



**Children Missing  
Education  
And deletions from  
school admission  
registers  
Guidance for Schools**

**January 2017**

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## Introduction

The Education Welfare Service (EWS) is commissioned to deliver on the Local Authority's statutory responsibilities in ensuring that all children within Somerset receive suitable education for their age, ability, aptitude and any special educational needs they may have. The EWS tackle this by addressing attendance issues & track, identify, and monitor those children who are at risk of being missing from education. Schools must challenge absences swiftly with parents / carers as explained in the Children Missing in Education (CME) Policy. All CME cases must be dealt with quickly, to minimise the impact to the child. With support and advice from the EWS, schools must follow this guidance and the CME policy.

### Examples of when a CME referral is not appropriate

In some cases schools make a CME referral and following initial investigations by the CME Team, it is evident that the child is not CME as they are residing in the same home or same area; they are just not attending school. The reasons for these absences need to be challenged by the school with the support of the EWS, to address the reasons for irregular school attendance with the parent/carer.

#### **When a CME referral is not required:-**

- If the child is known to be living within the same area/home but has been absent from school for 10 continuous days. This is a non-school attendance issue to be discussed with the EWS as appropriate.
- If the school has received a request for the child's Common Transfer File (CTF) from the new school then no CME action is required.
- If the pupil has been delayed in joining the school, contact the LA School Admissions Officer to agree a new first date of expected

attendance. The date of admission on the pupil's record can then be amended.

### **Children Missing Education – Existing Pupils and New Intake**

If a child of statutory school age, on a school roll, and not attending but the family's whereabouts are unknown, the child may possibly be a CME:

Examples include:

- A child who was due to take up an allocated school place but has failed to attend (new intake and in year admissions)
- A child who has 10 or more days of continuous absence from school without explanation
- A child who is not at their last known address
- A child who has suddenly and unexpectedly left school and their destination is unknown.

In order to determine if a child is possibly a CME, schools have a responsibility to make investigations as part of their statutory safeguarding responsibilities under section 157 & 175 of the Education Act 2002. This applies to the new intake and in year admissions who fail to arrive on their due date. Once a child has been allocated a place, it is the school's responsibility to find out where the pupil is, should they fail to attend on the agreed start date.

The Education (Pupil Registration) (England) Regulations 2006 state:

- If a pupil has accepted a place at the school and fails to attend on the agreed date the pupil must be admitted to the school roll (on the expected first day of attendance) and must be listed in both the admissions register and the attendance register.
- The school must follow up the absence, establish the reason and mark the register as an Unauthorised Absence in the normal way using Code

'N' for statutory school age students and for first admissions that are non-statutory school age.

This Statutory Instrument ensures the pupil does not lose their place and that any safeguarding or CME concerns are addressed. A missing pupil cannot be removed from the school roll unless the school has been informed officially, either by the School Admissions Officer (having used the most recent pupil allocation list) or by the CME Team in the following circumstances:-

After the CME Team has provided the school with a Found Form **or** an Unable to Locate Pupil (ULP) form advising of an off roll date.

The statutory instrument was updated in 2016, as explained in CME Policy, which expects all schools to investigate the child's absence, e.g.

- first day calling of all known contact numbers, including emergency contacts
- speaking to other family members within the school
- speaking to school staff at sibling's schools
- carrying out home visits, if necessary, at different times of the day to ascertain whether the family are still living in the home address

If following these checks it is clear the child is not living within the home or area and following discussions with the EWS, a CME referral may be required. Schools should record all actions taken and the outcomes.

These checks must be completed swiftly. The Local Authority does not expect any school wait for 10 continuous school days of absence before starting to make enquiries. If all checks have been completed, the Local Authority may accept the CME referral prior to 10 days of continuous unexplained absence.

## Role of the EWS

The EWS is available to discuss any attendance concerns and can be contacted for advice about any pupil unexpectedly absent from school which, following investigations may be CME or non-attendance. Please email [EWSRequests@somerset.gov.uk](mailto:EWSRequests@somerset.gov.uk)

## Making a CME referral

Within Somerset, schools will fall under one of the following:

- schools on Management Information Systems (MIS) which feed directly into the LA central system (SIMS operating B<sup>2</sup>B) **Refer to page 6**
- or
- Academies & Independent schools where the data does not automatically feed into the LA system. **Refer to page 8**

If following your investigations and discussions with the EWS, a CME referral is necessary, please follow the guidance that relates to the above.

## **Schools on Management Information Systems (MIS) which feed directly into the LA central system (SIMS operating B<sup>2</sup>B)**

### **Leavers**

For specific guidance on your MIS system you will need to refer to your system specific guidance from your software support team or refer to:

[SIMS Circular 008/2017 In-Year Transfers CTFs and removing pupils from roll in SIMS](#)

To meet DfE revised requirements schools must record:

- Start date at next school once known
- Where possible new or future address (if moving house)
- Advise LA of all in year leavers & joiners

The DfE '*Children missing education* statutory guidance for local authorities' updated in Sept 2016 states:

Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point **under any of the fifteen grounds set out in the regulations**, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

### **(Refer to Appendix A)**

For schools with daily data feeds automated to the Local Authority this is captured. In keeping your school's MIS updated this is not a separate requirement.

- If the school knows that the pupil has enrolled elsewhere, e.g. has had a CTF request from another school or if a reception child, has received confirmation the child is on roll at another school. The pupil can be deleted from your MIS system. **Please advise your LA School Admissions Officer in all cases.**

**However** you must complete a CME referral form in the following instances:

- There are 10 days of continuous unexplained absence that is not a non-school attendance matter following investigation. Schools must complete the necessary safeguarding checks to assist the CME referral. If all attempts by school have been completed prior to the 10 days, the CME Officer may accept the CME referral earlier. (8.8(1)(h))
- A pupil has failed to return following authorised extended leave of absence. Schools must complete the necessary safeguarding checks to assist with the CME referral. (6. 8(1)(f))

**Complete the Children Missing Education Referral Form in SIMS and email with the child's registration certificate to [Missingchildren@somerset.gov.uk](mailto:Missingchildren@somerset.gov.uk)**

- School has received written notification from the parent that the pupil is receiving education otherwise than at school (**Elective Home Education**). (4.8(1)(d)).

**Complete EHE form available online**

[https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm\\_formalias=efs](https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=efs)

Or email [EHEteam@somerset.gov.uk](mailto:EHEteam@somerset.gov.uk) for assistance.

## **JOINERS**

- First Admissions/Transition (Sept)

School **must** update its MIS system with all new expected admissions. This information is sent to school via e-mail from your Admissions Officer. A final allocation list is sent to the school mailbox at the end of August. This notes all changes made since the initial allocations. You can use this to cross reference with the information on your MIS system to ensure all changes have been made. If you are unsure or require clarification, please contact your Admissions Officer directly.

- In year admissions

School must notify the local authority **within 5 days** of adding a pupil's name to the admissions register at a non-standard transition point. Please ensure your MIS system is updated to allow this to happen.



**Academies & Independent schools where the data does not automatically feed into the LA system.**

**LEAVERS**

To meet DfE revised requirements schools must record:

- Start date at next school once known
- Where possible new 'move to' address
- Advise LA of all in year leavers & joiners

The DfE '*Children missing education* statutory guidance for local authorities' updated in Sept 2016 states:

Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point **under any of the fifteen grounds set out in the regulations**, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

**(Refer to Appendix A)**

You are required to submit information regarding all fifteen of the reasons identified in Appendix A to the Local Authority.

For all reasons, except point 4.8(1)(d) in relation to Elective Home Education, you should:

- Ensure you have made reasonable attempts to locate the child, where appropriate.
- Complete the '**Notification of Child Missing/Removed from School Roll**' form in Appendix B and email with the child's registration certificate to [missingchildren@somerset.gov.uk](mailto:missingchildren@somerset.gov.uk).
- In relation to Elective Home Education please complete the form available at:  
[https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm\\_formalias=efs](https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=efs)

Or email [EHETeam@somerset.gov.uk](mailto:EHETeam@somerset.gov.uk) for assistance.

## **JOINERS**

For joining pupils, schools who do not provide daily electronic data updates from its MIS will need to complete the 'Notification of Child Joining' form within 5 days of adding to register (**Appendix C**)

### **Outcome of a CME Investigation**

#### **All schools**

After making a referral, the CME team will investigate to track the child and advise the school of the outcome as soon as possible. Until the CME team has informed the school of the outcome, the child **MUST** remain on the school's roll.

If the CME team agree to the child being removed from the school roll, either an off-roll date will be given and school should use this on their system as the leave date, or in some instances where the child never arrived at the school, the advice may be to remove the child by actually deleting the record from the MIS system. For any deletions from the system the School must email [Coredatateam@somerset.gov.uk](mailto:Coredatateam@somerset.gov.uk) to inform them that this has been actioned in this way. This enables the Local Authority's to maintain accurate records. The accuracy of School Census returns must be considered when there is CME issue that has been raised and are pending actions. If a child has been claimed on the School Census return, an off-roll date cannot precede the date of the census return.

**It is very important that the school deals with these pupils before a School Census is performed & follows legislation.**

## Common Transfer File

### All schools

The statutory requirement to send the Common Transfer File (CTF) from the old school to the new school ensures specific information about a pupil is transferred electronically. The Education (Pupil Information) (England) Regulations 2005 states information must be sent within 15 school days of the pupil ceasing to be registered at the old school and, where possible, should be sent to the next school before the pupil leaves their existing school unless the new school is unknown.

When a child arrives in school and the previous school is unknown, the Core Data Team should be contacted to enable them to search the School to School (s2s) DfE secure web site. This is used for the transfer of CTF and other data files between schools and local authorities.

#### **When to create a 'full' CTF:**

- At the point of normal transfer between school phases a separate file should be generated for each school that at least one pupil is transferring to. This file should group together all pupils known to be leaving and then joining the same school
- A CTF may be generated for a single pupil who transfers schools between school phases
- Where a pupil is leaving the school and no destination is known, a separate file should be generated for each pupil and the destination shown as LA number XXX and school number as XXXX. **Only when agreed by the CME team.**
- Where a pupil is leaving the school and the destination is known to be a school outside the maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as LA number MMM and school number as MMMM

- There will be occasions when a CTF has to be created for a pupil after they have left the school. This could be on receipt of a request from a subsequent school because a pupil has arrived at that school

Common Transfer Files for XXX XXXX and MMM MMMM produced by schools are loaded onto s2s in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.

### **Further sources of Information**

#### **DfE Advice & Guidance**

- Children missing education. Statutory guidance for local authorities September 2016  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/395138/Children\\_missing\\_education\\_Statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395138/Children_missing_education_Statutory_guidance_for_local_authorities.pdf)

- School Attendance  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/361008/Advice\\_on\\_school\\_attendance\\_sept\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/361008/Advice_on_school_attendance_sept_2014.pdf)

### **Related legislation**

School Attendance: Education Act 1996 (section 7, 8 14 & 19)  
 Education act 2002 (section 21)  
 Education and Inspections Act 2006 (section 4 & 38)  
 The Education (pupil Registration) (England) Regulations 2006

Child Protection: Children Act 1989 (section 17 & 47)  
 Children Act 2004 (section 10, 11, 12 & 17)  
 Education Act 2002 (section 175)

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

	<p><b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b></p>
1	<p>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.</p>
2	<p>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.</p>
3	<p>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.</p>
4	<p>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.</p>
5	<p>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.</p>
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(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</li> <li>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</li> </ul>

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
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.
9	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.
10	8(1)(j) - that the pupil has died.
11	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.
12	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.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

	<p><b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b></p>
15	<p>8(1)(o) where—</p> <ul style="list-style-type: none"> <li>(i) the pupil is a boarder at a maintained school or an Academy;</li> <li>(ii) charges for board and lodging are payable by the parent of the pupil; and</li> <li>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</li> </ul>

## Appendix B

[https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm\\_formalias=ncme](https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=ncme)

### Notification of Child Missing from Education / Removed from School Roll

Schools must contact Somerset Direct on 0300 123 2224 or [children@somerset.gov.uk](mailto:children@somerset.gov.uk) without delay if they have child protection concerns or the Police if they have good reason to believe a crime may have been committed.



This notification should be completed for any of the reasons identified on the checklist below (page 2):

#### Child Details

Child's SURNAME:	
Child's FORENAME:	
Gender:	
Date of Birth (DD/MM/YYYY):	
Ethnicity:	
First Language:	
Address & Post Code:	
Telephone Number (from school record):	
Parent/Carer (1) Name:	
Parent/Carer (1) Address:	
Parent/Carer (2) Name:	
Parent/Carer (2) Address:	
New Address (if known):	

#### Referrer Details

Name of Agency/School:	
Date Child On Roll (DD/MM/YYYY):	
Date Child Off Roll/Date of Last Attendance (DD/MM/YYYY):	
Name of Receiving School (if applicable):	
Name of Referrer:	
Referrer Email Address:	
Referrer Telephone Number:	
Referral Date (DD/MM/YYYY):	

#### Safety Factors - Please note below any risks posed by the family to professionals

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If Child is Missing from Education (Notification Reasons f and h) please provide information below regarding attempts to make contact with the family within the last 10 days and then tick appropriate box in checklist below:

School check:	Date(s)	Outcome	Completed by
Phone call – parent			
Letter sent			
Home visit made			
Sibling schools contacted			
Phone call - Emergency Contacts			
Contact with other agencies involved with family			
Any other additional information relevant to this referral:			

Where possible please submit a photo of the child and copies of identification available, e.g. passport, birth certificate via [missingchildren@somerset.gov.uk](mailto:missingchildren@somerset.gov.uk)

**Please Tick Removal from Roll Reason and complete required actions**

Removal Reason		
	✓	<b>S c h o o l  C h e c k l i s t</b>
(a) Local Authority has approved change of provision for a pupil subject to a school order	<input type="checkbox"/>	1. Approved by Local Authority prior to deletion 2. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(b) Pupil is registered at another school (no dual roll arrangement in place)	<input type="checkbox"/>	1. School transfer and start date confirmed 2. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(c) Pupil on dual roll has ceased to attend	<input type="checkbox"/>	1. School transfer and start date confirmed 2. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(d) The Parent has elected to educate their child at home	<input type="checkbox"/>	1. Send a copy of the written notification received from the parent to <a href="mailto:eheteam@somerset.gov.uk">eheteam@somerset.gov.uk</a> <b>Use Form found at:</b>

		<a href="https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=efs">https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=efs</a> * <b>Do not Submit this CME form</b>
(e) The Child no longer resides within a reasonable distance of the school.	<input type="checkbox"/>	1. New address details / destination county recorded 2. Send a copy of any evidence received to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a> 3. Submit this form.*
(f) Pupil has failed to return following authorised extended leave of absence	<input type="checkbox"/>	1. Reasonable attempts to make contact with family or friends * 2. Submit this form and copies of any correspondence to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(g) A child has been certified by the school's medical officer as not being in a fit state of health to attend school before ceasing to be of school age	<input type="checkbox"/>	1. Email copies of written report from the medical officer and copies of correspondence between school and parent to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a> 2. Submit this form to * <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(h) Pupil has been absent continuously for at least 20 school days	<input type="checkbox"/>	1. Reasonable attempts to make contact with family or friends * 2. Submit this form and copies of any correspondence to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(i) The child has been remanded into custody for a period of four months or more and the child will not be returning to the school upon release.	<input type="checkbox"/>	1. Email copies of relevant correspondence between Youth Offending Service, School and Parents to * <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a> 2. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(j) Death of pupil	<input type="checkbox"/>	1. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(k) Child above statutory school age	<input type="checkbox"/>	1. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(l) Pupil leaving independent school	<input type="checkbox"/>	1. Submit this form to * <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(m) The child has been permanently excluded	<input type="checkbox"/>	1. Notify <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a> within 24 hours of the permanent exclusion. 2. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(n) Nursery child not transferring to higher class at the same school	<input type="checkbox"/>	1. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>
(o) Where a boarder's board and lodging charges remain unpaid by a parent	<input type="checkbox"/>	1. Submit this form to <a href="mailto:missingchildren@somerset.gov.uk">missingchildren@somerset.gov.uk</a>

**\*Independent schools will be informed by the Local Authority once the child may be taken off roll. Independent schools removing Children from roll without instruction are potentially committing a criminal offence – [Section 434 Education Act 1996](#).**

## Appendix C

[https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm\\_formalias=nc](https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=nc)

i

### Notification of Child Joining

To meet the DfE requirement that all schools have to notify the Local Authority when a pupil's name is added to the admission register, all schools who do not send daily automated data feeds to the Local Authority need to complete this form to notify the Local Authority of a child joining their school.



#### Child Details

Child's SURNAME:	
Child's FORENAME:	
Gender:	
Date of Birth (DD/MM/YYYY):	
Ethnicity:	
First Language:	
Address & Post Code:	
Telephone Number (from school)	
Parent/Carer (1) Name:	
Parent/Carer (1) Address:	
Parent/Carer (2) Name:	
Parent/Carer (2) Address:	

#### Referrer Details

Name of Agency/School:	
Date Child On Roll (DD/MM/YYYY):	
Name of Referrer:	
Referrer Email Address:	
Referrer Telephone Number:	
Referral Date (DD/MM/YYYY):	

Please send completed forms to [coredatateam@somerset.gov.uk](mailto:coredatateam@somerset.gov.uk).