Children Missing Education

Policy

&

Procedures
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1. Introduction

Luton Council is concerned about any child missing education, as it is not just attainment at risk, but also potentially safety and welfare. Children who are not receiving a suitable education are more likely to be vulnerable and at risk of negative outcomes which may have implications on later life chances. They are also at greater risk of becoming NEET (Not in Education, Employment or Training).

The key concept of the Children Missing Education (CME) Policy is to ensure that children missing, or at risk of missing, education are identified, tracked and re-engaged in appropriate full-time education with lasting success, and that children who move out of Luton are tracked until they are engaged in education elsewhere, so that no child ‘slips through the net’.

a) Legal context
In summary the procedures in this policy support:

- The Education and Inspections Act 2006 which places a duty on local authorities to make arrangements to enable them to identify children and young people of compulsory school age missing education in their area.

- These procedures are in line with the Local Authority’s statutory duty under Section 436A of the Education Act 1996, as amended by Section 4 of the Education and Inspections Act 2006, which requires all local education authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are not registered at a school, for example, at home, privately or in alternative provision, and are not receiving a suitable education;

- Section 175 of the Education Act 2002, which places a duty on local authorities to exercise their functions with a view to safeguarding and promoting the welfare of children;

In January 2009 revised Statutory Guidance was issued for Local Authorities in England to identify Children Not Receiving a Suitable Education (this guidance has since been revised again and reissued in a much-slimmed down version). Further statutory guidance was published in July 2015 and revised September 2016 in the Keeping Children Safe in Education document.

The policy should be read in conjunction with:

- The Education (Pupil Registration) Regulations 2006 amended 2016
- Children Missing Education – Statutory Guidance for Local Authorities, DFE 2013
- Children Missing Education – Statutory Guidance for Local Authorities, DFE 2015
- Luton Safeguarding Children Board Interagency Policies and Procedures

b) Purpose of the document
This document is intended to inform Local Authority (LA) staff, head teachers, governing bodies of schools and other involved agencies about the policy and procedures to be followed in order
to prevent children becoming Children Missing Education (CME). Unless otherwise specified, 'school' means all schools whether maintained, non maintained or independent schools, including academies and free schools, alternative provision academies and pupil referral units.

The best way for the LA and its schools to track the welfare of all children is to ensure that they are all on a school roll and that children do not ‘slip’ off school rolls and become ‘missing’ or that they are registered with the LA as home educated. All schools are encouraged by the LA to adopt this policy as good practice.

The purpose of the Children Missing Education (CME) policy is to enable the Local Authority to fulfil its statutory duty to provide education for all children of compulsory school age. It also outlines the processes in place to identify and track children and young people missing education, identify those at risk of becoming missing from education and the monitoring systems to ensure that action is taken to re-engage them with ‘suitable education’. ‘Suitable education’ is defined as efficient full-time education suitable to their age, ability and aptitude and to any additional educational needs.

The policy applies to children of compulsory school age who are not on school roll, who are not receiving a suitable education otherwise than being at school and have been out of any educational provision for a substantial period of time. In relation to children who are registered at a school and not attending regularly (missing from education) this would be subject to interventions through the existing attendance strategies and education welfare procedures.

The duty to identify children not receiving an education does not apply to children whose parents have chosen to electively home educate them. Parents have a duty to ensure that their children receive an efficient and suitable full-time education. This may be through regular attendance at school or otherwise (Section 7, Education Act 1996), and they may arrange this outside the state or independent school system.

Procedures within this policy will also ensure that all children’s services in Luton:

- Meet statutory duties relating to the provision of education and safeguarding the welfare of children missing education
- Ensure that robust multi-agency systems are in place to identify and track children missing education or at risk of missing education
- Ensure that monitoring and reporting systems are in place in order to identify an allocated worker for all children missing education.

c) Definition for Children Missing Education (CME)

The DFE defines Children Missing Education as:

‘Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school; and who have been out of any educational provision for a substantial period of time (usually four weeks or more).’

d) Who are Children Missing Education?

Whilst the Council recognises that all children missing education are vulnerable it recognises that particular groups of children may be more at risk of becoming CME and will target these groups accordingly. These groups include children and young people:

- with high mobility;
- excluded from school;

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- involved in the Youth Justice System;
- involved in persistent anti-social behaviour;
- at risk of harm;
- who are privately fostered;
- at risk of Child Sexual Exploitation, Trafficking, FGM or Radicalisation

There will be instances where the Authority or school is unaware of children with complex issues, who may come to the attention of other agencies e.g. community organisations, and include children and young people:

- at risk of forced marriage, and honour-based violence;
- at risk of sexual exploitation, including children who have been trafficked to or within the UK;
- involved with their families in the witness protection programme and may be required to relocate without explanation or trace;
- from families who are involved in fraud, social difficulties, crime and anti-social behaviour;
- young runaways;
- are from migrant worker families who may not be familiar with the education system;
- are newly arrived immigrant families;
- are from families who disappear without trace when asylum has not been granted or if accommodation has not been allocated in their preferred location;

These children can only be identified via multi-agency involvement, thus requiring strong partnership working and clear referral procedures.
2. A multi-agency approach

Children who remain disengaged from education provision are potentially exposed to higher degrees of risk that could include engagement in anti-social or criminal behaviour, social disengagement and/or sexual exploitation. Children and young people from these groups often have complex needs due to difficult family dynamics or social or lifestyle factors, all of which may contribute to the withdrawal process and failure to make successful transition. The vulnerability of many children missing education requires that practitioners across all agencies and services use multi-agency approaches to identify and re-engage these children and their parents to return to appropriate education quickly and to develop action plans and make relevant referrals to ensure successful reintegration.

The responsibility for reducing the risks of children missing education is carried out through a strategic and multi-agency framework where all agencies share information on the identification of children and young people missing education.

a) How and why do children become CME?

Children and young people become children missing education for a variety of reasons. They may:

- simply move and their families do not tell either the new or old authorities;
- be unable to attend their preferred school as no places are available and do not take up the offer of an alternative place;
- never enter the education system because they fail to start appropriate provision at the start of compulsory school age (there is no requirement for parents to inform local authorities that they intend to educate at home if the child has never attended school);
- be withdrawn by their parents who elect to educate at home and both parents and the school fail to notify the local authority;
- cease to attend school due to disputes, parental dissatisfaction, unofficial exclusion or removal from school roll;
- have fled the area as part of a planned/unplanned safety arrangement;
- fail to complete a transition between providers, for example from primary to secondary school or from a school to alternative provision;
- move area and do not register with a school, or depending on their circumstances may not see re-enrolment at school as a matter of urgency
- enter the country and do not register with a school;
- move into or out of the Looked after Children (LAC) system without prior notice or planning;
- be excluded or withdrawn from independent schools;
- not wish to be found and may change names and move quickly from place to place.

Note this list is not exhaustive
b) Children Missing Education referral processes
Within the Local Authority there is a dedicated Children Missing Education Officer (CMEO) whose role is to receive notifications of children possibly missing education, and to manage local procedures in line with statutory guidance.

c) The Local Authority / Children Missing Education Lead Officer will:

<table>
<thead>
<tr>
<th>Produce a written policy and procedure</th>
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<tbody>
<tr>
<td>Ensure that there are embedded arrangements to identify and provide services for children missing education</td>
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<td>Identify and provide clear notification routes and processes for key stakeholders</td>
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<td>Investigate Children Missing Education referrals made by schools, other agencies and other LA's</td>
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<td>Support out of school children and families with action planning for reintegration into education where possible</td>
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<td>Maintain a database of CME</td>
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<td>Use the Lost Pupil Database area of the S2S site for tracking children missing education</td>
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<td>Ensure that up to date information regarding school places and access to alternative provision is readily available from Pupil Admissions</td>
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<td>Ensure appropriate monitoring and tracking systems are in place</td>
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<td>Deliver training to schools and agencies to support the CME function, if requested</td>
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<td>Support schools to make an effective contribution to the referral and tracking processes</td>
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<td>Support and encourage schools to transfer files via S2S</td>
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<td>Monitor the effectiveness of processes</td>
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<td>Information share with other service leads including the single point of contact for CSE</td>
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<td>Provide reports to senior managers, Elected Members, the LSCB and the DfE against agreed criteria as part of the LA Performance Management Framework</td>
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<td>Ensure representation at regional and local meetings</td>
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The Local Authority has a duty under Section 436 A of the Education Act 1996 to establish (in so far as is possible to do so), the identities of children in its area who are of compulsory school age but are not registered pupils at a school or receiving some other form of suitable education.

The obligation under Section 436A of the Education Act 1996, as outlined above, includes a duty under s437 of the Education Act to intervene if it appears that a child is not receiving a suitable education.
d) Risk Assessment / Prioritisation of referrals
Due to large numbers of referrals it may be necessary for the CME caseload to be prioritised due to the potential risk to the child. High risk will be identified by the following criteria

- Children with a child protection plan;
- Looked after children;
- Young runaways;
- Children engaged in offending behavior;
- Children “in need”;
- Children living in homes where domestic abuse exists;
- Children with vulnerabilities as defined under Safeguarding in Specific Circumstances;
- Where there is known parental substance misuse, mental illness or learning disability.

e) The role of partner agencies
There is an expectation under the Children Act 2004 that all agencies will work together to promote the safeguarding and welfare of children and to share information so that children and young people do not ‘slip through the net’ and become missing.

There is a fundamental principle that all professionals and practitioners of Luton Council and partners have some level of responsibility around the issue of children missing education. In terms of ensuring that children are identified and tracked, referred appropriately, with needs assessed and coordinated interventions put in place. Therefore, as notification can be received from within the local authority, external agencies, the public, schools, children and young people and other local authorities, it is vital that all agencies understand and use the referral route appropriately and consistently.

f) Responsibilities of all educational provisions
Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils.

Schools have a key role in ensuring that children do not become CME. All schools are required to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

From 1st September 2016, under The Education (Pupil Registration (England) (Amendment)) Regulations 2016, all schools, including independents, are required to:

- Inform their LA when they are about to delete a pupil’s name from the admission register under all fifteen grounds;
- Record details of the pupil’s residence, the name of the person with whom they will reside, the date from which they will reside there, and the name of the destination school (where they can reasonably obtain this information);
- Inform their LA of the pupil’s destination school and home address if the pupil is moving to a new school; and
- Provide information to their LA when registering new pupils within five days, including the pupil’s address and previous school (where they can reasonably obtain this information). The Education (Pupil Registration (England) (Amendment) Regulations 2016 www.education.gov.uk.
The following is an extract from The Education (Pupil Registration (England) (Amendment) Regulations 2016 which sets out the grounds for deletion from roll.

Deleting a pupil of compulsory school age from the school admission register as set out in the Education (Pupil Registration) (England) amendment Regulations 2016

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. **8(1)(h)** - that he has been continuously absent from the school for a period of not less than twenty school days and —
(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); 
(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 of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is;

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.

8(1)(j) - that the pupil has died.

8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—
(i) the relevant person has indicated that the pupil will cease to attend the school; or 
(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

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.

8(1)(m) - that he has been permanently excluded from the school.

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.

8(1)(o) where—
(i) the pupil is a boarder at a maintained school or an Academy; 
(ii) charges for board and lodging are payable by the parent of the pupil; and 
(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.
Children Missing Education – off rolling procedures for schools
(Issued annually to schools and EWOs early September)
Schools cannot remove a pupil from roll until all reasonable enquiries have taken place over a period of no less than four weeks. If this process has not been followed schools will be required to reinstate pupils back on to the school roll. If the new address of a family is known, in another area of the authority, the child must not be removed from roll.

If a child leaves a Luton school without a destination school, or when a child does not return from a holiday, the school should follow the Children Missing Education Procedures (Please See Appendix 6 - Process Chart 2)

A child missing education pro-forma should not be completed for a child who is:
- of non compulsory school age;
- being home educated (confirmed in writing to the school) – see the procedures in place for EHE;
- moving to an Independent school (registered with the DfE) and it is confirmed that he/she is on roll there;
- moving area and is confirmed as attending another school;
- living at the given address, and has stopped attending the school, the child must not be removed from roll – a CME form is not required in this case as the EWO/school should proceed with non school attendance interventions as appropriate.

Who should be referred as a CME?
A CME (Child Missing Education Pro-forma) referral should be completed for:

1. A child (of compulsory School Age) missing school providing that enquiries have been completed and it is established that the child is no longer living at the given address. Following completion of reasonable enquiries, by the EWO/school if the child is not located (has moved away), the child can be removed from roll after twenty school days (unless there are child protection/safeguarding concerns). A CME pro-forma must be completed by the school/EWO, clearly stating that the child is no longer living at the address in the ‘Reason for removal from Roll’ section;
2. A child - who has been confirmed as having moved abroad;
3. A child – who has not returned from extended leave on the agreed date and enquiries have been completed within a period of the next ten days. Where a child is found at the address, who has returned from abroad, he/she must not be removed from roll – Education Welfare Service interventions should be employed. A child can be removed from roll after this period if they have still not returned from abroad;
4. A child who has moved to a private unregistered provision.

For all 4 of these categories, a Child Missing Education Pro-forma (Appendix 3) should be completed and emailed securely to CME@luton.gcsx.gov.uk.
Forms must not be sent before the reasonable enquiries are completed and the outcomes of the enquiries are known.

The reason for removal from roll should be clearly stated and any relevant and current child protection information must be completed including actions taken for:

- Missing;
- Female Genital Mutilation/Honour Based Violence/Domestic Abuse;
- Gang/crime involvement;
- Child Sexual Exploitation;
- Other child protection/safeguarding issues must be specified;

A child must not be removed from roll, even if moved out of the area (until registered with another educational provision) where:

- he/she is a Looked After Child (Child in Care);
- there is a Statement of Educational Needs (SEN), now EHC Plan;
- there are Child Protection concerns.

Reasonable enquiries

Reasonable efforts must be made in collaboration between the EWO/school to identify the child’s current whereabouts/destination this may include the following:

(please refer to Appendix 6 – Flow Chart 2 and Appendix 3 - CME Pro-forma)

- checks with the pupil’s friends, siblings, and known relatives at this school and other schools;
- contact to the extended family;
- checks with members of school based staff who the child may have had contact with e.g. SENCO, School Nurse etc.;
- checks with other agencies with known involvement;
- home visits & enquiries with neighbour(s) (min of 3 non contact visits made at different times of day to be evidenced);
- telephone calls to any numbers held/identified;
- letters sent to the family;
- enquiries made with the Housing Department.

Elective home education

It is sufficient for a school to inform the Education Welfare Officer (EWO) and for the EWO to inform the Elective Home Education Officer if a child is being home educated. A Child Missing Education pro-forma is not required to be sent to CME Officer. The Elective Home Education team will update the database and Capita One to reflect this status to ensure there are no gaps when reconciling and tracking the movement of a child. The Home Education Officer will alert the CMEO if education is unsatisfactory, for a School Attendance Order to be issued.

Common transfer file requirement

Common Transfer File Requirement - There is a statutory requirement to send specified information about a pupil moving school to the receiving school. Detailed guidance on compiling and sending the CTF, including use of the TeacherNet website is available at www.teachernet.gov.uk/s2s.

A Common Transfer File (CTF) must be sent within 15 school days of the pupil ceasing to be registered at the old school, unless the new school is not known. In this case, a missing
child investigation must be carried out by the school. Then a transfer file using XXXXXXX as the destination should be created and uploaded onto the secure site. If a request is made from the pupil's new school, it should be sent within 15 school days.

Schools should upload CTF files to the Lost Pupil section of the S2S secure website when:

- A child has moved into the independent sector;
- A child has moved on to elective home education;
- A child has moved abroad;
- A child has moved and their destination is unknown.

Lost pupil database

All CTF files for children moving to the Independent sector, Elective Home Education, abroad or where the destination is unknown will be securely stored in the “Lost Pupil” area of the S2S website.

Schools must upload CTF files to this site. The Local Authority cannot accept hard copy school records of “Lost Pupils”; these must be archived by the last school and transferred on request. It is important that any new school views current child protection concerns in the context of previous concerns, therefore, it is particularly important that any child protection chronologies should be kept separate from the school file and transferred to the new school (once known) in line with LSCB transfer guidance.

Child protection

This policy and the multi-agency procedures within it do not replace any of the Local Safeguarding Board (LSCB) Multi Agency Procedures and are to be used in conjunction with them.

Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times whilst understanding the relationship between the increased risks to children who are missing from education.

IF AT ANY TIME A SCHOOL HAS CHILD PROTECTION CONCERNS, IN LINE WITH LUTON’S THRESHOLD GUIDANCE, THEY MUST REPORT THIS TO THE RAPID INTERVENTION AND ASSESSMENT TEAM ON 01582 547653
3. Making a referral

a) Identification
Children Missing Education may be identified through:
- school records and monitoring systems;
- checks made by the Primary Care Trust (PCT) through health visitors and school nurses;
- tracking Luton enquiries from other local authorities;
- Out of education referrals – School Admissions.

Children Missing Education may be identified by partner services and organizations such as:

Local Authority Services
Pupils Admissions Team
Rapid Intervention and Assessment team
Looked After Children (LAC) Advisory Team
Special Needs Assessment Team (SENAT)
Alternative Learning and Progression Service
Elective Home Education Service
Education Welfare Service (EWS)
Early Help
Schools and other Education Providers
Youth Offending Service
School Nursing Team

External Agencies
Luton & Bedfordshire Police
Other local authorities
Primary Care Trust (PCT)
Voluntary Organisations

Making a referral
The CMEO must be notified of any child or young person thought to be missing education over four week period by secure email to: cme@luton.gcsx.gov.uk

A referral can be made by using one of the following processes by which the local authority is notified about a child missing, or at risk of missing education:

Out of Education Referral Form, available on the Borough Council website (www.Luton.gov.uk/education)
1. By secure email to: cme@luton.gov.gcsx.gov.uk
2. Telephone the CMEO on 01582-548180;
3. Other local authorities - can use S2S secure messaging
b) CME referral process – out of education (non school) referral – chart 1

Receive information about a child

Log details on database

Check if place of education already known

Not in Education in Luton

Locate and contact family

Determine child's needs

Identify and access available provision and places

Monitor attendance for all provision

Consider referral to EHH/children's social care or Police

Child is being educated outside state funded provision (E.g. home education, independent schools)
d) Referral forms
The following monitoring forms underpin the multi-agency procedures and responsibilities of the Local Authority, Schools and other agencies/services.

Child Missing Education pro-forma – appendix 3
(For use by school staff and other referrers of statutory aged children who move with no known destination school)

Schools are required to use the Child Missing Education Pro-forma. A full investigation, as detailed in this form should be undertaken, and the CTF uploaded to the Lost Pupil section of the S2S secure website before the child can be removed from the school roll.

A Child Missing Education Pro-forma must be completed when a child:
- has moved and their forwarding address/destination school is unknown;
- child has moved abroad;
- child has failed to return from authorised or unauthorised leave.

If supporting letters from parents verifying how and where their child is being educated are attached to a Child Missing from Education Pro-forma, a full investigation is not always required. A Child Missing Education Pro-forma will still need to be completed and a copy of this should be emailed to the Children Missing Education Officer.

Out of Education referral form – appendix 4
(For use by all referrers of statutory aged children resident in Luton but not on roll with a school).

This form must be used to refer any child who is resident in Luton who may be out of school. As casework with the family often runs parallel to a School Attendance Order it is essential that the full names (including first names) of parents or carers are provided where possible, as well as details of other children living in the home.

Other relevant information needs to be included about the child or family in the referral form. After an initial database search the CMEO will contact the referrer to confirm if this referral will be included in CME casework.
4. Reporting and Monitoring arrangements

The process of CME is subject to regular monitoring and reporting including but not exhaustive to:

- an annual report to Luton Safeguarding Children Board;
- annually to the People’s Directorate - Departmental Management Team;
- quarterly service performance reports;
- through the EMS database (status and numbers);
- information transfer between services where required.
5. Appendices

a) Appendix 1

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION:
There are many circumstances where a child may become missing from education so it is vital to make judgement on a case by case basis. Children may be missing from education because they are suffering from abuse or neglect.

Where this is suspected schools should follow child protection procedures and removal from roll should only take place if agreed with, and discussed with, the CMEO and is in the best interest of the child. Local Authority’s CMEO will check that a referral has been made, if appropriate, in line with Luton’s Threshold Guidance.

There are circumstances when a pupil is absent without explanation and, in most cases, the child returns quickly or it is believed they are not at risk of significant harm. There are serious or complex cases, including those where a child may be a victim of crime, such as being abducted by a parent/stranger. If a child is thought to be a victim of crime an assessment of the vulnerability and a referral to the EWS, MASH (Multi Agency Safeguarding Hub) and/or Police should be made (in liaison with the School’s Designated Safeguarding Lead).

Young runaways
Where a child or young person goes missing, they are vulnerable to not just missing education, but also in relation to both safeguarding and criminal justice issues. Whatever the reasons for running away, it is often a sign that something is wrong in the child or young person’s life and a response must be made quickly.

It is vital to recognise that another trigger for going missing might be that the child or young person is being subjected to abuse including CSE/exploitation, and in these instances the local child protection arrangements would be instigated. A first day response should be made to MASH and EWS for children missing from care, Looked After, subject to a Child Protection Plan or known to a statutory agency due to developing concerns for their safety.

Children who are taken on extended holidays
Schools should make all parents aware of the importance of not taking children out of school during term time and in exceptional circumstances informing the school of any planned absence. This would include agreeing with the school the period of leave, including the date of return, and that if parents take their child out of school without notifying the school in advance then the child’s name will be removed from the register.

Where possible, schools should seek to obtain contact details for the visit and details of a relative/friend who could be contacted in the UK if required.

If the child does not return after the agreed date, this should prompt welfare concerns and the school should follow normal procedures for investigating absence (phone calls, letters). If no satisfactory explanation is received the school should make a referral and contact the EWS for investigation.

If there are additional concerns, particularly if a school is concerned that an older pupil is taken out of the country against their will, and at risk of forced marriage or FGM, or that there may be another Child Protection issue associated with extended leave, concerns should immediately be referred to the MASH.
Children at risk of sexual exploitation including children trafficked to, or within, the UK
Where there are concerns about the welfare of the child and concerns of sexual exploitation and
trafficking, schools and agencies should make immediate referrals to the RIAT (Rapid
Intervention and Assessment Team) and follow child protection procedures. The CMEO will
monitor compliance and ensure that schools are following procedures in relation safeguarding
and off rolling including actions needed to be taken for any CSE concerns regarding a child.

Children from families fleeing domestic violence and those living in women’s refuges
Where there are concerns about the welfare of the child and concerns about domestic abuse,
schools and agencies should make immediate referrals to the MASH who will liaise with the
CMEO. The referrer should consider the use of a DASH risk assessment with the victim in order
to identify if a MARAC (multi agency risk assessment conference) referral is required. In line
with Luton Threshold Guidance appropriate intervention will be identified. Additional information
on this is available from the Safeguarding in Education Team (01582 548984).

Young offenders
It is the responsibility of the Youth Offending Team to notify the school if a pupil is remanded in
custody or secure accommodation, receives a custodial sentence or is placed outside the
borough for any reason. Where a young person was registered at a school prior to custody, the
school may keep the place open for their return.

Pupils with a Statement of Special Educational Needs or an ECHP
A child with special educational needs must not be removed from roll unless another
educational provision has been identified and agreed. If a parent expresses a preference for a
maintained school, including a maintained special school, the LA must name the school in the
EHC Plan unless:

a) The school is unsuitable to the child's age, ability or aptitude or to [his/her]
special educational needs, or
b) The attendance of the child at the school would be incompatible with the
   Provision of efficient education for the children with whom [he/she] would be
   Educated, or
   c) The efficient use of public resources.

Parents can also suggest the name of a non - maintained special school or an independent
school. Information about these schools as well as the local services available for children and
young people with special educational needs can be found on the Luton SEN and Disabilities
Local Offer website www.luton.gov.uk/sen

The LA will support issue resolution and reach an agreement about the placement. If parents do
not agree with the contents of the EHC Plan, then they may wish to seek the support of the
Parent Partnership Service. This service is available by contacting 01582 548156 or 01525
719754. They can provide information and advice, and help resolve or prevent any
disagreements between parents and the Local Authority.

Maintained schools must not remove a child with a Statement/EHCP unless the SENAT Team
have advised them to do so, or agreed to it.

Children who are on a Child Protection Plan
The CMEO should always be alerted if at any time the Rapid Intervention and Assessment
Team establish that a child is not registered at a school. However, all agencies have a
responsibility for children subject to a Child Protection Plan and if a child goes missing, or there
are concerns about the welfare of a child, the MASH must be informed immediately by the
agency that raised the concern. Schools also have clear and specific School Child Protection Procedures to follow and receive advice, training and support to meet their responsibilities to safeguard and promote the welfare of children.

**Looked After Children (LAC)**
Stability of schooling is essential for children who are looked after by local authorities. The Virtual School monitors the educational placements of all LAC, coordinates the personal education plans and addresses educational needs of each looked after child in Luton and those looked after by Luton but placed outside of the borough.

All schools have a designated teacher for LAC who assists in identifying children at risk of going missing from education. The Virtual School monitors attendance of LAC on a retrospective half-terminally basis. It is the social worker's responsibility to inform the Authority if a child is moving schools and to discuss whether a move is appropriate. The Virtual School’s Education Coordinator assists the social worker in finding a suitable school and Ofsted category ‘Good and Outstanding’ schools are prioritised. At Key Stage 4 (years 10, 11) the Virtual School Head, as the nominated LA Officer, should be consulted about any potential school move.

Social Workers should notify the EWS Team and the Virtual School of any children received into care or where there are issues that may result in a breakdown in educational placement. Where children go missing from their care placement, it is vital that their school place is kept open until they are on roll at another school or there is agreement between the school and Authority responsible for their care that this place is no longer required. Where a change of care placement necessitates a change of school, the Virtual School and the Social Worker should work closely to identify education provision simultaneously, as there is a duty to ensure that LAC are re-engaged with education within 20 days. When a child ceases to be Looked After and is returned to parents (particularly from out of county placements), the Children Missing Education Co-ordinator must be informed to ensure that the child and parents are supported to re-engage with education. If a child is absent from his or her home/care, the Absent Children Procedure and Missing Children Procedures contained in the Local Safeguarding Children Board Child Protection Procedures must be followed.

**Children with a Gypsy, Traveller or Roma background**
Traveller children can be identified as being “missing from school”. This can be for a variety of reasons. When Traveller children who have been on roll in Luton schools leave the area with advance warning, steps need to be taken to ascertain from parents their intended destination. If known, the parents should be given the contact name and number of the Travellers Education Service (TES) in that area, and encouraged to contact them on their arrival in the area. Luton's Gypsy, Roma, Traveller Access to Education Officer will inform the new area that the family is expected in their locality and liaise with the CMEO in locating and re-engaging them in education. If they do not turn up, the CME team in that area will attempt to locate the family through their national contacts.

If a family travels without prior warning, the Gypsy, Roma, Traveller Access to Education Officer will try to determine, through the networks of extended family, friends and acquaintances, where the family has gone, and contact the appropriate TES for that area.

**Unaccompanied Asylum Seekers**
The responsibility for the provision of support and basic services to unaccompanied children assessed to be under age 18, who do not have a relative or guardian in the UK, remains with the local authority in whose geographical area they reside. Invariably they are afforded looked after status. In Luton, multi-agency working across departments and agencies ensures that support is provided to enable children to engage effectively in education.
Children who are privately fostered
All adults (unless they are family members as defined by the Children Act 1989) who are caring for children from abroad are required by law to notify the local authority of a private fostering arrangement (at least 6 weeks before, otherwise immediately, within 48 hours of the child arriving) and must be subject to a private fostering assessment (which considers the possibility of child trafficking) to ensure that they are suitable and safe carers. Private fostering can potentially mask child trafficking, when traffickers use the arrangement to formalise having a trafficked child in their home as a ‘fostered’ child. It is therefore imperative that the possibility of child trafficking be considered when making an assessment of a private fostering arrangement.

These procedures are essential to safeguard children who are vulnerable because they are without the care and protection of their parents or legal guardian. The CMEO must be informed at all stages to ensure that children are tracked into suitable provision and monitored.

Children who are at risk of forced marriage
The definition of forced marriage accepted by HM Government and other statutory agencies is “a marriage conducted without valid consent of one or both parties where duress is a factor”. If there are concerns that a child is in danger of a forced marriage, local agencies and professionals should follow Child Protection procedures and contact the MASH and Police and seek advice from the Forced Marriage Unit. Front line professionals including teachers, Social Care, Health Care, Police, Housing, should refer to the HM Government’s ‘Multi-agency practice guidelines: Handling Cases of Forced Marriage’ to better identify and protect children and young people at risk of forced marriage. Where it is thought a child or young person has been the subject of forced marriage, the Domestic Violence Unit, Bedfordshire Police should be contacted. Further guidance can be obtained from the Forced Marriage Unit at the Foreign and Commonwealth Office.

Children at risk of radicalisation
Under the Counter Terrorism and Security Act 2015, the Prevent Duty for specified authorities requires them to have due regard to prevent people from being drawn into terrorism. The statutory duty requires specified authorities to demonstrate that they are protecting children and young people by having robust policies in place to identify and respond to children at risk of radicalisation as appropriate.

Specified authorities include all educational establishments. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and learn how to challenge these ideas.

Schools are required to ensure that their safeguarding arrangements take into account LSCB policies and procedures and understand their responsibilities in meeting the statutory requirements of the Prevent Duty and work in partnership to identify and support children and young people at risk of radicalisation.

They are also required under the prevent Duty to consider the level of risk to identify the most appropriate referral pathways in line with local guidance.

If there are radicalisation concerns regarding a child/family, leaving school without a destination known, the school should follow their safeguarding procedures and outlining the concerns and risk involved in the Early Help process. The child must remain on roll until relevant interventions/support is in place. If there is a risk of significant harm a referral should be made to MASH in line with normal procedures.

If the child is not registered at school and presents as vulnerable to radicalisation, an EHA should be completed, identifying the particular risk area, to ensure appropriate interventions are
Children of homeless families in temporary accommodation, houses, multiple occupancy/Bed & Breakfast
Living in temporary accommodation can impact significantly on the well-being of children. Placement in temporary accommodation, often at a distance from previous support networks or involving frequent moves, can lead to children falling through the net and becoming disengaged from education, health, and social care and welfare support systems.

Children may experience disruption to schooling and may cease to attend due to transport issues, cost and physical distance involved in staying in their original school. They may also experience delays in being admitted to school if moving to a new area or put off applying while waiting for more permanent accommodation which may be in a different catchment area.

The Housing Department should notify the EWS of any children who are homeless or at risk of becoming homeless to ensure that they are supported in education.

Elective Home Education
The local authority needs to satisfy itself that parents are providing a suitable education provision for their child, relevant to age, ability and aptitude and to any special needs they may have. The local authority will engage with parents in this process by offering to meet them and their child, looking at samples of work and reviewing the programmes of work they have planned for their child’s education.

Schools must delete the child’s name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising their local authority. Schools must make a return (giving the child’s name, address and the ground upon which their name is to be deleted from the register) to the local authority as soon as the ground for deletion is met, and no later than deleting the pupil's name from the register. They should also copy parents into the notice to the local authority. Further information is available in Keeping Pupil Registers, the Department’s guidance on applying the regulations. For more information refer to http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf

Alternative Education Provision
If a pupil attends alternative provision commissioned by a school or academy (e.g. a college placement or an alternative programme), whether part-time or full-time, the commissioning school continues to have responsibility for monitoring progress and attendance. If good attendance is not maintained, a referral can be made by the school to the EWS.
Appendix 2

Safeguarding Children Missing Education Process for Schools

Day One: The school identifies that a child is not in school. A staff member trained to do so, telephones the child’s home to seek reasons for the absence and reassurance form a parent/carer that the child is safe at home.

<table>
<thead>
<tr>
<th>Result of Call</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no answer at the home or on mobile numbers</td>
<td>Call back. Risk assess after two hours</td>
</tr>
<tr>
<td>The parent/carer answered the call, the child is safe with them</td>
<td>Ask for reason for absence and record</td>
</tr>
<tr>
<td>The person answering is not the parent/carer and the school is not reassured that the child is at home or safe</td>
<td><strong>The school’s designated lead for child protection</strong> should be consulted on a risk assessment and the degree of vulnerability of the child</td>
</tr>
</tbody>
</table>
| The parent/carer answered the call, the child is not with them or safe the parent is concerned | School to advise the parent to:  
  - Contact the local police station to inform them the child is missing  
  - contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child’s whereabouts or actively searching for the child  
  - contact the family GP and Accident and Emergency Centre’s near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment  
  - report back to school if the child is found or remains missing |

If the judgement on Day One is that there is reason to believe that the child is at risk of harm the school must contact the Police and Children’s Social Care immediately (MASH)

If the judgement on Day One is that there is no reason to believe that the child is at risk of harm the school continues to make enquiries and informs the Education Welfare Service on Day Ten. If the child is not located at the registered address following all reasonable enquiries, a CME referral should be made to the CMEO.
## School Risk Assessment for Child Missing Education

Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt always consult with managers or other services.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Risk</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there good reason to believe that the child may be the victim of crime?</td>
<td></td>
<td>Inform Police and children’s social care immediately (MASH)</td>
</tr>
<tr>
<td>Does the child have a formal child protection plan?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the child in care i.e. looked after by the LA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the planned or current LA Children’s Social Care or LA Adult’s Social Care services involved? E.g. section 47 enquiry about to start</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a person present in or visiting the family who poses an on-going risk to children, or who is suspected of previously harming a child?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the child at risk of sexual exploitation?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the child at risk of radicalisation? – significant harm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has there been LA children’s social care or LA adults social or Criminal Justice System involvement in the past?</td>
<td></td>
<td>Give consideration to the vulnerability of the child and following risk assessment inform one or all of the following:</td>
</tr>
<tr>
<td>Are there religious or cultural reason to believe the child is at risk? E.g. FGM or forced marriage</td>
<td></td>
<td>- Police</td>
</tr>
<tr>
<td>Is there any known history of drug or alcohol dependency within the family?</td>
<td></td>
<td>- Children’s Social Care</td>
</tr>
<tr>
<td>Is there any known history of domestic violence?</td>
<td></td>
<td>- Mash</td>
</tr>
<tr>
<td>Is child at risk of radicalisation?</td>
<td></td>
<td>- EHH</td>
</tr>
<tr>
<td>Is there any concern about the parent/carer’s ability to protect the child from harm?</td>
<td></td>
<td>- Local Authority Designated Officer</td>
</tr>
<tr>
<td>Was there any significant incident prior to the child’s unexplained absence?</td>
<td></td>
<td>- EWO service</td>
</tr>
<tr>
<td>Has the child been a victim of bullying?</td>
<td></td>
<td>- School Nurse</td>
</tr>
<tr>
<td>Does the child need essential medical or health care?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the child noted to be depressed prior to the child’s unexplained absence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the child gone missing with their family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have the parents been subject to proceedings in relation to attendance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a history of poor attendance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has there been any change in the child/family’s financial circumstances?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age of child</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3

This form should be used when a child is thought to have left Luton without a forwarding school

Child Missing Education Pro-forma

If there is a known risk or suspicion of child protection/sexual exploitation, please inform children’s services immediately and highlight actions taken on the referral form

<table>
<thead>
<tr>
<th>Name of School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pupil Name:</th>
<th>UPN:</th>
<th>NCY</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnicity:</th>
<th>Statement of SEN/EHC Plan</th>
<th>LAC</th>
<th>Subject to a CP Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Known Address:</th>
<th>All Emergency Contact Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Forename and Surname of parents/carers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full names of siblings</th>
<th>DOB:</th>
<th>School attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forwarding address if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Pupil last attended school:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please provide the following information:

REASON FOR REMOVAL FROM ROLL:
Further information about the child(s) whereabouts and actions taken:

The Outcome of Reasonable Enquiries:

Has the child been located at the registered address?
Yes
No

Safety Information: as a lone visit may be made to the child’s home it is important to share any known issues which may affect their personal safety

<table>
<thead>
<tr>
<th>Is there any information which may affect the health and safety of the worker?</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes please give full details</td>
<td></td>
</tr>
</tbody>
</table>

Safety Information: (Must be completed as appropriate)

Are there any welfare or child protection concerns (including Missing, CSE, domestic abuse or Forced marriage, Radicalization, if relevant) regarding this child?

What actions have been taken?

- Has the child been referred to Children’s Social Care (MASH)/Police?
- Is this pupil on a Child Protection Plan?
- If children’s social care involved, who has been notified/ does this pupil have a Social Worker?
- Has an EHA (Early Help Assessment) been completed? (This must be done where vulnerability factors exist)
<table>
<thead>
<tr>
<th>Actions Taken</th>
<th>Date</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checked internal school records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked with friends, siblings and relatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone calls /letters sent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of enquiries completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Contacting extended family and neighbours;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Checked with members of staff who the child may have had contact with E.g. SENCO, Nurse.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Checked with agencies with known involvement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Made home visit(s) &amp; enquired with neighbour(s)(min of 3 non contact visits to be made at different times of day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Made telephone calls to any numbers held/sent letters to the family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Made Enquiries with Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date CTF Procedure Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date form submitted to Local Authority Children Missing Education L/Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date removed from roll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note:
- Before this form is sent, the school and the schools EWO should have made reasonable efforts to locate the pupil. This form should be sent by secure email only when the enquiries are concluded and no more than five weeks after the pupil’s last attendance at school.
- If after all enquiries have been exhausted and the whereabouts of the pupil is still unknown, discuss the removal of the pupil from the school roll with the CME Officer (548180)
- The school must still maintain ownership of the pupil’s records
- The school must create a Common Transfer File (CTF) and post electronically on the missing pupil database (S2S)
<table>
<thead>
<tr>
<th>Referrer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Referrer</td>
</tr>
<tr>
<td>Contact Details</td>
</tr>
<tr>
<td>Name of EWO</td>
</tr>
</tbody>
</table>

THIS FORM SHOULD BE SENT BY SECURE EMAIL TO CME@LUTON.GCSX.GOV.UK
This form should be completed by any professional who becomes aware of a child of compulsory school age and does not appear to be attending a school or other provision arranged by the Local Authority. Schools should use the Child Missing from Education Form.

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
<td>Ethnicity:</td>
</tr>
<tr>
<td>Address:</td>
<td>School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forenames and Surnames of Parents and Siblings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Child’s previous address if new to the area:

Is the child known to have a Statement of Educational Needs?

To the best of your knowledge is the child:
- A Looked after Child
- Subject to a Child Protection Plan
- Refugee or Asylum seeker

Reason for Referral and relevant background information including how it came to the referrer’s attention:

<table>
<thead>
<tr>
<th>Child is not registered at a school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not known if child is registered at school</td>
</tr>
</tbody>
</table>
### Safety Information:
Are there any welfare or child protection concerns (including Forced marriage, if relevant) regarding this child?

What actions have been taken?
- Has the child been referred to Children’s Social Care (MASH)/Police?
- Does this child have a Child Protection Plan?
- If children’s social care is involved, who is the key contact?

Has an EHA been completed?

### Educational History (if known)

Last school attended:

<table>
<thead>
<tr>
<th>Agency Involved</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.P.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAMHS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traveller Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEN Assessment Team</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Referrer Details:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td></td>
</tr>
</tbody>
</table>

Signed:

THIS FORM SHOULD BE SENT BY SECURE EMAIL TO CME@LUTON.GCSX.GOV.UK
CHILD OUT OF EDUCATION REFERRAL FROM OTHER LOCAL AUTHORITIES AND OTHER AGENCIES - (OOS REFERRAL)

Referral to CMEO by the agency via secure email on the Out of Education referral form

Any safety concerns – must be reported to MASHT/EHH

Located in Luton - no school place
CMEO to contact parents to resolve situation

CMEO checks Social Care/ School Admissions databases

Not at the address – inform the referrer status change to Missing

Found at the address and attending a school

CMEO informs the referrer

No response – Home visit to be made

CMEO monitors admission to school

Upload to S2S/check Local databases /SPOC

CMEO informs the referrer

Pupil fails to access place start legal process – School Attendance Order

Pupil admitted
No Further Action (NFA)

CMEO informs the referrer - No Further Action (NFA)

Found with a school place

Located in Luton - no school place
CMEO to contact parents to resolve situation

CMEO checks Social Care/ School Admissions databases

Not at the address – inform the referrer status change to Missing

Found at the address and attending a school

CMEO informs the referrer

No response – Home visit to be made

CMEO monitors admission to school

Upload to S2S/check Local databases /SPOC

CMEO informs the referrer

Pupil fails to access place start legal process – School Attendance Order

Pupil admitted
No Further Action (NFA)
Children Missing Education referral from Luton Schools
(CME Policy & Procedures - Page: 10-11)

SCHOOL ACTION

WEEK ONE

Not located following reasonable enquiries – Child protection/safeguarding enquires/actions undertaken by the school

Refer to EWO within 10 days (sooner if Child protection concerns)

EWO ACTION

WEEK 2&3

EWO ENQUIRIES

Located following EWO investigation, however refusing to attend - EWO intervention (PN/legal proceedings under Sec 444 1996)

Found on roll at new school

Child not located (not at address)

EWO to inform referring school to remove from roll & upload CTF

Referral to CMEO

CMEO investigates further / checks local data-bases

CMEO uploads to S2S

WEEK 4
For further advise and information contact Children Missing Education Lead Officer on 01582 548180
Or cme@luton.gcsx.gov.uk

### Other useful contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeguarding in Education Team</td>
<td>01582 548980</td>
</tr>
<tr>
<td>Rapid Intervention and Assessment Team (MASH)</td>
<td>01582 547653</td>
</tr>
<tr>
<td>Luton children &amp; family social care services</td>
<td></td>
</tr>
<tr>
<td>Early Help Assessment Team (EHA)</td>
<td>01582 548231</td>
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<tr>
<td>Education Welfare Service</td>
<td>01582 548174</td>
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<tr>
<td>Police</td>
<td>01582 401212</td>
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