



Procedures and protocol for children missing from or not receiving a suitable education

(Reviewed September 2018)



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This Guidance does not replace the Pan Lancashire Policy and Procedures for Safeguarding Children. Blackburn with Darwen Local Safeguarding Procedures should be implemented if there is a reason to believe a child is in immediate danger or at risk of harm. If there is a reason to suspect a crime has been committed, the Police should also be contacted without delay, e.g. to protect pupils from becoming victims of harm, exploitation or radicalisation.

Introduction

“If no-one in authority knows what education these children and young people receive each week, or whether they even attend, they not only miss out on education but can be vulnerable to abuse. Everyone must take greater responsibility for knowing where they are.”

Sir Michael Wilshaw, Her Majesty’s Chief Inspector of Schools

Many thousands of children and young people in England do not attend full-time education. Children who are not receiving suitable education are potentially exposed to higher degrees of risk, and this can include engagement in anti-social or criminal behaviour, social disengagement, and/or sexual exploitation.

CME Definition

Section 436A of The Education Act 1996 (as amended by section 4 of the Education and Inspection Act 2006) places a duty on local authorities to have in place arrangements that will identify children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age (5-16) who are not on a school roll and are not receiving a suitable education.

The Local Authority should consult the parents of a child when establishing whether he/she is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or via alternative provision.

Duty to Identify Children Missing from Education

Local Authorities are required to have robust arrangements in place for joint working and appropriate information sharing with other Authorities and agencies which come into contact with families and children, including ensuring that there are effective tracking and enquiry systems in place. Prompt action and early intervention are crucial to discharging

this duty effectively and to ensuring that children are safe and receiving a suitable education.

The following are the relevant partner agencies critical to ensuring that all children of compulsory school age are safe and receiving suitable education:

- All schools – including Maintained schools, Academies, Free schools, Independent schools, Special schools and Studio schools
- Health
- Police
- Children’s Social Care
- Youth Justice Service
- Housing
- Third Sector Partner Agencies

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 imposed new duties in relation to all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school’s final year or joins the school after the start of the first year of education normally provided by that school. Under the amended regulations, all schools (including Academies, Free, and Independent schools) are now required to:

- Inform the LA when they are about to delete a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations (see Appendix A). [This requirement does not apply when pupils leave the school at the end of year 6 or Year 11 – this information is collated by the Local Authority via a different process].

In that notification, the school must provide the LA with the following details:

- the full name of the pupil;
- the full name and address of any parent/carer with whom they normally reside;
- at least one emergency contact telephone number for the parent/carer. It can also prove to be very helpful to obtain an email address for the parent / carer;
- the ground under which the pupil’s name is to be removed from the admission register.

If the pupil is moving to a new school the school must also tell the Authority:

- (i) the name of the pupil’s destination school (where they can reasonably obtain this information), and
- (ii) the pupil’s expected start date at the destination school (where they can reasonably obtain this information).

If the pupil is moving address the school must also tell the Authority:

- (i) the pupil’s new/future address;
- (ii) the full name of the parent/carer who the pupil is going to live with, and
- (iii) the date the pupil is expected to start living there (where they can reasonably obtain that information).

The new Regulations also require all schools to notify the Authority within five days of registering a new pupil. [This doesn't apply to the September intakes to Reception and Year 7 - this information is collated by the Local Authority through a different process].

In that notification, schools must give the Authority all the particulars of the new pupil that are entered into their admission register (including providing details of the pupil's address and previous school).

These amended statutory regulations also now require schools to **jointly** make reasonable enquiries with the Authority to establish the whereabouts of Children Missing Education, and to thus prevent poor outcomes. See the "Children Missing from Education Procedures" attached to this document, and please also refer to the current CME referral form also attached to the back of this policy.

Children who go Missing

Children can go missing from education for a variety of reasons. These 'identified' reasons have helped the Authority to put in place a robust tracking system to (i) check that appropriate educational provision is in place and (ii) ensure the safety and welfare of potentially 'missing' children.

The diagram below illustrates some of the major reasons for children going missing from education.



Although not exhaustive, the list below identifies categories of vulnerable children who are at particular risk of going missing from education:

- Children and young people at risk of Child Sexual Exploitation (CSE);
- Children and young people at risk of extremism and radicalisation;
- Children at risk of forced marriage;
- Children and young people at risk of Female Genital Mutilation (FGM);
- Children living in women's refuges;
- Children in homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed & Breakfast accommodation;
- Children from Gypsy/Roma/Traveller background;
- Children of Armed Services Personnel;
- Young runaways who go missing from home or care;
- Young people supervised by the Youth Justice Service who have committed criminal offences and are returning from custody;
- Children with long-term medical or mental health needs;
- Children who have particular social and behavioural difficulties and have personalised learning plans: this means that, by arrangement, they do not attend their usual school full-time;
- Children who have complex needs and no suitable school place is available;
- Looked after Children (LAC);
- Children in private fostering arrangements;
- Young carers;
- Children and young people from transient families, i.e. pupils who have experienced high levels of mobility between different education providers;
- Children permanently excluded from school;
- Children informally excluded from school and/or those placed on long-term part-time timetables;
- Children and young people of statutory school age who rarely attend school and have personalised learning plans as part of attempts to reintegrate them into full-time education;
- Children taken off their school roll further to failure to return from unauthorised (or authorised) leave of absence;
- Children entering or leaving the independent schools sector;
- Teenage mothers of compulsory school age;
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families;
- Children of new migrant families and EC nationals who have the right of abode in the UK – this now includes a significant number of asylum seekers granted status by other EC countries and who have subsequently moved to the UK;
- Others who have come from abroad to live and/or work in the Borough and are waiting for a school place.

The Policy for Children Missing from Education

The Local Authority and its partners are committed to ensuring that:

- There are secure pathways, procedures and monitoring systems in place for safeguarding children's welfare and promoting their well-being, including protection from harm and neglect;
- Partner services will bring any children and young people who they support to the attention of Blackburn with Darwen's Inclusion Team when such children are not attending or accessing suitable education;
- There are secure arrangements for sharing information when children and young people aged 5 – 16 move across locality areas, including unknown destinations.

This Policy recognises the importance of reducing the risk of children missing from education, and it is envisaged that this will be best achieved by establishing, implementing and maintaining the following actions and processes:

- Awareness raising with the general public regarding our need to know about any children missing from education – this to include publicising details of the Authority's nominated person for Children Missing from Education (the Principal Inclusion Officer).
- Clear procedures for all schools in terms of submitting Deletion from School Roll Notifications and CME referrals to the Inclusion Team (via dedicated email inboxes).
- Procedures to identify and locate children who go missing from education – through liaison with the other services and agencies who are most likely to hold information on such children and young people.
- Procedures to locate children missing education through liaison with other Local Authorities, and through access to national databases, e.g. UK Visas and Immigration, the North West CME Network, Key2Success, and DfE 'missing pupils' on school2school ("s2s").
- Maintaining a regularly updated database of all local children known to be (i) missing from education, and (ii) receiving education otherwise than at school (e.g. those in receipt of EHE) - and having procedures in place to ensure that these children are receiving a suitable education.
- Procedures to re-engage missing children & young people with appropriate educational provision through a robust case management process.
- Other existing systems to identify those pupils most at risk of becoming children missing out on education, e.g. tracking applications for discretionary leave of absence.

Maintaining and developing systems for identifying those at risk of becoming Children Missing from Education

Attendance Strategy

The Authority's Attendance Strategy defines the different roles and responsibilities of all those concerned in ensuring that children attend school regularly and the actions that may be taken to achieve this. The Authority has also produced a Discretionary Leave of Absence Policy (covering family holidays taken in term-time) which advises schools on procedures that must be followed if a child fails to return to school by the date agreed with parents/carers.

Common Transfer Form (CTF) (also called the Common Transfer File)

The DfE provides the secure 'school2school' internet system to allow all schools to transfer pupil information to another school when a child ceases to be registered at their school or becomes a registered pupil at another school. The relevant information is transmitted via the Common Transfer Form.

All maintained schools in England are required to send a CTF to the new school when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales.

Where a pupil transfers to a new school in Scotland and Northern Ireland, the previous maintained school in England is still required to send a CTF.

Academies (including Free Schools) are also strongly encouraged to send CTFs when a pupil leaves to attend another school. Independent Schools can be given access to 'school2school' by the DfE if their Management Information Systems (MIS) are compatible with those used in the maintained sector and are able to download CTFs.

If a school has a pupil who leaves, but their destination/next school is unknown, or the child moves abroad or transfers to a non-maintained school, the CTF must still be completed. There is a searchable area in 'school2school' to which schools can upload the CTFs for all such pupils. Any school receiving a pupil with an 'unknown' previous school can ask the Local Authority to then search this area to try and locate the CTF from that child's previous school

The unique pupil number (UPN) needs to be included in the CTF as a unique identifier for the pupil. Nationality, country of birth and proficiency in English are now being collected in the school census and this data should also be transferred via the CTF when a pupil changes school. However, it should not be transferred between English and Welsh schools as national identity in Wales has completely different code-sets from the English data collection. If a child's destination is not known, schools are advised not to post the CTF to the s2s 'Lost Pupil Database' (LPD) without first contacting the Authority's Inclusion Team.

Synergy Database

The Schools & Education Synergy database is the Authority's electronic recording mechanism that is used to ensure that a central record of all missing pupils is established and maintained, including risk assessments. The Principal Inclusion Officer has day-to-day responsibility for ensuring that this record is kept accurately up-to-date and systematically reviewed.

Extended Leave E-Tracker System

Section 10 of the Children Act 2004 places a duty on local authorities to make arrangements to promote co-operation with other key agencies to safeguard and improve the well-being of children and young people, including protecting them from harm and neglect.

Over the past few years, concerns have been raised not only about the impact of term time holidays on children's attendance and attainment, but also around the welfare and safety of children and young people who go abroad on extended leave – especially when travelling to conflict zones, such as Syria and Iraq, and girls visiting southern Asia. This worry increases even further if children do not return to school on their expected date.

Schools have a vital role to play in protecting pupils from the risk of extremism, radicalisation and sexual exploitation. The implementation of our e-tracker system (developed in partnership with Contact Group) demonstrates a clear commitment towards safeguarding a potentially large group of especially vulnerable children. It also complements our existing LA procedures for locating children missing from or not receiving a suitable education, and provides both schools and the Authority with a systematic approach to monitoring whether pupils who go abroad actually come back into the country.

Once a child's name is entered on the e-tracking system, it:

- Generates a letter to the parents/carers;
- Produces an individual business/calling card for each secondary pupil, with a unique identification number they can use to contact us should they encounter any problems;
- Automatically runs daily checks.

On the first day of the leave of absence, parents/carers receive a text message to their mobile phone, confirming the date their son/daughter is due back in school and reminding them that they should contact the Inclusion Team if, for any reason, the family will be returning later from their extended holiday than was notified to the Headteacher.

In addition, any child in Year 6 or above also receives a text message to their mobile telephone, confirming the date they are due back in school and giving them a number to text to whilst abroad should they encounter any problems or be unable to make their due return date for any reason.

Should a child encounter any problems whilst away, they can simply send a text message to the Inclusion Team and will automatically receive a confirmation receipt for this message.

The Headteacher of the school the child attends also receives an e-mail copy of the above message.

When a message is received from a child, the tracking system generates an automatic e-mail to the Inclusion Team, informing them that a new message has arrived. The Principal Inclusion Officer can then access a secure web interface, view the message and text a reply back (the school the child attends also receives an e-mail copy of this reply), and/or phone the child and add typed notes next to the child's message for future reference – thus building up an evidential timed & dated record of how a message from a child who has encountered problems is dealt with.

The e-tracking system also creates a daily report of all those children who are due back in school on each day and sends this in an e-mail to the Inclusion Team Technical Support Officer who will then contact the child's school to check if he/she has returned from their holiday.

If it is discovered that a child hasn't returned to the United Kingdom, the Technical Support Officer can activate a standard reminder that sends a text message to both the parent(s) and child, requesting they get in touch to provide an update on their expected return to school.

Pupil Support and Admissions

Staff from the Authority's Admissions Team are provided with details by the Council's Democratic Services Team of those children whose admission appeals have not been successful. This information (in those instances where a child does not have an identified school), and details of those children who fail to attend school either in their Reception year group or Year 7 transition, is shared with the Authority's Inclusion Team, and follow-up action can then subsequently be agreed.

The Authority also has a Fair Access Protocol in place, agreed with the majority of schools in its area, to ensure that, outside of the normal admissions round, unplaced young people, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Pupil Admissions and Fair Access staff also coordinate 'in year' admission procedures to deal with those pupils wishing to transfer school, or who have moved into the area and are requiring a school place.

New International Arrivals & GRT families

The Authority has also established specialist Home-School Liaison Officer posts for Asylum Seekers & Refugees and children and young people of Gypsy /Roma /Traveller heritage. These officers' duties include helping to support new international arrivals and identifying any Gypsy, Roma and Traveller children who move into the borough, so that their prompt access to suitable education can be secured.

National Asylum Support Service (NASS)

The NASS provides details to the Authority of any asylum seeking families moving into the borough. This information is shared with the Authority's Admissions and Fair Access Team in order that appropriate educational provision can be arranged.

Elective Home Education

The law allows parents to arrange for their children to be educated at home, rather than at school. The Authority has a robust system in place for monitoring the quality of education provided for children who are being educated at home. Officers from the Access to Learning Service undertake monitoring and welfare visits in respect of those children who are being educated other than at school and endeavour to establish supportive and positive working relationships with home educators.

Academies, Free and Independent Schools

All schools, including Academies, Free schools and Independent schools located in the Borough are legally required to inform the Authority about the details of:

- All children and young people added to their admission register at a non-standard transition point (within 5 days of the admission);
- All children 'about to be' removed from the roll of their school. Notification should be as soon as possible and **must** be no later than the time at which the pupil's name is removed;
- Any children and young people who have been absent from school without permission (i.e. marked unauthorised) for a continuous period of 10 consecutive school days; or
- When a pupil has failed to attend school for 10 days beyond the prior agreed return date following a leave of absence period, e.g. a family holiday in term time;
- Any children and young people on Managed Moves, part-time education arrangements, including alternative provision and flexi schooling arrangements.

Where appropriate Academy, Free and Independent schools should complete a CME referral and submit this to the Inclusion Team via the dedicated email inbox. (See the attached 'Children Missing Education Procedures').

Inclusion Officers

Inclusion Officers work closely with colleagues within Admissions and Fair Access when dealing with parents/carers who have failed to register their children at school.

Inclusion Officers actively monitor their allocated neighbourhood areas for any new families. They also follow up enquiries or concerns from members of the public who suspect children are being kept away from school.

Inclusion Officers also advise schools on appropriate use of national attendance and absence registration codes, and work to ensure that pupils who have been absent for

more than 10 days without permission are known to them, and that those on alternative educational activities are appropriately monitored by their schools.

If a school is unable to establish contact with the parents / carers of a child who has been absent for more than 10 days, they should contact their named Inclusion Officer (maintained schools only or those establishments who have bought in a traded support package) and /or, where appropriate, complete a CME referral and submit this to the dedicated CME Inbox to enable further follow-up enquiries to be made.

The school should also take all relevant steps to make their own enquiries, as set out in the attached “Children Missing from Education Procedures”, given all schools have safeguarding duties in respect of their pupils, and should investigate any unexplained and/or lengthy absences.

Before a pupil’s name can be removed from roll due to being absent without permission for twenty or more school days, the **school and Local Authority** must have failed to ascertain where the pupil is, **after making joint reasonable enquiries** to locate the child’s whereabouts (see “Children Missing from Education Procedures” and the flowchart).

If the School and/or Authority establish the child’s whereabouts and ascertain that the child is unable to attend school due to sickness/unavoidable cause, then the child’s name must remain on the school’s admission register (despite their continuing non-attendance), unless one of the other grounds for removing the child’s name applies.

DfE Lost Pupil Database (s2s)

The LA will periodically check the national ‘Lost Pupil Database’ for children who are missing. It will also respond and send notifications to other Local Authorities about Blackburn with Darwen children who are missing from education.

Housing

Inclusion Officers will regularly check with Housing Needs when trying to establish the whereabouts of a child/young person reported as CME in order to identify if they are still within the borough and to obtain a new address if necessary. Colleagues in Housing will also inform the Principal Inclusion Officer about the school age children of any homeless families or other families that have moved in to temporary accommodation, so that checks can be made to ensure their education is not disturbed.

St Thomas’ Centre Pupil Referral Unit

The LA’s Fair Access Manager normally refers all permanently excluded children requiring a school place to the St Thomas’ Centre Pupil Referral Unit. The St Thomas’ Centre will retain responsibility for ensuring their pupils’ regular attendance and, where required, take the necessary steps for informing others (e.g. the Principal Inclusion Officer and, where appropriate, the MASH and Engage teams) whenever children leave or go missing from their establishment.

The Engage Team

Engage are the specialist multi-agency team with local strategic responsibility for Child Sexual Exploitation (CSE) and children missing from home and care, including undertaking Child Sexual Exploitation risk assessments, formal missing from home return interviews, and improving awareness of missing from home risk management.

To help close the gap between 'missing from home and care' and 'missing out on education', Inclusion Officers will seek to obtain and share relevant information on CME cases when it has proved hard to establish the current whereabouts of children and young people and there are concerns of possible CSE. The intention is to deliver end to end targeted prevention, monitoring and support. Additionally secondary schools are able to discuss CSE concerns directly with their identified Engage Link Worker and/or make referrals to Engage via the MASH (see below).

Lancashire Care NHS Foundation Trust (LCFT)

Lancashire Care NHS Foundation Trust (LCFT) have developed a Children and Families Health Team 'Care Pathway for Children Missing from Education' to improve identification, communication and support in respect of any children who are missing from education. The aim is to ensure that children who are not receiving, or at risk of not receiving, a suitable education are identified quickly, and arrangements put in place to assess their health needs and provide intervention where necessary. An Information Sharing Agreement between Lancashire Care NHS Trust and Blackburn with Darwen Council was signed off in June 2017 specifically to address safeguarding issues around children who become CME.

Multi-Agency Safeguarding Hub (MASH)

The Multi-Agency Safeguarding Hub (MASH) provides information sharing across all organisations involved in safeguarding – statutory, non-statutory and the third sector. Essentially the Hub analyses information that is already known within separate organisations in a coherent format to inform all safeguarding decisions.

Inclusion Officers can obtain information from the MASH following difficulties in establishing the whereabouts of a child or young person where there has previously been Children's Social Care involvement, or where there are any safeguarding concerns. Staff within MASH can also make direct contact with the Inclusion Team if they identify any children and young people who are not in receipt of a suitable education, in order that parents can be supported in securing school places.

Prevent

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. From July 2015, all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'. In practice, under this duty all schools must ensure that they have robust procedures in

place and follow the Local Authority CME policy and procedures, especially where a young person/family is suspected of travelling to a conflict zone.

Other Agencies

Staff from other departments and external agencies who come across any children who they believe may not be accessing educational provision are requested to contact the Authority's Principal Inclusion Officer. This may involve Housing Officers, Neighbourhood Wardens, Community Safety Officers, Police, etc.

Experian Investigator Online

The Principal Inclusion Officer may conduct data information searches using Experian's web-based Investigator Online service in attempts to trace the whereabouts of any families where there are children still classed as missing from education.

Open Source Media and Social Network Sites

The Inclusion Team may request that a member of the Information Governance and IT Compliance team conducts searches on social network sites (e.g. Facebook) if a family's location remains unidentified using other means. A search may also be conducted on open source media, i.e. Google and BT phone disc.

Blackburn with Darwen's nominated persons for Children Missing Education are:

Caroline Henderson

Principal Inclusion Officer
Children's Services and Education
5th Floor
10 Duke Street
Blackburn
Lancashire
BB2 1DH

Tel: 01254 666853

Email: cme@blackburn.gov.uk

Ismail Adam

Inclusion Officer
Children's Services and Education
5th Floor
10 Duke Street
Blackburn
Lancashire
BB2 1DH

Tel: 01254 666852

Email: cme@blackburn.gov.uk

Children Missing from Education Procedures

Procedures to be followed by schools and education staff when children/young people go missing from education

Procedures for Schools:

- 1) Respond quickly to any concerns;
- 2) Ask the friends of missing pupils for any current information;
- 3) Check with the pupil's named emergency contacts and try to establish contact via telephone and email;
- 4) Check all school records to see if a change of address has been entered;
- 5) Check the pupil's records to see if there are any siblings at another school – if so, ring that school to make further related enquiries;
- 6) If a voluntary aided or faith school, check with the appropriate local faith leader;
- 7) Check information with the school nurse;
- 8) Make a home visit if possible / appropriate;
- 9) Discuss with your school's named Inclusion Officer (where applicable) and complete a CME referral and forward to cme@blackburn.gov.uk using [encrypted] email;
- 10) Complete CTF and upload pupil information onto the DfE s2s (school to school) 'Lost Pupil Database.'
- 11) The school needs to maintain ownership of the 'missing' pupil's records until requested by either the new receiving school or advised by the Authority's Inclusion Team.

Procedures for Inclusion Officers:

- Assist school with completing their enquiries as appropriate;
- If necessary, undertake a home visit ASAP (when whereabouts are unknown);
- Make enquiries with neighbours;
- Check with colleagues in Admissions and Fair Access;
- Seek out any other local knowledge, e.g. youth clubs / madrassah / Sunday schools etc.
- Assess and evaluate each case using the BwD CME RAG Risk Assessment Matrix;
- Where there is a concern that's a child's safety or wellbeing is at significant risk, immediate checks and / or referral need to be made with:
 - MASH / Children's Social Care
 - Engage Team
 - Police

- Check with Housing / Housing Association / Estate Agents if known;
- Check Council Tax and Benefits at Blackburn with Darwen Council;
- Conduct additional home visits if necessary;
- Check with the Youth Justice Service;
- Check with local contacts in 'safe' houses / refuges;
- Where appropriate, check with UK Visas and Immigration;
- Use Investigator Online to try and trace the family's whereabouts;
- Notify the CME nominated person in the Local Authority where information suggests the child may have moved to;
- Notify our Police 'Missing Persons Co-ordinator' located in the Engage Team, using 'Movement of Children – Outgoing Police Enquiry Form 3(b)'
- Where appropriate, use open source media and social network sites (in accordance with corporate policy) to try and trace families that have been un-located at the above stages;
- Carry out regular follow-up checks and/or home visits in an ongoing effort to try and ascertain the child's / family's whereabouts;
- Continue to liaise with other agencies as and when necessary, e.g. UK Visas and Immigration and the Foreign & Commonwealth Office Forced Marriage Unit.

Appendix A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended	
1	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.
2	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.
3	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.
4	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.
5	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.
6	8 (1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) 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; (ii) 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 (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	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.

8	<p>8 (1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) 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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	<p>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.</p>
10	<p>8 (1) (j) - that the pupil has died.</p>
11	<p>8 (1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	<p>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.</p>
13	<p>8 (1) (m) - that he has been permanently excluded from the school.</p>
14	<p>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.</p>
15	<p>8 (1) (o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>

RESTRICTED Data: CME Form 1 (Revised August 2018)

To be completed for pupils who have gone 'missing' for 10 consecutive school days and/or where a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school

First Name	Surname	D.o.B.			School Year	School
Home address					Post Code	
Parent/Carer **Where known details of both parents/carers must be provided**						
Name 1:				Name 2:		
Email address:				Email address:		
Telephone: Home: Mobile:				Telephone: Home: Mobile:		
Gender	Ethnic Origin					
Male <input type="checkbox"/>	White UK <input type="checkbox"/>	White Other <input type="checkbox"/>	White Euro <input type="checkbox"/>	Black African <input type="checkbox"/>		
Female <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Black Other <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	Romany/Gypsy <input type="checkbox"/>	Other <input type="checkbox"/>		
Are there any communication issues due to a language barrier?						
Child in Public Care <input type="checkbox"/> CAF <input type="checkbox"/> CIN <input type="checkbox"/> CP Plan <input type="checkbox"/>						
Lead Professional/Social Worker:						
SEN:						
SEN Support <input type="checkbox"/>	IPRA <input type="checkbox"/>		Education & Health Care Plan <input type="checkbox"/>			

School Information

Overall % Attendance		Date last attended school?		Child still on school roll?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If deleted from roll on what date?	
Grounds for deletion under the Education (Pupil Registration) (England) (Amendment) Regulations 2016 – see note 'A' below				Choose an item.			
Have parents submitted a discretionary leave of absence form? (Where known, please specify destination, reason provided and stated return date below)					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
New address / location area							
Previous School details (if applicable)							
Country of origin if entry to UK within last 6 months							
Last known home address (outside the UK if known)							
Name - DOB - School of any known siblings							
Any other comments? (Any known risk factors associated with home visiting?)							

Checklist of enquiries undertaken by school staff to locate the missing pupil[s]

	Action Taken	Who & When	Outcome
1	Telephone calls made / letters / emails sent		
2	Checks with friends, siblings and relatives of the child		
3	Discussions with other professionals e.g. School Nurse, GRT Access Officer, Inclusion Officer, Out of Area Schools, etc.		
4	Home Visit		
5	If Social Care are involved, notify named contact as soon as concern arises		

- A. If the whereabouts of the pupil remain still unknown after all collaborative enquiries have been exhausted, please discuss the case with School's named Inclusion Officer prior to removing the pupil from school roll.

Removal from roll must fully comply with the appropriate DfE Registration Regulations and the Local Authority's related safeguarding procedures for CME.

- B. The school must also create a Common Transfer File (CTF) and post it electronically on the DfE 'Lost Pupil Database' via the s2s website.

Referred by Name/Designation:		Date:	
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Please return fully completed form to cme@blackburn.gov.uk

If you have any related enquiries, please contact cme@blackburn.gov.uk
Access to Learning Services, 10 Duke Street, Floor 5, Blackburn, BB2 1DH

Tel: (01254) 666853

Deletions from school roll in Blackburn with Darwen

School			
School contact phone number	(01254)	Date	

Full name of pupil		UPN	
DOB		Year Group	Choose an item.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	Choose an item.
Current (or former) home address			
Full name of the parent with whom the pupil normally resides			
Parent / emergency contact phone number		Parent's contact email address	

New school (if known)	
New local authority (if known)	
New home address (if known)	

Has the pupil been deleted from the school roll	Yes <input type="checkbox"/> No <input type="checkbox"/>	What grounds* have been used / are proposed to be used?	Choose an item.
Date deleted?	Click here to enter a date.	Has this child been formally referred to CME?	Yes <input type="checkbox"/> No <input type="checkbox"/>

** In accordance with regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil's name from their admissions register.*

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are receiving a safe and suitable education. Under the amended 2016 regulations all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to delete a pupil's name from the admission register, including providing details of the pupil's residence, the person with whom they will reside, the date from which they will reside there, and the name of the new destination school – and this includes internal BwD transfers.