a refuge;
- Been bullied;
- Long term medical or emotional problems;
- Looked after by the LA privately fostered or who are missing from care;
- From Gypsy, Traveller or Roma background;
- Young carers;
- Affected by their own or their parents substance misuse;
- Been withdrawn by their parents to be electively home educated, but are not receiving a suitable education;
- From transient families;
- Taken on extended holidays or heritage visits by their families;
- Young parents or pregnant young mothers;
- Permanently excluded from school;
- Migrant children whether in families seeking asylum or economic migrants; · At risk of forced marriage, honour-based violence, sexual exploitation, including those who have been trafficked to, or within the UK;
- From families who are involved in fraud, social difficulties, crime and anti-social behaviour.



These children and young people will be some of the most vulnerable in the LA and it is vital therefore that services work together to identify and re-engage these children and young people with appropriate education provision as quickly as possible.

Young People with a statement of Special Educational Needs (SEN), apart from the risk of going missing from education are also in danger of becoming NEET (Not in Education, Employment or Training). The LA and its partner organisations have developed a strategy to reduce NEETs through targeted support, appropriate curriculum choice and Keeping in Touch (KIT) procedures.

The LA may not necessarily have all the information relating to all the children or young people about whom there is concern. It will often be the case that another agency is aware of the arrival or existence of a child or young person, living in the LA area but not in education, before education service becomes aware of them.

In order to prevent children and young people becoming missing from education, or to find and re-engage them if they have gone missing, it is essential that a wide variety of agencies acknowledge a safeguarding responsibility in this area. Finding missing children and young people is much more effective when agencies work together.

This policy and guidance identifies the practical steps to be taken by all stakeholder agencies as to how and where to refer any concerns that they may have about the provision (or lack of it) being offered to, or accessed by, any statutory school age pupil but does not replace any of the Authority's Child Protection Procedures.

Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns, including when children go missing from home or care, are to be observed at all times. Referrals should be made to Children Services on the relevant

Multi agency referral form (MARF). The form and referrer's assessment record that should accompany the referral can be found on Caerphilly Safeguarding Children Board website, via the below link.

http://www.caerphilly.gov.uk/cscb/word/referral_form.doc

http://www.caerphilly.gov.uk/cscb/pdfs/Integrated_children_system_referrers_assessment_record.pdf

Local Responsibilities

Schools

Schools have a vital role to play when children and young people go missing from the education system. Head teachers/school attendance officers/clerks must take immediate action in order to attempt to identify the whereabouts of a child or young person by utilising existing contact information for the family, siblings or extended family. If initial enquiries fail to establish the whereabouts of the child or young person a referral must be made to the EWS who will undertake further enquiries. Referral forms attached as **Appendix 4** can be found within the schools SIMS attendance module.

Children and young people missing education is a safeguarding issue. To ensure that schools put in place effective systems for monitoring CME, the designated child protection co-ordinator (CP designate) should be made aware of any child or young person deemed missing and in any case when absence becomes erratic, as this may indicate risk or concerns. The CP designate should be responsible for ensuring that the procedures for making the authority aware of concerns have been followed. **Appendix 5** contains a checklist for schools, outlining actions that they need to undertake.



For most families, moves and changes of school are planned events and information could be gathered regarding the proposed move or school transfer. It may be helpful in tracking children and young people and save time later, parents who transfer their children into a school in this Authority must complete the School Transfer Form as in **Appendix 6**.

Schools may find it helpful to include this form in their attendance policy and their admission pack for parents, make it available via their website, refer to it in the home-school agreement as well as reminding parents in school newsletters. **Appendix 7** contains an example of a leaving school notification form.

Electronic school data

Common Transfer System (CTF) and School to school data Transfer (s2s) To minimise the chances of pupils falling into the category of being missing from education, currently, in Wales, there is a requirement under the Education (Pupil Information) Wales Regulations 2004 and the Education (School Records) Regulations 1989 for schools to maintain data on pupils who are on their roll and to pass that data to the receiving school when a child leaves.

All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) to transfer specific information electronically, via School to school data transfer (s2s), when a pupil joins or leaves a school. In all instances a CTF must accompany a child or young person to the new school or if their destination is unknown or they have moved outside of the maintained sector their CTF must be sent to the Lost Pupil Database (LPD)

Schools and relevant LA staff must follow these procedures when pupils leave schools with both known and unknown destinations and when pupils turn up at new schools when not expected. No pupil is to be admitted into a school without authorisation from the Schools Admission Team

Pupils who leave a school with a known destination within CTF scope

- If a school knows which school a pupil is moving to it must ensure that a CTF is sent to the receiving school via s2s, as quickly as possible; within fifteen school days of the pupil ceasing to be registered at the previous school. Similarly, if the head teacher of the previous school receives a request from the head teacher of the receiving school where the pupil is newly registered, the information must be sent within fifteen school days of receiving the request.
- The school must telephone the receiving school to check the child has arrived there. · If the destination school accepts the CTF, no further action is needed. If they reject the file, check the file was sent to the correct school, and contact that school to ask why they rejected the file. If it transpires that the pupil has failed to arrive or the destination school is now unknown, follow the procedure below.
- If the CTF had been sent to the wrong school, send a new CTF to the correct school via s2s.
- The school must take the pupil off-roll in SIMS from the appropriate date, and must also enter the correct reason for leaving. The actual destination and school name should also be recorded.

Pupils who leave a school with a known destination outside CTF scope

- When a Caerphilly pupil leaves a school and it is confirmed as being in the independent sector, electively home educated or at a destination incapable of receiving a CTF then the



school should place on the s2s website with the code MMMMMMM as the destination code.

- The school must take the pupil off-roll in SIMS from the appropriate date and should also enter the appropriate reason for leaving.

Pupils who leave a school with an unknown destination

- When a child leaves school without notice being given by the parent or without the information which new school the child is to attend, the head teacher or school attendance officer should make relevant enquires. If they are unable to establish the whereabouts of the child or young person, they should then promptly notify the EWS. If the child is on the Child Protection Register, or should the school have particular child protection concerns about the child or young person, the school should immediately notify Children's Services, Contact and Referral Team.
- The EWS will make reasonable efforts to identify the child or young person's current whereabouts/destination, which will include completion of checks with the LAs admissions department and as detailed in **Appendix 8**, the EWS children missing education checklist.
- After four weeks should such efforts prove unsuccessful then the school in consultation with the LA, should remove the child or young person's name from its roll and create a lost pupil CTF with XXXXXXX as the destination code. This CTF should be immediately uploaded onto the s2s secure site where it will be held in the lost pupils' database.
- Schools should not record pupil movements as 'moved house' or 'gone out of area' as the reason for leaving on SIMS. If the destination is unknown it should be recorded as 'unknown' and confirmation recorded that 'admissions department & the EWS have been notified'. **Under no circumstances should this field be left blank** as this will help to ensure more efficient central tracking of pupil movement
- It is important to note that any CTF sent to the lost pupil area of the s2s site can contain details of only one pupil.
- If the pupil has a statement of special educational needs, (SEN), the school should inform their LA, statutory team link.
- If a school has previously sent a CTF to the lost pupil area of the s2s site and is then contacted by a school where the pupil has subsequently registered, they should inform the new school to request that their LA download the original CTF from the lost pupil area of the s2s site. They should not create a new CTF and send it to the new school.

Pupils who turn up at a school unexpectedly, with no CTF

- If it is possible to determine a previous school, contact must be made with that school to locate records and request a CTF. The previous school should be asked if they had put the pupil on s2s as lost and if this should be the case, the CTF would need to be obtained via the admissions team.
- When a pupil joins a Caerphilly school without that school receiving a CTF from the child's previous school and it is not possible to determine a previous school, then the receiving school should contact the admissions department, to request that a search is made of the lost pupils area for a matching record using names or former names, date of birth etc. If the search is successful, they will forward a CTF to the new school and remove the pupil from the s2s lost pupils system.
- If no CTF can be located, the school should then allocate a new Unique Pupil Number (UPN) on SIMS and create a new pupil record.
- If a previous school is later determined a newly assigned UPN would need to be replaced by



the original UPN, if one exists.

The Local Authority recognises that these procedures will only function effectively if **ALL** Caerphilly schools are committed to adhering to the principle that whenever a pupil joins or leaves a school then a CTF must accompany him/her.

The LA will therefore ensure that the admissions team and the EWS properly support all Caerphilly schools, in order to meet these responsibilities.

For any other scenarios relating to s2s and the 'lost pupils' database not covered here, there is a detailed FAQ's section on the Welsh Government website that may be useful.

<http://wales.gov.uk/topics/educationandskills/schoolhome/schooldata/ims/dataexchange/school2schoolcommon/?lang=en>

Further guidance on the use of the Common Transfer System can be found in the Welsh Assembly Government's guidance circular 18/2006 on Educational Records, School Reports and the Common Transfer System.

<http://new.wales.gov.uk/publications/circular/circulars2006/1552927/?lang=en>

Transition Planning

From September 2007, secondary schools in Wales and their cluster primary schools have been required, jointly, to draw up a transition plan, setting out arrangements to provide continuity and progression for learners moving from Key Stage 2 to Key Stage 3.

Transition planning will inform the early identification process, as well as the action required to ensure that a young person does not remain at risk of dropping out of education at an early age.

Monitoring the transfer between Key Stages is vital. Admissions officers, Head teachers, school attendance officers/clerks and EWOs, should have checks and systems in place to ensure that all pupils leaving a primary school are subsequently registered at a new provider and arrive safely.

If a pupil is expected at a school and fails to take up the school place, schools must not delete the pupil from their SIMS system, without following the procedures detailed above.

The Education (Pupil Registration) (Wales) Regulations 2010 state that for the purpose of this regulation a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

Schools must therefore put pupils on roll of a school when a place is agreed. If the pupil fails to arrive as expected, schools must not delete the pupil from their SIMS system without following the procedures detailed above, including making their own enquiries and subsequent referral to the EWS, in order for further enquires to be made. Only once the EWS has completed their enquiries and advised the school of the outcome should the school remove a pupil from the roll.

Changing Lives, Building Futures·Newid Bywydau, Creu

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Regulations about when a school may delete a pupil's name from its Admissions Register Schools should not remove a pupil from the school roll until all avenues have been exhausted and the LA has advised that it is appropriate to do so.

The Statutory Instrument 1995 No 2089 The Education (Pupil Registration) Regulations 1995 and The Education (Pupil Registration) (Amendment) (Wales) Regulations 2001 lists the grounds on which the name of a pupil of compulsory school age may be deleted from the admissions register. Removal from the roll for any reason other than those specified in the regulations is unlawful.

Although the regulations state that a pupil may be deleted from roll after 20 school days of continuous absence without good reason (10 school days if returning from holiday late), there is a clear responsibility to ensure that the correct procedures of investigating this absence has been followed as any child missing from education may raise potential child protection issues.

The pupil should remain on the school register until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence. The outcome of the school and local authority's attempts to trace the pupil will dictate the next steps and whether it is appropriate for the child to be removed from the roll of the school. If they are unable to find the pupil they must refer the case to the appropriate agencies. It is important that all of the steps outlined above are clearly documented to ensure that there is a clear audit trail of the steps that have been taken to locate the child. Only once the EWS has completed their enquiries and advised the school of the outcome should the school remove a pupil from the roll.

The table in **Appendix 11** contains circumstances which allow/dictate that a pupil should be removed from the school roll, when school staff should carry out the process and what date the pupil should be shown as coming off roll.

Elective Home Education (EHE)

The Local Authority in collaboration with Caerphilly Safeguarding Children Board (CSCB) have specific policies and procedures that relate to EHE and can be found on CCBC website via the following link.
<http://www.caerphilly.gov.uk/cscb/>

Although children and young people with statements of SEN can be successfully home educated, the LA remains responsible for ensuring that the education the child receives is suitable. The statement must stay in force and the LA must ensure that parents provide for their child's educational needs. If the parent's arrangements are suitable, the LA is relieved of their duty to arrange the provision directly, but it still remains the LA's duty to ensure the child's needs are met.

The Role of the Admissions Service

The School Admissions Service has an important contribution to make in ensuring all pupils are on a school roll and attending school.

Children or young people may not be on a school roll where a parent has not accepted a school place at phase transfer or failed to follow up an application after moving into the LA or unable to secure a place in their preferred school and fails to take up another offer. When this occurs the LA Admissions Team will inform the EWS, who will then follow the checking process detailed below.

The Admissions Team will work with Gwent Ethnic Minorities Achievement Service (GEMS) to ensure that advice about admissions and support with the application procedure is readily available for families recently arrived from abroad.



Appendix 3

Document links

All documents referred to throughout this policy can be found via the below links:

- All Wales protocol missing children

<http://www.caerphilly.gov.uk/cscb/pdfs/national/All%20Wales%20Missing%20Child%20July%202011%20pdf.pdf>

- All Wales Attendance Framework

<http://wales.gov.uk/docs/dcells/publications/110308section3en.pdf>

<http://wales.gov.uk/topics/educationandskills/publications/guidance/allwalesattendanceframework/?lang=en>

<http://wales.gov.uk/topics/educationandskills/publications/guidance/allwalesattendanceframework/?lang=cy>

- Guidance relating to Children Missing Education (CME)

<http://new.wales.gov.uk/topics/educationandskills/publications/guidance/missingeducation/?lang=en>

- Caerphilly Safeguarding Children's Board

<http://www.caerphilly.gov.uk/cscb>

- Safeguarding children from sexual exploitation

<http://www.caerphilly.gov.uk/cscb/pdfs/national/110107guidanceen.pdf>

http://www.caerphilly.gov.uk/cscb/pdfs/national/all_wales_sexual_exploitation_protocol.pdf

- Safeguarding children who may have been trafficked

http://www.caerphilly.gov.uk/cscb/pdfs/national/children_trafficked.pdf

- The Education (Pupil Registration) (Wales) Regulations 2010

http://www.legislation.gov.uk/wsi/2010/1954/pdfs/wsi_20101954_mi.pdf

- Inclusion and Pupil Support document, National Assembly for Wales Circular No: 47/2006,

<http://wales.gov.uk/topics/educationandskills/schoolhome/pupilsupport/nbaractionplan/?lang=en>

<http://wales.gov.uk/topics/educationandskills/schoolhome/pupilsupport/nbaractionplan/?skip=1&lang=cy>



Appendix 4

Caerphilly County Borough Council

Education Welfare Service

Planning in Partnership – Form 3

educws@caerphilly.gov.uk

Referral Form Referral Date:

Name of Pupil :		School :	
Date of Birth :	Gender :	Reg :	Year :
UPN :	Medical Conditions :		



Address :
Parent / Guardian / Carer:
Contact tel. No.

EWO:

Doctor/Surgery Details	Tel No.

Special Needs Category :	Free School Meals :
Child Protection Register:	LAC:

Siblings in school:

Reason for Referral	Attendance	Welfare

Attendance Record		Other Agencies involved		
This academic year to date:		Name of Agency	Contact Name	Tel no
% Attendance :				



Actual :				
Possible :				
Auth Absence :				
Unauth Absence :				
Times Late:				

SCHOOL ACTION

Parent / Guardian / Carer Contacted:	YES / NO	Phone	Letter	Meeting

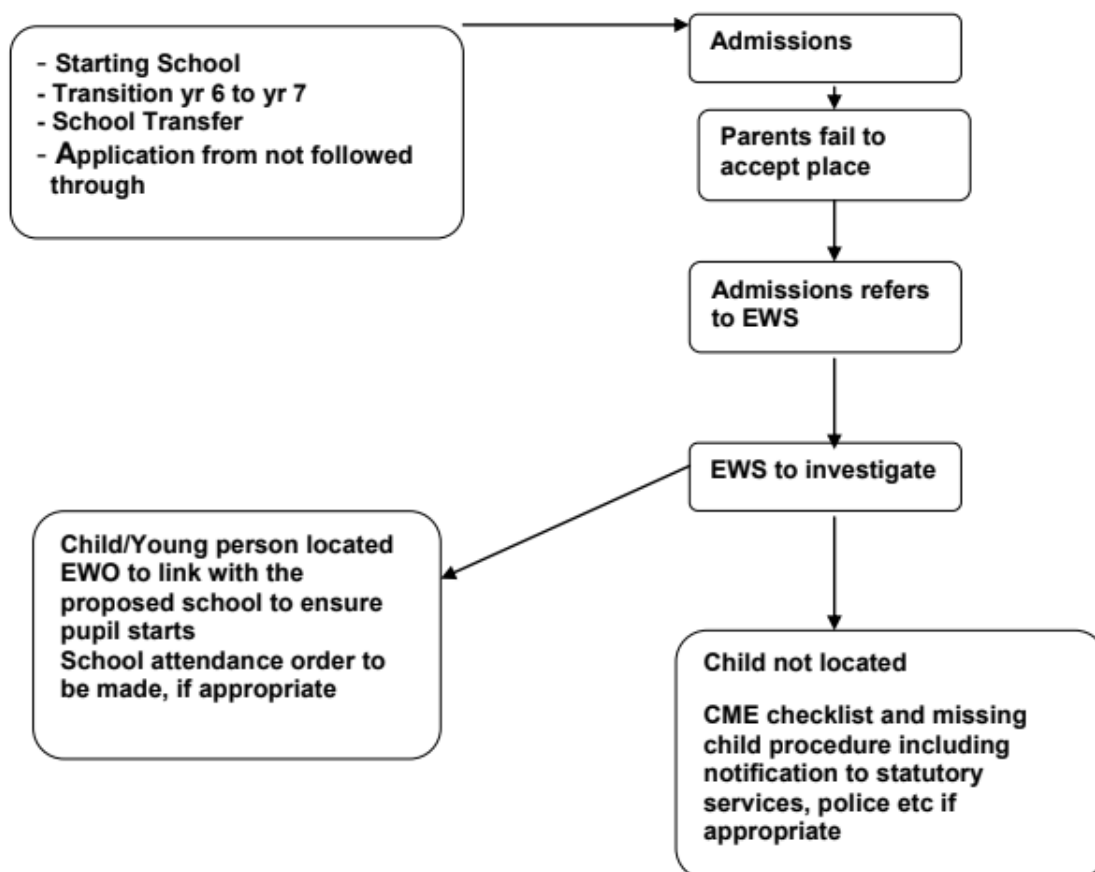
Please state details of action prior to referral and enclose an up to date attendance certificate (and comments report if used):

NAME:	DESIGNATION:
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Appendix 5



Children Missing Education at Start of Education/ School Transfer/Transition KS2 TO KS3



As voluntary aided schools are their own admissions authority, must advise the local authority's central school admissions team of all casual/in-year admissions and transfers that are unsuccessful, so that the child or young person can be tracked. This is because some parents may not pursue other options for their child's education and such children or young people may become missing. The EWS can then follow up all such cases.

The admissions department monitors removals from a school roll through the authority's Tribal database on a regular basis. Schools are also required to notify Admissions of all start and end dates for pupils. Where pupils have been removed from a school roll without an indication or a CME referral received as to future provision, the department will contact the school to establish the facts and where necessary carry out its tracking processes. This will also identify any training issues for staff groups from schools and other agencies.

Education Welfare Service (EWS)

When a child or young person is referred to EWS, officers should utilise the checklist as in **Appendix 8**. Checking should include home visiting, approaching neighbours and contacting other agencies to try to establish the whereabouts of the child or young person.

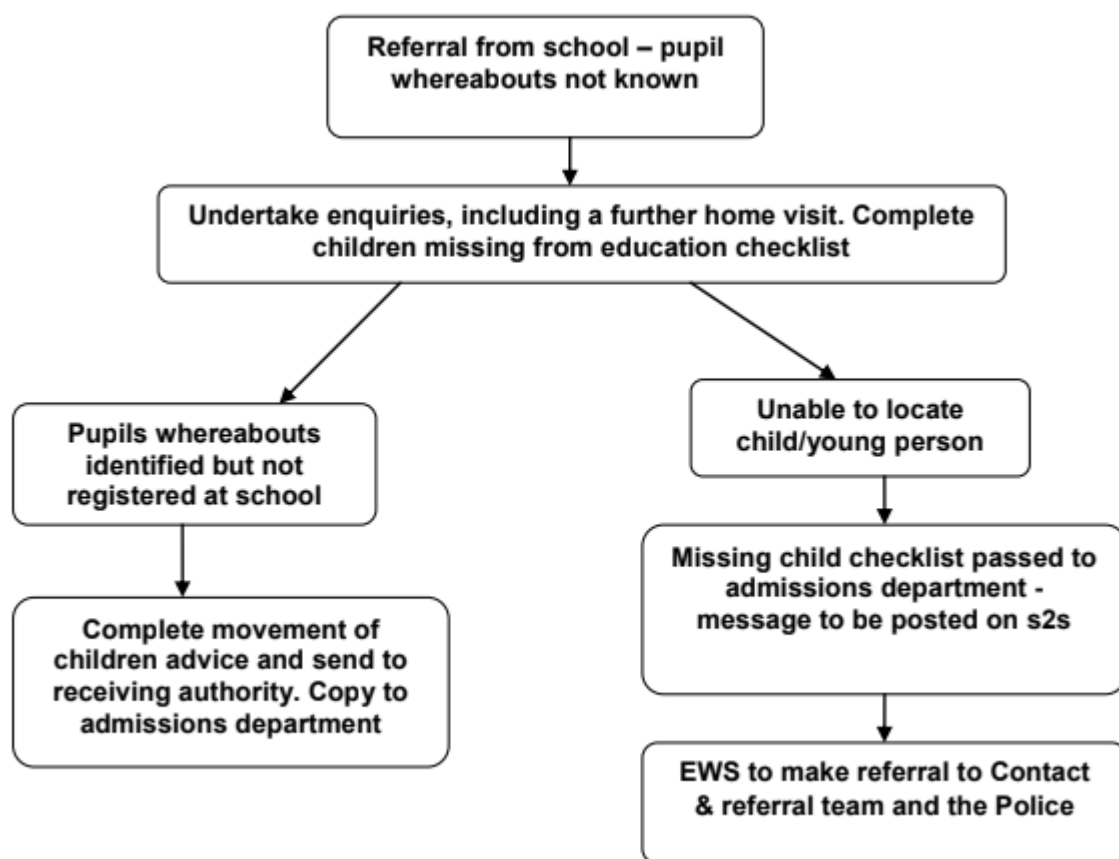
If information is received that establishes where the child or young person have moved to, but there is no clear information about whether they have registered at new schools, the Movement of Children advice form



should be completed (**Appendix 9**), and forwarded to the receiving authority, in order that contact can be made to ensure a swift and smooth transition into a local school. A copy of the advice should be placed on the pupil's file and copied to the LAs admissions department.

If all attempts to trace a child or young person fail, the relevant checklist should be completed and passed to the admissions department. School will be advised to remove the pupil from roll and send a CTF to the LPD, with the destination as XXXXXXX. The admissions department will post a message on the lost pupil database (s2s).

Information sharing protocol require that Children Services and the Police are made aware that attempts to trace the child or young person have been unsuccessful and they are considered missing from education.



Role of other agencies



In of the Victoria Climbié Inquiry Report, (paragraph 17.97) Lord Laming recommended that: “Front line staff in each of the agencies which regularly come into contact with families with children must ensure that in each new contact, basic information about the child is recorded. This must include the child’s name, address, age, and the name of the child’s primary carer, the child’s GP, and the name of the child’s school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangements.” Please note, the relevant department within CCBC is the admissions department.

A key factor in the successful implementation of the duty to identify children and young people not registered at school and not receiving a suitable education is the need to work closely with colleagues across the local authority area. In order to prevent children and young people from going missing from education, or to find and re-engage them if they have gone missing, it is essential that a wide variety of agencies acknowledge a safeguarding responsibility in this area. It is imperative that all professionals who have contact with children and young people know how to inform the local authority and employ this route consistently where they believe a child or young person appears not to be on roll at a school, is not attending school regularly or where there are any concerns about provision (or lack of it) being offered to, or accessed by any statutory school age pupil.

In these instances a member of staff should make a CME referral and complete the Notification to the Local Authority of a Child Missing Education Form (**Appendix 10**) and forward to: The Admissions Department, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed CF82 7PG This form is also available on CCBC website.

Partner agencies and services involved in the identification and referral of children missing from education include:

- Social care - children’s and adult services, refugee and asylum seekers team, foster carers;
- Health - strategic health authorities, local health boards, GP’s, CAMHS, health visitors, LAC nurses;
- Police and community support officers, community safety partnerships;
- Careers Wales;
- Youth offending service (YOS), secure children’s homes;
- Housing departments, homeless hostels and women’s refuges;
- Statutory and voluntary youth service;
- Immigration Service;
- Voluntary and community organisations including faith groups;
- Elected members and members of the public;

The LA will work with partners to raise awareness about how to inform the LA about children deemed missing from education, in order to ensure that agencies employ this route consistently and whenever necessary, which includes:

- Circulating information to schools and senior managers of other agencies annually to ensure protocols are understood;
- Circulating information on the notification route to all schools and agencies; ·
Raise awareness through CSCB practitioner forums;
- Annually and posting this information on the authority’s Intra and Internet sites.

Once a referral is received

Checks will be made on the Central Pupil Database for any details held about the child or evidence of siblings at other schools. Checks will also be made on the school appeals list and the EHE register. If there is no



evidence of education being provided, the parents will then be contacted by letter requesting that they contact the Admissions department.

If there is no response within 10 working days an EWO will undertake a home visit to check circumstances and assess need if required.

The EWO will be able to support the parents to make an application to the admissions department. Where a child has a statement of SEN, the case will be referred to the Statutory Team.

LAs can intervene if they have reason to believe that parents are not providing a suitable education and may apply to Magistrates Court to issue a School Attendance Order (SAO) (under section 437(1) of the Education Act 1996).

Appendix 6



Directorate of Education and Leisure · Cyfadran Addysg a Hamdden



Application for School Transfer

Directorate of Education and Leisure

If you have difficulty completing this form please contact School Admissions for assistance on (01443) 864870 or (01443) 864897.

Notes of Guidance for Parent(s)/Guardian(s) or Carer(s)

BEFORE YOU COMPLETE THIS FORM IT IS IMPORTANT THAT YOU READ THE FOLLOWING:-

- a. PART A -An application may only be made by the parent(s) or legal guardian(s). If you are not the parent(s) or legal guardian(s) then you must arrange for the application form to be completed by the parent(s) or legal guardian(s), or provide written permission.
- b. PART C – (4) In order to proceed with your application, it will be necessary for you to either confirm your child's previous schooling in the U.K., or to submit original documentation confirming your child's residence in the UK. A passport or other relevant documentation should be submitted at the time of your application in the latter case.
- c. Parents can ask to change schools at any stage of their child's education. There may be a variety of reasons for this but unless you are forced to do this because you are moving house we strongly advise you to discuss such a request with your child's Head teacher in the first instance. There may be strong educational reasons why a transfer should not take place which you need to consider, particularly in the case of pupils in Years 10 and 11.
- d. If there is a place available in the age group at the school you would like your child to attend, your child's admission will be authorised and you will be given a start date. If no vacancy exists an alternative school will be offered or we will suggest that your child remain at their current school. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out in the Starting School Booklet. The Booklet can be accessed on the Council's website www.caerphilly.gov.uk. If your application is unsuccessful you will be given the opportunity for your request to be considered by an Independent Appeal Panel.
- e. Where a request relates to a pupil in Year 10 or 11, details of the option courses being taken must be provided in Part E of this form.
- f. Where a request is made because of a change of address you should ensure that adequate notice is given for the transfer to be arranged.
- g. Pupils should continue to attend their present school until an alternative placement has been arranged.
- h. In certain cases proof of residence will be required.
- i. Where parents give false information in order to obtain the advantage of a particular school for their child to which they would not normally be entitled, they may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.



- j. Where parents express a preference for a school other than their catchment area or nearest school and the Council is able to agree to their request, parents will be expected to meet the full cost of travelling expenses.
- k. A decision will be conveyed to you as soon as possible but you should be aware that this could take up to **15 school days**. Please await written confirmation of the result of your application.
- l. If you wish your child to attend a Catholic or Foundation School, applications are considered by the Governing Body of the School. Application forms can be obtained from the appropriate school. Details of Catholic and Foundation Schools are available from School Admissions on request and from individual schools.

CAERPHILLY COUNTY BOROUGH COUNCIL

APPLICATION FOR SCHOOL TRANSFER

Please note: Applications for admission to Voluntary Aided Catholic or Foundation Schools should be made directly to the appropriate school (See note L)

PLEASE READ THE NOTES FOR GUIDANCE BEFORE COMPLETING THE APPLICATION FORM.

PART A

PARENT(S)/ GUARDIAN(S) OR CARER(S) INFORMATION:

Surname	Forename(s)		Parent/ Guardian (Please state)	
Current Address:				
Post Code:				
Length of Time at Address:				
Telephone Number:	Home		Work	

If you are transferring your child/ children's school because you are moving home place state your new address below. Please provide the anticipated date of



the move:

--

New Address:	
Post Code:	

PART B

**CHILD/ CHILDREN'S
INFORMATION**

Name of Child/ Children	Male/ Female	Date of Birth	Current/ Previous School Name	Name of School you are applying for

PART C

**OTHER
INFORMATION**

(Please ✓ as appropriate)

1. Is your child Looked After? (In Local Authority Care)
If yes, please state the name of the corporate parent.

Yes		No	

4. Has the child recently arrived from outside the
United Kingdom? If yes, please complete the
questions below.

Yes

2. Does your child have a Statement of Educational
Needs?

3. Is the child subject to a Permanent Exclusion from
their current school?

Name of the Country the child was residing in? Date of

	No
Yes	No

Yes		No	
-----	--	----	--



arrival?

First Language?

Religion?

5. Do you wish to receive an application form to check your child's eligibility to Free School Meals

Yes		No	
-----	--	----	--

PART D

I WISH TO APPLY FOR A PLACE ON THE FOLLOWING GROUNDS

1. Residence within the catchment area
2. Taking up Residence within the catchment area
3. Compelling Medical or Compelling Social Grounds
(Written recommendations from a medical practitioner, social worker or similar professional will be required giving detailed reasons for the pupils admission to this particular school, **please attach**)
4. The attendance of a brother or sister at the chosen school
Please give details below

--

Sibling Name	Date of Birth	Current School

5. Other Reasons (Please state below)

--

Please note you may be required to provide a Council Tax statement/ recent utility



bill/ exchange of contracts or other proof of your address as deemed necessary.

PART E

**PLEASE COMPLETE THE FOLLOWING IF YOUR
CHILD IS IN YEAR 10 OR 11**

(Changing schools at this stage of your child's school career requires serious consideration and should be avoided as far as possible.)

COURSE OPTION INFORMATION - Please provide details of the Option courses currently being taken by your child. Although the admission number in your child's age group may not have been reached it may not be possible to offer your child's current options.

Subject	Examination Board

Where parents knowingly give false information in order to obtain the advantage of a particular school for their child to which they would not normally be entitled, they may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.

DATA PROTECTION ACT 1988: The information you give on this form will be used for the purpose of processing your application. The information you have provided may be used to prevent and detect fraud. The information may be shared for the same purposes with other organisations.

SIGNED: DATE: **(PARENT / LEGAL
GUARDIAN)**



This form when completed should be returned to the Directorate of Education and Leisure, School Admissions, Penallta House, Tredomen Park, Ystrad Mynach CF82 7PG.

Appendix 6

Children and Young People Missing from Education Checklist Actions to be taken by The Head teacher/School Attendance Officer to locate the child/young person	School logo
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If the school has any Child Protection concerns, the matter must be immediately referred to Contact and Referral team.

You must still proceed with the referral to the Education Welfare Officer, even if a child protection referral has been made.



Name:	M/F	Date of Birth	NCY
Name of Parents/primary carer:			
Address:		Telephone:	

SCHOOL ACTIONS – Has the school done the following?

Actions	Date	Outcome
Carry out first day calling/contact		
Attempt telephone contact with all emergency numbers		
Write to last known address and address of emergency contacts if known		
Speak to appropriate agencies i.e. Careers Wales, youth workers, school nurse		
Check with wider school community e.g. staff, other pupils, carers, friends & any known relatives		
If siblings attend different schools make contact to share information		
Carry out home visit		
Any other contact/relevant information		
Referral Details		



Date referred to Education Welfare Service	
Name of School	
Name of Attendance Officer	
Contact Number	

NB Do not remove child/young person from roll until EWS have concluded investigations and confirmation received

Appendix 7



LEAVING SCHOOL FORM FOR PARENTS

If your child is leaving, please can you fill in this form as fully as you can
even if you do not know all the details yet



Name:	Date of Birth:	Class:
My child will be leaving school on: (date)		
Because we are: (please tick)	a.	Moving House
	b.	Returning to country of origin/emigrating
	c.	Other – please give details
New address if known:		
New school if known:		
If not yet known, the town or at least the country you are moving to:		
Will you keep the same mobile telephone numbers? Yes No Please confirm your numbers or list new numbers: <i>Mother's mobile</i> <i>Father's mobile.....</i>		
If possible please give the name, address and telephone number of a friend or relative in the UK who is not moving and who you will be staying in touch with. <i>We will only contact them if we need information about your child's new school and we cannot contact you. In most cases this will not be necessary because the new school will contact us to transfer your child's information.</i> Name: Address: Phone Number:		



<p>Full Name(s) of Parent(s)/Carer(s). Please print names and sign.</p> <p>Mother.....</p> <p>Father.....</p> <p style="padding-left: 40px;">Other (state relationship).....</p>	
<p>Attached to this form is a school compliments slip.</p> <p>Please can you give it to your new school and ask them to contact us.</p>	
<p>For school use only. Date returned:</p>	<p>Date returned to EWS:</p>


The school is expected to transfer information as quickly as possible to your child's new school. Both the school and the Local Authority have a legal duty to try to locate your child if he or she stops attending and we do not know the details of the new school or other educational provision. This may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies and that their time is not wasted, nor are you contacted unnecessarily.

Please give details of the involvement of the Education Welfare Service



Please confirm the date the pupil was taken off the school roll

Appendix 8

<p>Children and Young People Missing from Education Checklist</p> <p>Actions for Education Welfare Service to locate the child/young person</p>	
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Name of Pupil(s) D.O.B: _____

Address: _____ Name of

Parents: _____ Forwarding

Address: _____

*Checklist of actions to be taken to locate the pupil(s)

	Action Taken	Who & When	Outcome
1.	Check internal school records and with member of staff i.e. form teacher, YT, HoS		
2.	Home Visit		
3.	Neighbourhood Enquiries		
4.	Check with friends, siblings, and other relatives of the child		
5.	Telephone calls made/letters sent		
6.	Enquiries made with Pupil Admissions		



7.	Enquiry made with Children's Services, Contact & referral team		
8.	Enquiry made with School Liaison Team (LAC)		
9.	Enquiries made with agencies with known involvement (inc. Child Health if there are any children in the family under the age of 4)		
10.	Enquiry made with housing		
11.	Check Council Tax Register		
12.	Where appropriate, check with UK Border Agency or NAS		
In cases where instances of Domestic Abuse are known the following enquiries should be made:			
1.	Women's Aid/BAWSO/Women's Safety/MARAC		
Completed checklist and discussed with Admissions & SEWO. Removal from school register agreed.			
School Informed of outcome.			
Date removed from register.			

Name of EWO:

Date:



Director of
Education &
Leisure

Cyfarwyddwr Addysg a
Hamdden

Your Ref/Eich Cyf:
Our Ref/Ein Cyf:
Contact/Cyslltwch â:
Telephone/Ffon:
Date/Dyddiad:

Dear Sir/Madam

MOVEMENT OF CHILDREN

Name:.....D.O.B:.....

Previous
Address:.....

Previous
School:.....

I have been advised that the above-named child/ren has/have recently moved into your Authority.
The information I have been given is detailed below:

Child's Home
Address:.....

Name of
School:.....

Admission Date:.....

Would you kindly make enquiries as to whether this information is correct and return this letter to
me as soon as possible.

Comments:.....
.....
.....

Yours faithfully

PLEASE REPLY TO: Education Welfare Service, Penallta House




Telephone:

Fax:

Email:

Appendix 10

Notification to the Local Authority of a Child Missing Education <i>This form should be completed by any professional or agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be attending a school</i>		
PART 1 CHILDS DETAILS		
Child's Name:		DOB:
Gender: Male/Female	Ethnicity:	
Address:		Tel Number (s)
Parent(s) Carer(s) details: Relationship to child:		
Previous address if new to area:		
To the best of your knowledge is the child:	Refugee/Asylum Seeker Yes/No	
On the Child Protection Register Yes/No	Being looked after by the Local Authority Yes/No	
Reason for referral:		
Child is not registered at a school <input type="checkbox"/> Not known if child is registered at a school <input type="checkbox"/> Child is registered atschool but is failing to attend <input type="checkbox"/>		
Any additional information about the child's previous educational provision: (past or present: e.g. date of last education provision, known attendance difficulties etc)		



Are any other agencies known to be involved with the child concerned? <i>Please give details:</i>	
Details of Agency Making the Referral:	
Referrer's Name:	
Designation:	
Address:	
Tel No:	Email:
Reason for involvement of professional making the referral and any other relevant information:	
Date that child became known to agency as missing education:	

Please post, fax or email this form to: CCBC Admissions department

Telephone Fax

Email: *Date received*.....



Deletions from the Register – reference table
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The Local Authority has a statutory duty to identify, track and monitor children and young people missing education so **all** deletions from the register should be notified to the LA unless it follows normal transfer from KS2 to KS3 or at the end of compulsory education. There are three connected, but very separate issues involved, namely:

1. Circumstances which allow/dictate that a pupil should be removed from the school roll.
 2. When school staff carry out the process of removing a pupil from the school roll.
 3. Whilst completing the action at 2 above, what date the pupil should be shown as coming off roll.
- The attached table is intended to provide a working tool that you may find of assistance when making the decision to delete a pupil's name from the admissions register.

Reason for removing a pupil from the school roll	When the act of removing the pupil from roll should be carried out	The date from which the pupil should be shown as having left the school/college
Pupil moves to another school (other than normal KS2 to KS3 transfer)	On the date the pupil is expected to start at the new school.	The date the pupil is expected to start at the new school.
Pupil has had 20 days of unauthorised absence and both the LA and the school have tried to locate the pupil (reported to the EWS after 10 days)	Admissions department/ EWS will give the school authority to remove from roll after 20 days if unable to trace the pupil or earlier if a new school is identified.	The date the Admissions/EWS gives the school authority to remove from roll.



Pupil fails to return after an extended family holiday	Pupil can be removed from roll after a two week period following the end of the approved holiday absence. The EWS should be advised before this step is taken.	At the end of the two week period of absence following the holiday. The pupil's information must be transferred to the Lost Pupil database via the s2s website and should be uploaded using the code XXX XXXX. This can only be done following investigation and in consultation with Admissions and the EWS.
Pupil withdrawn to be electively home educated	On receipt of written notification and after the school has informed the LA.	From the date the parent says they are accepting the responsibility for providing the education. The school should place a CTF on the s2s website with the code MMMMMMMM as the destination

Reason for removing a pupil from the school roll	When the act of removing the pupil from roll should be carried out	The date from which the pupil should be shown as having left the school/college
Permanent exclusion.	When the outcome of any appeal is known.	Upon conclusion of the appeals process.
Pupil is in custody for more than four months.	Each pupil should be treated on a case-by case basis following consultation with the LA and local YOS.	The date the pupil is expected to start at the new school.
Completion of compulsory school leaving age and the pupil is not continuing their education at the school.	Last Friday in June of the school year in which their 16 th birthday falls.	On the last Friday in June.
Pupil has died.	When official notification of the death has been received.	Immediately.



Pupil leaving the school but future provision not known.	Once the pupil has completed their final day.	On their final day of attendance. The pupil's information must be transferred to the Lost Pupil database via the s2s website and uploaded using the code XXX XXXX. This can only be done following investigation and in consultation with Admissions and the EWS.
Pupil has a medical condition which prevents attendance and return to the school before ending compulsory school age.	Upon receipt of medical advice. The EWS should be advised before this step is taken.	The date advice is received and sanctioned by the EWS.

