Holyport CE Primary School

Children Missing Education Policy (CME)

achieving for children

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1. Background

This statutory guidance sets out key principles to enable local authorities in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). This advice is not exhaustive and local authorities will need to take into account the circumstances of individual cases.

For the most recent statutory guidance on Children Missing Education, please see the following document: www.gov.uk/government/publications/children-missing-education.

2. Introduction

This guidance is intended to inform local authority officers, schools, governing bodies or academy trustees and other involved agencies about the policy and procedures to be followed to identify and maintain contact with children missing education and current developments for identifying those at risk of going missing from education. This guidance should be read in conjunction with current legislation and guidance listed in Appendix A.

The term 'children missing from education' refers to all children of compulsory school age who are neither on a school roll, nor being educated otherwise, alternative provision or electively home educated. It applies to children who have been out of any educational provision for a substantial period of time.

This policy has been designed to help local authorities meet their statutory duties relating to the provision of education and the safeguarding and welfare of children. It is related to current legislation and related guidance (as detailed in Appendix A) and supports directorate developments within information sharing and assessment (ISA), in line with the Children's Act.

This guidance sets out Achieving for Children (AfC) RBWM's operating procedure in relation to the following five key areas of Children Missing Education.

- Strategic management and leadership
- Networks and points of contact
- Information systems
- Provision brokering services
- Effective pupil tracking systems

3. Why do children go missing from education

Children can fall out of the education system because:

- they fail to start appropriate provision and hence are unknown to the education system
- they cease to attend, due to exclusion (e.g. illegal unofficial exclusions)
- they live a life style which involves travelling

- they are withdrawn by their parents
- they fail to complete a transition between providers (such as being unable to find a suitable school place after moving to a new local authority)
- of breakdown in relationship between the family and school
- of a sudden change in family circumstances

To limit the opportunity of children becoming missing from the education system, AfC RBWM has a range of processes and procedures. These include:

- monitoring school attendance and auditing school registers
- maintenance of a 'central register' of children missing from education
- monitoring of elective home education database
- identifying children who are 'travelling'
- close liaison with the School Admissions Team and designated CME officers in other local authorities to monitor children new to the area or moving between schools to ensure they are tracked into education
- multi-agency agreement on procedures to be adopted when children go missing or run away from home or from the care of the local authority

Children who do not regularly attend school are in many cases more likely to be vulnerable and some will become children missing education. Poor and irregular attendance must be discussed with the Education Welfare Service.

Process

First day contact

Phone the parent or carer and all additional contact numbers if unable to get in touch with parents or carers. Make a record of calls made, time, date and conversations.

School administrative staff or support staff should contact parents on any day a registered pupil is absent without explanation, including in cases where the pupil skips lessons after registration. By contacting the parent, the school also ensures that the parent is aware that the child is not in school enabling the parent to take appropriate steps, where necessary, to establish the child is safe.

Further information is available from the Education Welfare Service.

Government guidance on attendance can be found at: www.gov.uk/school-attendance-absence/overview

4. The role of schools

If a pupil is expected to join the school either at a normal transitional point (eg Nursery, Reception or Years 5, 7 or 9) and the child does not arrive, the school should firstly try to make contact with the parents by telephone, text, email or letter. If after one week no contact has

been made the school should contact the Admissions Department to find out if the child has been registered elsewhere.

After two weeks the school should inform the Education Welfare Service who will follow the procedures for 'missing pupils' outlined below. The pupil **should not be removed from roll** until the education welfare officer has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated otherwise.

If a pupil is absent for a prolonged period (other than agreed extended leave of absence) or fails to return from a holiday on the date agreed with parents, the school should follow the normal procedures for investigating pupil absence (telephone calls, letters, text messages, emails and invitations to meetings at the school, etc).

The matter should also be referred to the Education Welfare Officer. The pupil **should not be removed from roll** until the education welfare officer has made all reasonable attempts to ascertain the pupil's whereabouts and safety or has confirmed that the pupil is registered at another school or is being educated otherwise. Where a pupil has an education health and care plan (EHCP), the Special Educational Needs and Disabilities (SEND) team should also be notified.

If a pupil 'disappears' without any warning, the school should immediately notify the Education Welfare Service and also make a referral to the SPA.

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 as amended **(see Appendix B).**

When a pupil is deleted from the admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another known school, the name of the school and leaving date should be indicated in the releasing schools MIS system.

An electronic common transfer file (CTF) of the pupil's records should be generated and sent to the new school within 15 days via S2S. If a child's name is removed from the school roll the local authority must be informed by completing the starters and leavers form which can be accessed here:
https://docs.google.com/forms/d/e/1FAIpQLSfgxw9Ze9pGM0pllTTwKlYbMdAY5ybDmlUrIkQnN3D3YgO0g/viewform?gxids=7628

In the event of a parent informing the school in writing that they are removing the child to educate them at home the school should inform the family around elective home education (EHE), ensuring they are fully aware of what Elective Home Education consists of. The school should then complete the elective home education online checklist form.

Once the EHE notification check list has been completed and received by the local authority, the Education Home Education Coordinator will ensure that contact is made with the parents or carers by letter, and the local procedures are put in place for monitoring the situation.

5. Leavers

Registers and pupil registration regulations

The pupil registration regulations apply to **all** schools.

The only circumstances in which a registered pupil can be deleted from the school register are outlined in Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024

When the circumstances of a child absent from school are not known, both the school and local authority must carry out a 'reasonable enquiry' as detailed in the following school procedures and attendance worker procedures.

Please see the latest government school attendance guidance:
Working together to improve school attendance - GOV.UK (www.gov.uk)

The following summary of the regulations and guidance is not comprehensive but is relevant to children missing or at risk of missing education. Of particular note are regulations 8, 9 and 32 of the School Attendance (Pupil Registration) (England) Regulations 2024:

Regulation 8 Specifies that pupils join the school roll, they must be listed in both the admissions and attendance registers, on the expected first day of attendance. It follows that the usual procedures for dealing absence therefore apply even where the pupil does not arrive on that day.

Regulation 9 Sets out the **only** circumstances in which pupils of compulsory school age can be deleted from the register. Appendix B sets out the grounds under regulation 8 and has been resolved against amendments:

Regulation 13 - The proprietor of every school shall make to the local education authority, at such intervals as may be agreed between the proprietor and the local education authority, or as may be determined by the Secretary of State in default of agreement, a return giving the full name and address of every registered pupil of compulsory school age who:

- fails to attend the school regularly
- has been absent from the school for a continuous period of at least ten school days in respect of which their absence is recorded in the attendance register exclusively using one or more of the following codes as set out in regulation 10

6. Reasonable enquiry procedure for unplanned leavers and children who do not arrive on the first expected day

These procedures do not replace any safeguarding or child protection procedures or guidance but are to be used in conjunction.

In line with the duty on all Children's Services authorities to safeguard the welfare of children (s. 11 of the Children Act 2014), both the school and the local authority will put in place

procedures designed to track the whereabouts of the child and to record that they have completed these procedures. These procedures apply only when contact has not been possible with the family and/or explanation provided is not reasonable or satisfactory.

When a reasonable enquiry should be carried out

- Any pupil on a school roll who ceases to attend and the destination school and forwarding address is not yet known.
- Pupils on a pre-admission list or register for Reception or Years 5, 7, or 9 who do not arrive on the expected start date.
- Pupils who have not returned after a school/term-time holiday.

Leavers protocols for schools

Planned absence

Parents are always asked and expected to inform the school in advance of any planned absence. This should be included in the school's attendance policy.

Planned leaving

When a school becomes aware that a child is leaving, the school should make every attempt to obtain forwarding address or contact details from the parents.

Reasonable enquiry - school action checklist

In the case of a pupil being absent without explanation (including Reception and Years 5, 7 and 9 pre-admission list and in-year admissions offered a start date), schools must ensure that actions and correspondence are logged where reasonable enquiries have been made.

Day 1 to 2

- Assessment of vulnerability.
- First day calling the parent and all other contacts to establish the cause of absence and when the child is likely to return.
- Seek information from staff (HOY, form tutor, other staff who may have had contact with the pupil), pupils, other parents and other schools if pupil has siblings attending other schools, to try and determine the family circumstances as they may know, for example, if the family were intending to move or go on holiday.
- Where concerns exist and there is no reasonable explanation or contact, consider escalating to the school's designated safeguarding lead.
- All children with an unauthorised absence who are looked after by the local authority or are currently open to children's social care, should be referred to the child's allocated social worker and the Virtual School.

Day 3 to 9

Best practice is to revisit all procedures outlined above and also include the following;

- Follow up using any other means of communication that you may have eg text message, email, letter, phone call.
- Home visit to the families address
- Send reasonable enquiries Day 3 letter to the home address which can be found attached in **Appendix 4**

Day 10 to 19:

- If contact with the family continues to be unsuccessful, send the reasonable enquiries Day 13 letter to the home address which can be found attached in **Appendix 4**
- If no response has been received following the above actions, the school must notify the RBWM Education Welfare Service who will then make further checks

Day 20:

After all reasonable checks have been conducted, matters may be resolved or sufficient information gathered to consider removing the child from the school roll. While it is the school's decision to remove a pupil from their school roll, they must **indicate which of the legal reasons under The School Attendance (Pupil Registration) (England) Regulations 2024 the pupil is being removed from the school rol**l.

Once a child has been removed from the school roll, the school administrator must upload the child's the common transfer file (CTF) on the S2S database. At this stage the child is known as missing in education and therefore please enter XXXXXXX into the destination field (pupils with no known destination).

Letter to be sent to the last known address informing that pupil is being removed from the school roll and the Education Welfare Service have been notified. Keep a copy of the letter in the pupil file.

7. Notification routes

The Children Missing Education Officer will maintain a list of children known to be missing from education. Any statutory or voluntary agency within the local authority has a duty to notify the Education Welfare Service of any child they deem to be missing from education. Schools are asked to discuss concerns with their allocated education welfare officer in the first instance, and then complete the CME Referral form (Appendix C).

8. The role of the local authority

Following receipt of a CME referral, the local authority will meet its statutory obligations to make all reasonable attempts to track a pupil and establish their whereabouts, following local safeguarding procedures and working collaboratively with other agencies and local authorities where necessary.

Local authorities have a statutory duty under the 1996 Education Act to maintain a register of children missing education. A database of children who are CME is held by the CME officer, and updated regularly. As soon as a child who is CME is identified or referred by a school or another local authority, their basic details (name, date of birth, address and any contact details) are added to the database, with details of the reasons they become CME and records of contacts made with the family.

This ensures that all children living within the local authority who are CME are monitored and tracked for onward education. They are closed on the database as soon as it is confirmed that they are accessing education elsewhere, or another local authority has taken responsibility for the child. Additionally, children who are CME are added to the case recording system used by the local authority (PARIS) and marked as CME whilst missing from education.

The CME database is only accessible to the named CME officer and the Education Welfare Service.

9. Electronic transfer of pupil data

Section 5 (5) of the Education (Pupil Information) (England) Regulations 2005 places a duty on schools to transfer pupil data electronically (the Common Transfer File, (CTF)) via S2S when a pupil moves to a new school within 15 days.

The Department for Education has a secure internet site School to School (S2S) for the electronic transfer of information (CTFs) when a child moves school.

All leavers must therefore be accounted for on S2S by one of three options.

- Admitted to a new school in the maintained sector: the transfer of pupil data using the CTF will be carried out and confirmed with the new school.
- Moving abroad, into private provision or to be educated at home: will be entered on the Lost Pupil Database as MMMMMMM.
- Leavers with unknown destination: entered on the lost pupil database as XXXXXXX. This should be done after the school and attendance worker have completed the reasonable enquiry form and made a referral to children missing education.

All information on transferring files between schools can be found here: www.gov.uk/government/publications/common-transfer-file-16-specification.

10. Contacting the Education Welfare Service

Schools are asked to discuss possible CME cases with their allocated education welfare officer in the first instance. You can also contact the Education Welfare Service on edu.welfare@achievingforchildren.org.uk
Further advice is available from: **CME Officer:** Nico.Auckbur@achievingforchildren.org.uk

HOLYPORT CE PRIMARY SCHOOL	
ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY ON: 11th September 2024	SIGNATURE OF GOVERNING BODY REPRESENTATIVE:
Name of Headteacher: Amanda Featherstone	Signature of Headteacher: A Featherstone
Presented to: STAFF via Smartlog 4.9.24 Presented to: FGB on Governor Hub 1.9.24	Policy to be next reviewed: September 2025 or in light of any changes

Acronyms and glossary

Term	Definition
CME	Child Missing Education
CP	Child Protection
CTF	Common Transfer File
DfE	Department for Education
EHCP	Education Health Care Plan
EWO	Education Welfare Officer
EWS	Education Welfare Service
FE	Further Education
GP	General Practitioner (Doctor)
GRT	Gypsy, Roma & Traveller
HOY	Head of Year
I(C)T	Information (and Communications) Technologies
LA	Local Authority
ISA	Information Sharing and Assessment
MASH	Multi Agency Safeguarding Hub
RBWM	Royal Borough of Windsor and Maidenhead
S2S	School to School
SENCO	Special Educational Needs Co-ordinator
SEN(D)	Special Educational Needs (& Disabilities)
SPA	Single Point of Access

Appendix A: Legislation and guidance

Legislation

There are various statutory duties upon local authorities and parents (supplemented by guidance) relating to the provision of education and the safeguarding of the welfare of children and which may be relevant to children missing education. It is intended that from 2007 there will be a statutory duty on all Local Authorities in England and Wales to have CME systems and procedures in place.

The principal provisions are as follows.

Section 14(1) of the 1996 Education Act provides that a local education authority must make sure that there are sufficient schools for providing education in their area. For these purposes, the schools must be sufficient in number, character and equipment to provide all pupils with the opportunity of appropriate education (s. 14(2)). 'Appropriate education' means, broadly education which is desirable in view of the pupils' different ages, abilities and aptitudes and the different periods for which they may be expected to remain at school (s. 14(3)).

Section 7 of the 1996 Education Act provides that the parent of every child of compulsory school age shall cause to receive efficient full-time education suitable to his age, ability and aptitude and to any them special educational needs they may have, either by regular attendance at school or otherwise.

Furthermore Section 437 (1) of the 1996 Education Act provides that if it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they must serve a notice in writing on the parent (a school attendance order) requiring then to satisfy them within the period specified in the notice that the child is receiving such education.

Section 19 (1) of the 1996 Education Act requires every local education authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. For these purposes, 'suitable' education is defined as 'efficient education suitable to the age, ability, aptitude and to any special educational needs the child (or young person) may have.' (s. 19(6)).

Moreover, section 19(4A) of the 1996 Education Act provides:

'In determining what arrangements to make under subsection (1) in the case of any child or pupil, a local education authority shall have regard to guidance given from time to time by the Secretary of State.'

s. 175 of the Education Act 2002 (which came into force on June 1 2004) imposes a duty upon a local authority and governing bodies and academy trustees to exercise their functions with a view to safeguarding and promoting the welfare of children. For these purposes, 'functions' includes the powers and duties of local authorities and governing bodies or academy trustees.

Related guidance

- Guidance of the local authority responsibility for arranging education outside of school is set out in the following guidance: 'children missing education – statutory guidance for local authorities' August 2024 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
- 'Keeping children safe in education' https://www.gov.uk/government/publications/keepingchildren-safe-in-education--2
- Guidance for local authorities for schools on monitoring attendance is contained within www.dfes.gov.uk/behaviourandattendance/
- The Children Act 2004 https://www.legislation.gov.uk/ukpga/2004/31/contents includes various provisions relating to safeguarding and promotion of welfare of children, including:
- a duty upon each children's services authority to promote co-operation between it and various other bodies to improve the well-being of children so far as relating to (amongst other things) education and training
- a duty upon various bodies (including children's services authorities) to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children
- Provision for the Secretary of State to put into place information databases for the purposes of arrangements under s.175 of the Education Act 2002 or (a) and (b) above, and a framework for the sharing of information contained in such databases for such purposes

Appendix B: Deletions from admission register

https://www.legislation.gov.uk/uksi/2024/208/regulation/9/made

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register.

9.—(1) The proprietor of a school must ensure that the name of a pupil of compulsory school age is deleted from the school's admission register when— (a)the pupil has been registered at another school, unless—

(i)a school attendance order naming the school is in force in relation to the pupil;

(ii)the pupil is a mobile child and the school is their main school; or

(iii)the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;

(b)the pupil was admitted to the school for nursery education and—

(i)they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but

(ii)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;

(c)the pupil is also registered as a pupil at one or more other schools and—

(i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;

(ii)the proprietor of each other school where the pupil is registered has consented to the deletion;

(iii)there is no school attendance order naming the school in force in relation to the pupil; and

(iv)the pupil is not a mobile child or, if they are, the school is not their main school;

(d) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;

(e) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;

(f) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and—

(i)that day has passed; and

(ii)there is no school attendance order naming the school in force in relation to the pupil;

(g)the pupil no longer normally lives a reasonable distance from the school and—

(i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and

(ii)the pupil is not a boarder;

(h)the pupil has been given leave of absence and—

(i)the pupil has not attended the school within the ten school days immediately after the end of the period of leave;

(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

(iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—

(aa)they have not succeeded; or

(bb)they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;

(i)the pupil has been continuously absent from the school for at least twenty school days and—

(i)none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period;

(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

(iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but—

(aa)they have not succeeded; or

(bb)they have succeeded and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;

(j)the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence;

(k)the pupil has died;

(l)the pupil will be over compulsory school age by the next time the school meets and—

(i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or

(ii)the pupil does not meet the academic entry requirements to be transferred to the school's sixth form;

(m)the pupil is a boarder at the school and—

(i)the school is a school maintained by a local authority or is an Academy;

(ii)charges for the pupil's board and lodging are payable by a parent of the pupil; and

(iii)those charges remain unpaid by the parent at the end of the school term to which they relate;

(n)the pupil has ceased to be a pupil at the school and the school is not—

(i)a school maintained by a local authority; or

(ii)an Academy; or

(o)the pupil has been permanently excluded from the school.

(2) If a registered pupil at a special school is of compulsory school age and became a registered pupil at that school under arrangements made by a local authority, the proprietor of that school must ensure that the pupil's name is not deleted from the school's admission register unless—

(a)paragraph (1)(d), (e), (k) or (o) applies;

(b)the local authority who made those arrangements have given their consent to the deletion; or

(c)the local authority who made those arrangements have refused their consent but the Secretary of State has directed that the pupil's name be deleted.

(3) The proprietor of a school must ensure that the name of a pupil who is not of compulsory school age is deleted from the admission register when—

(a)the pupil is not a boarder and the proprietor does not have reasonable grounds to believe that they will attend the school again;

(b)the pupil is a boarder and has ceased to be a pupil at the school;

(c)the pupil has been continuously absent from the school for at least twenty school days and—

(i)the pupil was not absent with leave at any point during that period;

(ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and

(iii)the proprietor has made reasonable efforts to find out the pupil's location and circumstances but—

(aa)has not succeeded; or

(bb)has succeeded and has no reasonable grounds to believe that the pupil will attend the school again;

(d)the pupil has died; or

(e)the pupil has been permanently excluded from the school.

(4) In this regulation—

"main school", in relation to a mobile child, means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of trade or business or, if there is more than one such school, the school that most recently fulfils those criteria;

"pupil" means a registered pupil, except in the second place where it occurs in each of paragraphs (1)(n) and (3)(b);

“reception class” means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age who it is expedient to educate together with pupils of that age;

“the relevant local authority”, in relation to a school attendance order, means the local authority who served the school attendance order;

“suitable education”, in relation to a child, means efficient full-time education suitable to the child’s age, ability and aptitude and any special educational needs they may have.

(5) For the purposes of this regulation—

(a)whether a pupil normally lives at a place is not affected by temporary or occasional absences;

(b)a child is admitted to a school for nursery education if they are admitted for early years provision as defined by section 20 of the Childcare Act 2006(1) and, on admission, are not placed in a reception class or any more senior class;

(c)the permanent exclusion of a pupil from a maintained school, pupil referral unit, Academy school or alternative provision Academy on disciplinary grounds does not take effect until the responsible body (as defined in section 51A of the Education Act 2002(2)) has discharged its duties under the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012(3) and—

(i)the relevant person, within the meaning of those Regulations, has stated in writing that they do not intend to apply for a review under those Regulations;

(ii)the time for applying for a review has expired and no review has been applied for in that time; or

(iii)the relevant person has applied for a review within that time and—

(aa)they have abandoned the review;

(bb)the review panel has upheld the responsible body’s decision that the pupil should not be reinstated; or

(cc)the review panel has recommended or directed that the responsible body reconsider its decision and the responsible body has decided that the pupil should not be reinstated;

(d)the permanent exclusion of a pupil from a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the 1996 Act(4) and—

(i)the relevant person (within the meaning of that agreement) has stated in writing that they do not intend to bring an appeal;

(ii)the time for bringing an appeal has expired and no appeal has been brought within that time; or

(iii)an appeal brought within that time has been determined or abandoned.

Appendix C: CME school checklist & RBWM online referral form

The table below should be completed by schools and act as a checklist to ensure all preventative measures have been explored before referring through to the CME Service.

Checklist

Description of actions for school to complete	Action updates and comments	Date completed
Ask the friends of missing pupils for any current information		
Check internal school records, class teacher, SENCo, HOY, health, learning mentor, etc		
Call or text all emergency contacts listed on the pupils file		
Check records to see if there are any siblings at another school – call the siblings school if applicable		
Check with RBWM Admissions to confirm if the child has registered at a different setting Email - rbwm.admissions@achievingforchildren.org.uk		
If other professionals are working with the family (eg, social care, early help, SEND) contact the lead professional		
Home visit (if within a reasonable distance)		

Referral Form

If all of the actions on the checklist have been completed and you are unable to locate the child, you must complete a Children Missing Education referral form: Children

Missing Education Referral which will be picked up by the Children Missing Education Officer.

Appendix D: School's reasonable enquiry letters

Day 3 & Day 13 of unauthorised absence
These letters are templates and can be amended as required

Day 3 Reasonable Enquiry Letter

(School's Headed Paper)

Parent Name Or Occupier or Landlord Address

Date

Dear Parent (or Occupier or Landlord),

Child's name: Dob:

Your child last attended [insert school name] school on [insert date] and we have not heard from you, nor been able to contact you or your emergency contact numbers by phone or email, to find out the reason for absence and likely return date. Please can whoever receives this letter (the parent, friend, occupier or landlord) contact the school as a matter of urgency to tell us what the situation is.

Please inform us if the family have moved, or gone away or on holiday; and let us have their new address or their phone numbers so we can establish contact; or give us details of any relatives or friends who may be able to assist. If the child is attending a new school then please let us know.

The school and the Local Authority are required to carry out enquiries to find a child who stops attending school. If we do not receive an adequate reply to this letter within one week then the school is required to advise the Local Authority.

A member of school staff will visit the home and may contact children's social care and/or the Police in the course of their enquiries. Your child's absence is being marked unauthorised and we will be considering removing his/her name from the school roll if the absence continues.

Thank you for your co-operation.

Yours sincerely,

Head Teacher

Cc. Children Missing Education Officer, Achieving For Children

Day 13 Reasonable Enquiry Letter

(School's Headed Paper)

Parent Name Or Occupier or Landlord Address

Date

Dear Parent (or Occupier or Landlord),

Child's name: DOB:

Your child last attended [insert school name] school on [insert date] and we have not heard from you, nor been able to contact you or your emergency contact numbers by phone to find out the reason for absence and likely return date. We have also not received a response to a letter sent to your home address on [insert date of letter 3] asking for information.

Your home has been visited and enquiries carried out. We have now notified the Local Authority that your child may be missing education. As further information has not been forthcoming and your child has now had at least 13 days of unauthorised absence and you appear to no longer reside at the above address, I am writing to advise you that your child's name will be removed from the school roll unless you get in touch within one week of the date of this letter. If you return, then you may need to obtain a new school place for your child. You will have to apply through your home Local Authority.

Yours sincerely,

Head Teacher

Cc. Children Missing Education Officer, Achieving for Children