

This request relates to Keeping Children Safe In Education Statutory Guidance 2023, sections 176-179, published 6th June 2023 and effective from 1st September 2023.

Please supply me with copies of any correspondence since the 1<sup>st</sup> April 2023 to the present (including email's) sent to the schools in your area from the Local Authority, relevant to their implementation of the sections listed above.

Please see below:

- [Three emails & attachments](#)

**From:** [REDACTED]  
**Sent:** Wednesday, July 12, 2023 11:46 AM  
**Subject:** \*\*\*New CME and Pupil Mobility Policy\*\*\*

**FAO Headteachers, Inclusion Managers, Attendance Leads, Designated Safeguarding Leads and Pastoral/Admin staff likely to be involved in Children Missing Education cases.**

Dear Colleague,

Please see the attached Children Missing Education and Pupil Mobility. This policy will become 'live' at the start of the autumn term in September. I would be extremely grateful if you could share the policy with all staff who are likely to be involved in working with children and young people where they are likely to encounter Children Missing Education. The policy will be discussed in the autumn term in various forums such as Inclusion Manager's meeting, DSLs and Attendance Network Meeting however if you have any questions please don't hesitate to contact me at [REDACTED].

Kind Regards

[REDACTED]

[REDACTED]

**Manager - Elective Home Education and Children Missing Education**

Wigan Council  
People Directorate: Children, Adults and Families  
2nd Floor  
Life Centre South  
College Avenue, Wigan WN1 1NJ

[REDACTED]

[REDACTED]

[www.wigan.gov.uk](http://www.wigan.gov.uk)  
[www.twitter.com/wigancouncil](https://www.twitter.com/wigancouncil)  
[www.facebook.com/WiganCouncilOnline](https://www.facebook.com/WiganCouncilOnline)

Elective Home Education [ehe@wigan.gov.uk](mailto:ehe@wigan.gov.uk)  
Children Missing Education (CME) [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)  
**Elective Home Education Portal** [Elective Home Education | Be Wigan | Services for Schools](#)

I sometimes work outside usual office hours. I do not expect messages to be read or responded to outside your working time.

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# Children Missing Education (CME) and Pupil Mobility Policy

June 2023

Date:

Review Date: Annually

Version: 1

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## 1. Policy Statement

- 1.1 Wigan's Excellence in Education Strategy 2020 - 2030 Vision is that '*all children and young people in the borough, whatever their age, ability background or setting, will receive an outstanding education*'. This vision is part of the wider Wigan Deal 2030,<sup>1</sup> to ensure the best start in life for all children and young people.
- 1.2 For the purposes of this guidance the 'Local Authority' or 'LA' is Wigan Council.
- 1.3 The term 'partner', 'partners', or 'partnership' refers to establishments or agencies who work directly or indirectly with children and families as part of a shared responsibility. This includes but is not exclusive to Police, Children's services and health as safeguarding statutory partners but also may be relevant to wider community and voluntary partners.
- 1.4 The term 'pupil mobility' refers to the movement of children's geographical location and changes in school or setting.

## 2. Introduction

- 2.1 The purpose of this policy is to establish a set of principles, which all partners can subscribe to, to ensure that the Local Authority (LA):
- Can fulfil its statutory duty to provide an education for all children of compulsory school age.
  - Can track children missing from education (CME), including those children who may be on a school roll but have not been seen by professionals for considerable periods of time.
  - Identifies those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene.
  - Maintains contact with those missing from education and those at risk of becoming so.
- 2.2 The Children Act 2004<sup>2</sup> places a duty on all partners to work together to promote the welfare of children and to share information. This principle underpins the expectation that all partners will work together to ensure that all children are safe and have access to a suitable full-time education.
- 2.3 This policy was produced in consultation with key partners from across children's services, other council services, the police and healthcare colleagues.
- 2.4 All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

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<sup>1</sup> [Wigan Deal 2030](#)

<sup>2</sup> [Children Act 2004 \(legislation.gov.uk\)](#)

- 2.5 No child should be denied the right to access their education if to do so would be discriminatory.<sup>3</sup>
- 2.6 Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.
- 2.7 Children that are subject to high levels of pupil mobility form an additional group of concern. These pupils are at additional risk of not receiving a suitable education.
- 2.8 Effective information sharing between parents, schools, partner agencies and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Wigan Local Authority aims to focus resources effectively on intervening early to improve educational outcomes for children and young people.

### **3. DEFINITION OF A 'CHILD MISSING EDUCATION'**

- 3.1 The definition of Children Missing Education refers to all children of compulsory school age that are not on a school roll, nor being educated otherwise (e.g., privately or in alternative provision). In these cases, schools and professionals are expected to make referrals as per the procedures in the accompanying appendices.
- 3.2 The Wigan Partnership has adopted a broader definition of Children Missing Education to include children and young people who have been out of any educational provision for a substantial period (usually agreed as 20 school days or more) or whose offer of education is less than full time. For the purpose of this policy, Children Missing Education, and pupils subject to Pupil Mobility will be considered as the following:
- Children persistently absent from school (90% or less attendance)
  - Children severely absent from school (50% or less attendance)
  - Children that have been permanently excluded and have not secured suitable education within 6 days.
  - Children who have particular social, emotional, and mental health needs, which means that they do not attend school full time (we would recommend this is opened as an early help)
  - Children on a reduced timetable (these pupils must be referred to the local authority and a robust plan with regular reviews must be in place to support a return to full time education).
  - Children with medical or mental health needs which prevent them accessing education full time.

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<sup>3</sup> [Equality Act 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

- Children with complex needs where identifying a suitable education has been delayed.
- Children who have been electively home educated where the provision is unsuitable resulting in CME and/or School Attendance Order
- Children who have been removed from a school roll without a known destination.
- Children that are new to the education area and require a school place. Specifically:
  - children new to the country
  - children that have not taken up a school place within 20 school days of it being offered
  - children of compulsory school age who have not applied for a school place in reception.
  - children new to area and not secured a school place within 20 school day.
  - Children Looked After placed in or out of Borough with no suitable educational placement.
  - those who are pregnant or are young parents of compulsory school age.
  - children who are returning from custody and a school place has not been found for them.
  - children from a Gypsy, Roma or Traveller background and alternative provision has been made.
- In all the above examples a Child Missing Education referral will not always be appropriate, however schools and professionals working with pupils not accessing existing provision should consider making referrals to an appropriate service to ensure the young person is fully supported in accessing education.

## **4. Local Authorities' Responsibilities**

- 4.1 Section 19 (1) of the 1996 Education Act requires every Local 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."
- 4.2 Local authorities have a duty under section 436A of the Education Act 1996<sup>4</sup> to make arrangements to establish the identities of children in their area who are not

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<sup>4</sup> [Education Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

- 4.3 The local authority should consult the parents of any child when establishing whether they are receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or otherwise suitable provision. Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving suitable education.
- 4.4 Local authorities should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other partner agencies can make referrals about children who are missing education.
- 4.5 Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex needs may require a higher level of intervention and support to access suitable education. When developing policies and procedures for children not receiving a suitable education, local authorities should consider the reasons why children go missing from education and the circumstances that can lead to this happening.
- 4.6 Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This duty should therefore be viewed alongside 'Keeping Children Safe in Education'<sup>5</sup> to promote the safeguarding of children.
- 4.7 Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. Individual local authorities can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children. The 'Working together to safeguard children'<sup>6</sup> statutory guidance provides advice on inter-agency working to safeguard and promote the welfare of children.
- 4.8 Where there is concern for a child's welfare, this should be referred to local authority children's social care. If there is reason to suspect a crime has been committed, the police should also be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to act without delay.
- 4.9 Local authorities have other duties and powers to support their work on CME. These include:
  - a. Arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion.

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<sup>5</sup> [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<sup>6</sup> [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)



- b. Safeguarding children’s welfare, and their duty to cooperate with other agencies in improving children’s well-being, including protection from harm and neglect.
- c. Serving notice on parents requiring them to satisfy the local authority that the child is receiving suitable education when it comes to the local authority’s attention that a child might not be receiving such education.
- d. Issuing School Attendance Orders (SAOs) to parents who fail to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school.
- e. Prosecuting parents who do not comply with an SAO.
- f. Prosecuting or issuing penalty notices to parents who fail to ensure their school-registered child attends school regularly.
- g. Applying to court for an Education Supervision Order for a child to support them to go to school.

## **5. Parents/Carers Responsibilities**

5.1 Parents/carers have a duty under Section 7 of the Education Act 1996 to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so unless they are subject to a School Attendance Order.

5.2 Where a parent/carer wishes to home educate their child, they must inform the school of this in writing. Following this the school must delete the child’s name from the admission register and inform the local authority (Wigan has a local arrangement where schools maintain on roll status for 15 days, to establish parental intention, once established removal from roll can be backdated). However, where parents indicate that they intend to home educate, the school should consider notifying the local authority at the earliest opportunity. Once the LA confirm parents’ intentions schools can back date removal from roll to the date of notification. Wigan has a local EHE policy available to all partners<sup>7</sup>

5.3 Children with Education, Health, and Care (EHC) plans can be home educated. Where the EHC plan indicates provision that the child should receive at home, the local authority has a duty to arrange that provision. Where the EHC plan names a school or setting where the child should receive his or her education, but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the EHC plan annually to assure itself that the provision set out continues to be appropriate and that the child’s needs continue to be met.

## **6. Schools’ Responsibilities**

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<sup>7</sup> [Home education \(wigan.gov.uk\)](http://wigan.gov.uk)

- 6.1 Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.<sup>8</sup> If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity (see appendix 1).
- 6.2 Schools must monitor and record pupils' attendance through their daily register. Schools should monitor attendance closely and address poor or irregular attendance swiftly. It is important that pupils' poor attendance is referred to the local authority and discussed with the local authority in termly attendance monitoring meetings as outlined in 'Working together to improve school attendance'<sup>9</sup>.
- 6.3 Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- 6.4 Schools must also arrange full-time education for suspended pupils from the sixth school day of a suspension.
- 6.5 All schools have a statutory safeguarding duty, which includes investigating all unexplained absences.
- 6.6 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 (see appendix 4) 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.
- 6.7 Where a school notifies the local authority (see appendix 2) that a pupil's name is to be removed from the admission register, the school must provide the local authority with:
- a) the full name of the pupil.
  - b) the full name and address of any parent with whom the pupil lives.
  - c) at least one telephone number of the parent with whom the pupil lives.
  - d) the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
  - e) the name of pupil's destination school and the pupil's expected start date there, if applicable; and

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<sup>8</sup> [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](#)

<sup>9</sup> [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)

f) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

6.8 The Inclusion Service will complete weekly off roll checks to ensure that all potential Children Missing Education are identified. If a school has removed a child from roll without informing the LA, the service will formally write to the head teacher to inform them of their duty to inform.

## **7. Practical Arrangements**

7.1 The local authority and partners have a duty to ensure that reasonable enquiries are made to establish the whereabouts of children missing education. The procedures in place are set out in the appendices attached to this document.

7.2 The local authority has a two-fold approach to managing children missing education and pupil mobility. This policy and its associated procedures outline both an early intervention philosophy and the practical steps and procedures taken to establish the whereabouts of children, where they are believed to be missing education and subsequent steps to track them back into suitable education.

7.3 In identifying children subject to a higher level of pupil mobility, the local authority aims to prevent pupils becoming children missing education or in unsuitable education.

7.4 In order to support the two-fold approach the manager with responsibility for children missing education oversees both the strategic and operational elements of the local authority's duties in relation to children missing education. The Children Missing Education manager in turn reports to the Inclusion Service Manager.

7.5 Children Missing Education forms part of the Attendance Strategic Group. This group brings together partner agencies across children's services, the police, health, and other local pertinent services. This group provides strategic oversight of the process by understanding and applying legislation and guidance to local policy. Partners disseminate findings and training within their agencies. Ensuring targeted understanding, early intervention, and prevention in the wider safeguarding context.

7.6 The Children Missing Education 'Live List' is a central list of pupils believed to not be on a school roll or educated otherwise. The document forms the basis of activity across agencies to locate children missing education and support them back into suitable education.

7.7 The Children Missing Education Operational Group Delivers on operational activity identified through the Attendance Strategic Group.

## **8. Processing Referrals**

- 8.1 All partners have a duty and shared responsibility to make a referral where they suspect that a child or children are missing education.
- 8.2 This can be done by completing the 'CME Referral Form and Checklist' (see appendix 1).
- 8.3 This guidance and associated appendices provide information for professionals in identifying Children Missing Education. Where professionals suspect a child is missing education, they should complete a referral and seek advice from the CME Team.
- 8.4 Referrals should be sent by secure email to the CME inbox at [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)
- 8.5 Once received referrals will be acknowledged by email.
- 8.6 Where additional support is deemed necessary the CME Manager will agree the most appropriate course of action.
- 8.7 The referral will be uploaded to a CME specific involvement form on Capita One and this record will be allocated to the assigned officer for completion.
- 8.8 The allocated officer will triage the case against other agency involvement using both Capita One and Liquid Logic.
- 8.9 Should there be other involvement the officer will contact the lead professional and liaise with them regarding the ongoing CME referral.
- 8.10 Where a school suspects a child is classed as CME, they should ensure they are discussed with the LA as part of their attendance response.

## **9. Safeguarding**

- 9.1 The LA, in partnership with other agencies, including Social Care, police and Health, has a statutory duty to safeguard and promote the welfare of all children resident in the borough under Section 175 (1) of the education Act 2002 and under the statutory guidance 'Working Together to safeguard children', 2018, updated 2020.
- 9.2 Partner services and agencies maintain safeguarding responsibility for pupils where they are the most appropriate agency to act as lead professional. Where there is more than one partner involved, all partners should hold a discussion as to the most appropriate way to ensure the young person is safeguarded.
- 9.3 In all cases of children missing education partners should hold regular case management discussions to agree action. This is set out in working together to

improve school attendance. In cases of severe absence these meetings should include planned intensive case work.

9.4 Children Missing Education are especially vulnerable as they will not be seen and monitored on a regular basis in the same way a child attending a provision would be.

9.5 Partner agencies should ensure that there are arrangements in place to maintain regular contact with Children Missing Education and their family. This should include home visits to see the child. It is acknowledged that each agency has different staffing and a different organisational structure. Where it has been identified that such differences pose a challenge, a procedure has been included in the relevant service or agency's flowchart as presented in the appendices to this policy document.

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**This document should be used in conjunction with the Children Missing Education and Pupil Mobility Policy**

**CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST**

**November 2022 V6**

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation, the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk). Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

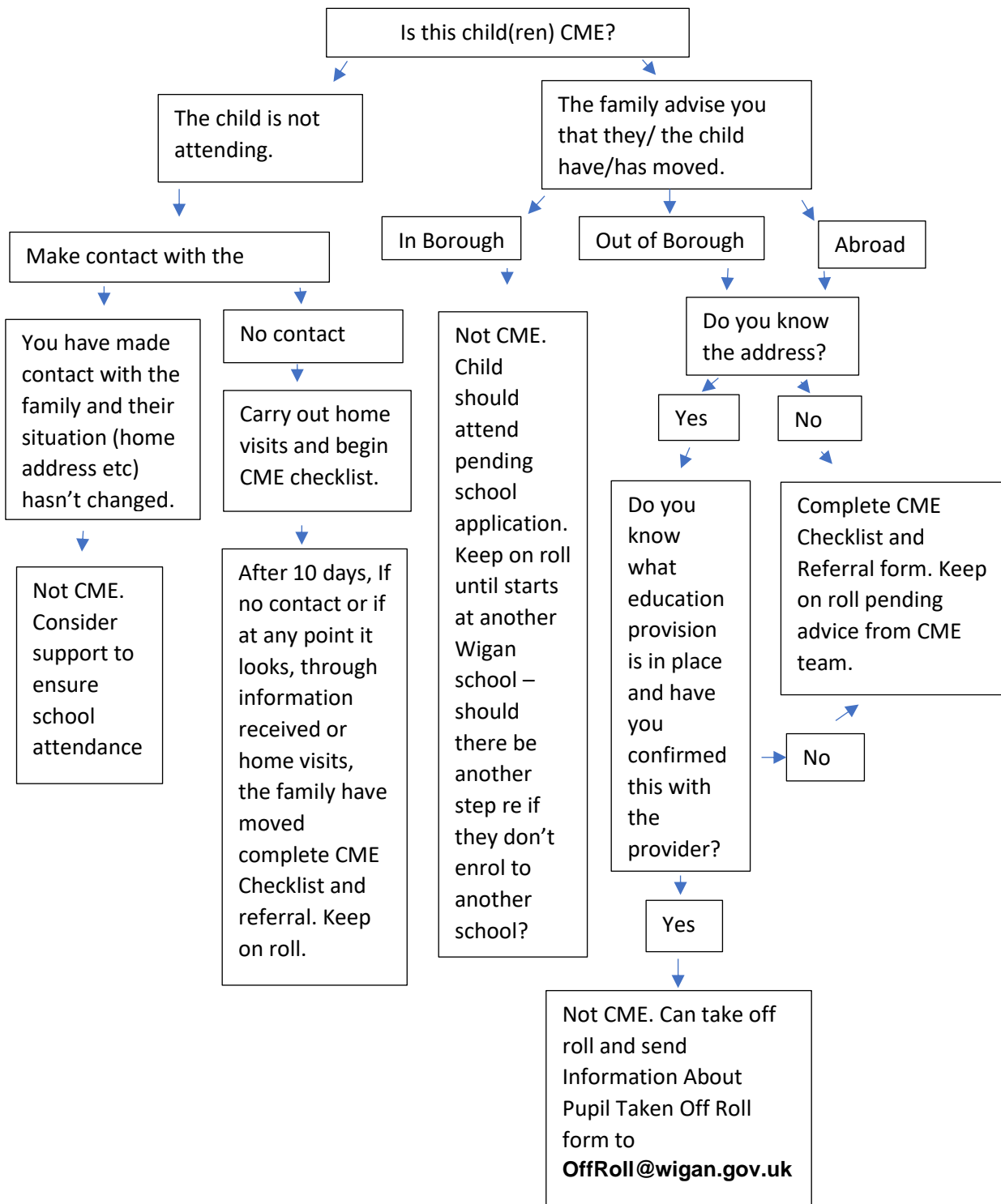
During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

**Pupils must be kept on roll pending investigations from the CME Team. You will be advised when you can safely take off roll.**

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

**At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300.**

The following flowchart will assist in identifying if a Child Missing Education (CME) should be made:





**CHILD'S INFORMATION:**

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (Include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors. Do you feel this child is at risk of harm or neglect <b>Y/N</b> please provide detail:		
Is this child Gypsy Roma Traveller? <b>Y/N</b>		
Are either (or both) parents of the child service personnel (defined by being an active serving member of HM Armed Forces)? <b>Y/N</b>		

<p>Has this child had any Missing from home episodes? i.e., reported to the police or missing for significant periods.</p> <p><b>Y/N</b></p>
<p>Is this child known to the Youth Justice System? <b>Y/N</b></p>
<p>Does this child have any Special Educational Needs or Disability? <b>Y/N</b></p>
<p>Are there any other vulnerabilities you are aware of that could impact on the child or family's ability to access education? Please provide detail:</p>
<p>Date:</p>

**All boxes must be completed, if not relevant please enter N/A**

**CHECKLIST:**

<p><b><u>Form completed by</u></b></p> <p><b><u>(Please state name and designation)</u></b></p> <p><b><u>i.e., Mrs Smith Head – Designated Safeguarding Lead</u></b></p>			
<p><b><u>School checklist</u></b></p>	<p><b><u>Dates/ Times</u></b></p>	<p><b><u>Outcomes</u></b></p>	<p><b><u>Name</u></b></p>
<p>School to attempt to contact parent on first day of absence.</p> <p>This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message</p>			

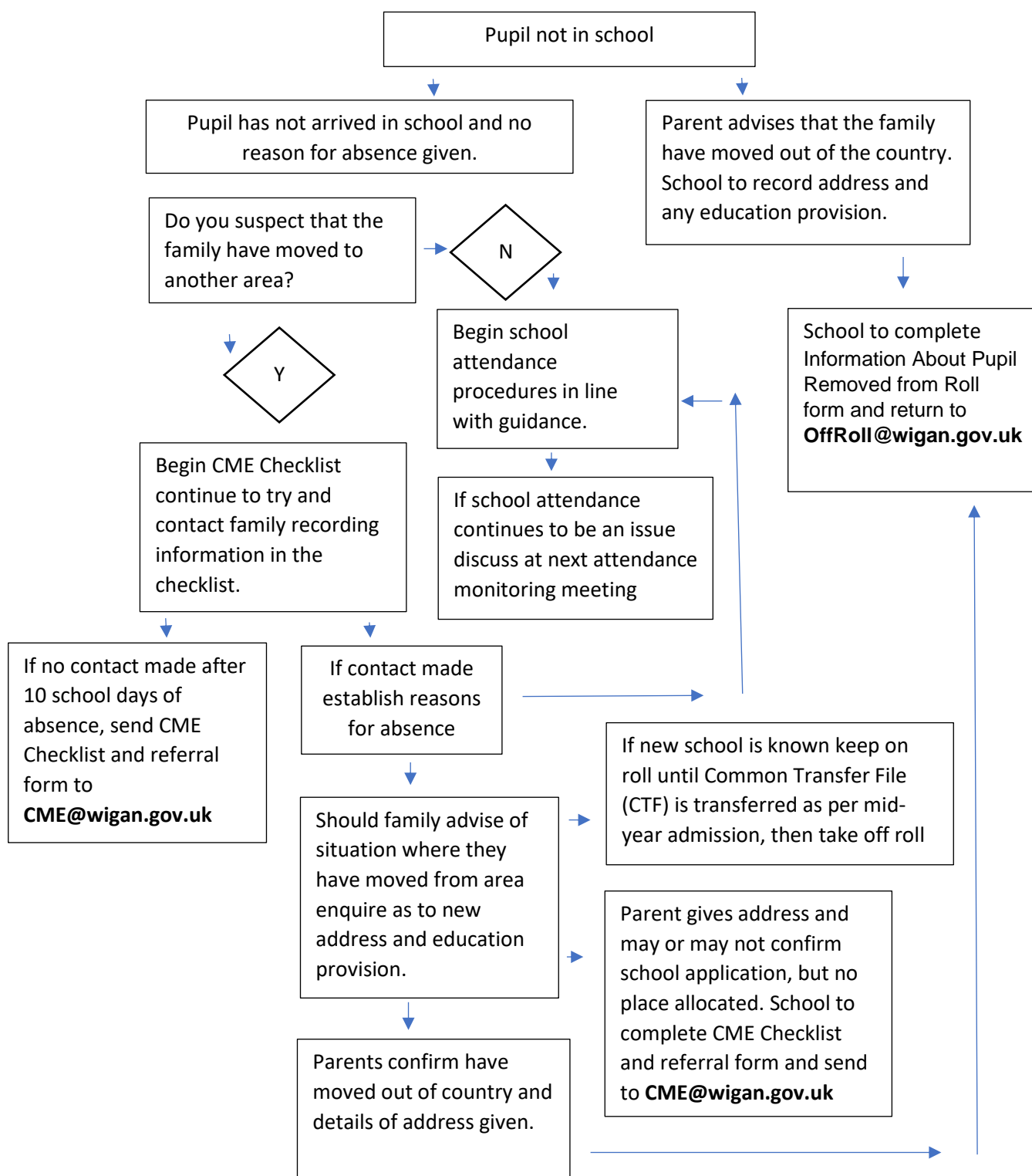
was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils.  This should include checking with family friends, all staff members, the child's friends, social media.  Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school.  Leave card if no answer.  Does the property look empty?  Is someone at home but not answering the door?  NB if school policy does not permit home visit a police welfare check should be requested			
Contact made with involved agencies within 5 working days (Social Care, EMTAS team, School Nurse etc)			
Contact made with agencies to understand when they last had contact/saw the child (no consent needed)  - Social care  - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes?  <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>			
NB – Has the child been seen? State when & by whom  If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

**ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A**

Please submit this referral to [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

## Taking Pupils Off Roll

Pupils should only be taken off school roll outside of standard transition times if the criteria is met as per the grounds set out in the Education (Pupil Registration) (England) Regulations 2006 (see appendix 4). Should a pupil be deleted as per these grounds the local authority must be informed using the referral form 'Information About Pupil Removed from Roll' (see appendix 3). The below flowchart helps differentiate where a situation is either an attendance issue, a child missing education or a situation where a pupil can be removed from roll and subsequently referred to the local authority.





**Information About Pupil Removed from Roll**

<b>Full Name of Pupil</b>	
<b>Date of Birth of Pupil</b>	
<b>Parent(s) Name(s)</b>	
<b>Parent telephone number</b>	
<b>Parent Email Address</b>	
<b>Current Address</b>	
<b>Future Address if different to above</b>	
<b>Information about school or education provision if known</b>	
<b>Regulation 8 Ground under which removed</b>	

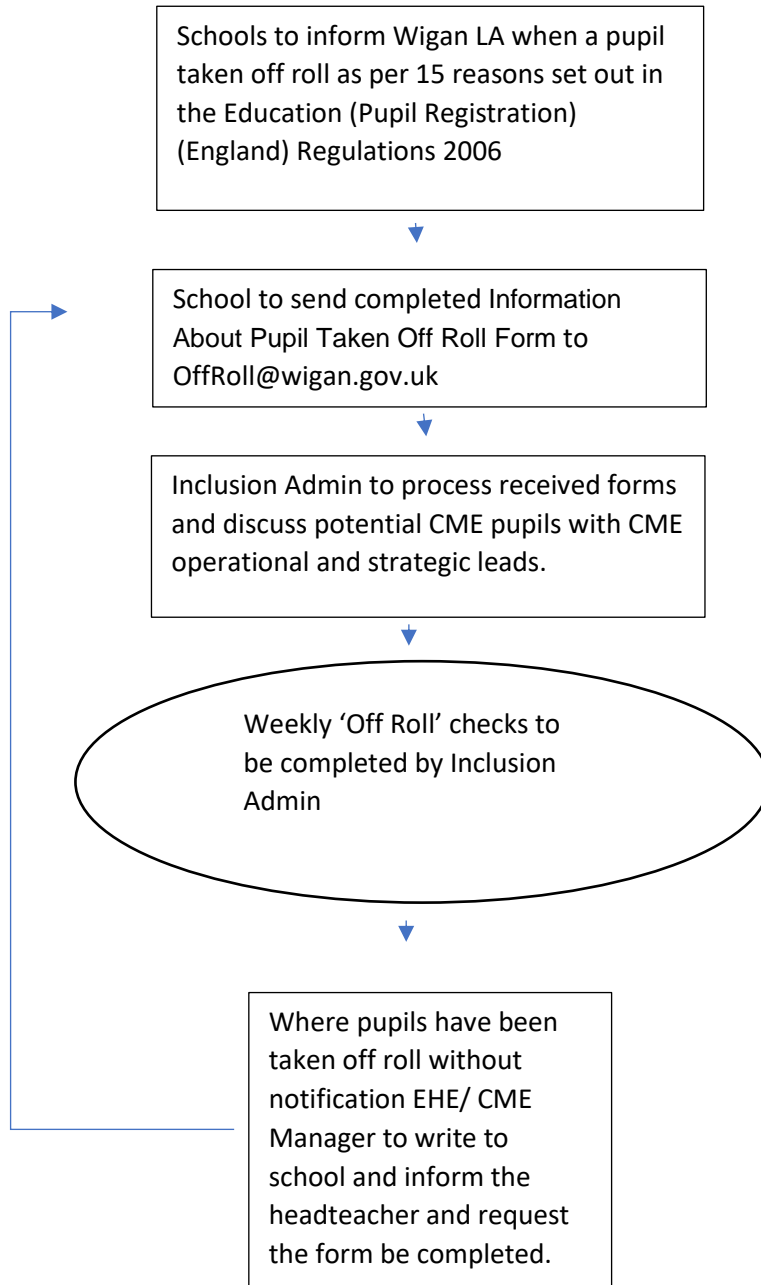
When complete return to [OffRoll@wigan.gov.uk](mailto:OffRoll@wigan.gov.uk)

<b>Grounds for deleting a pupil from the school admission register Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended.</b>	
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 — 21 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 (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.
15	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.

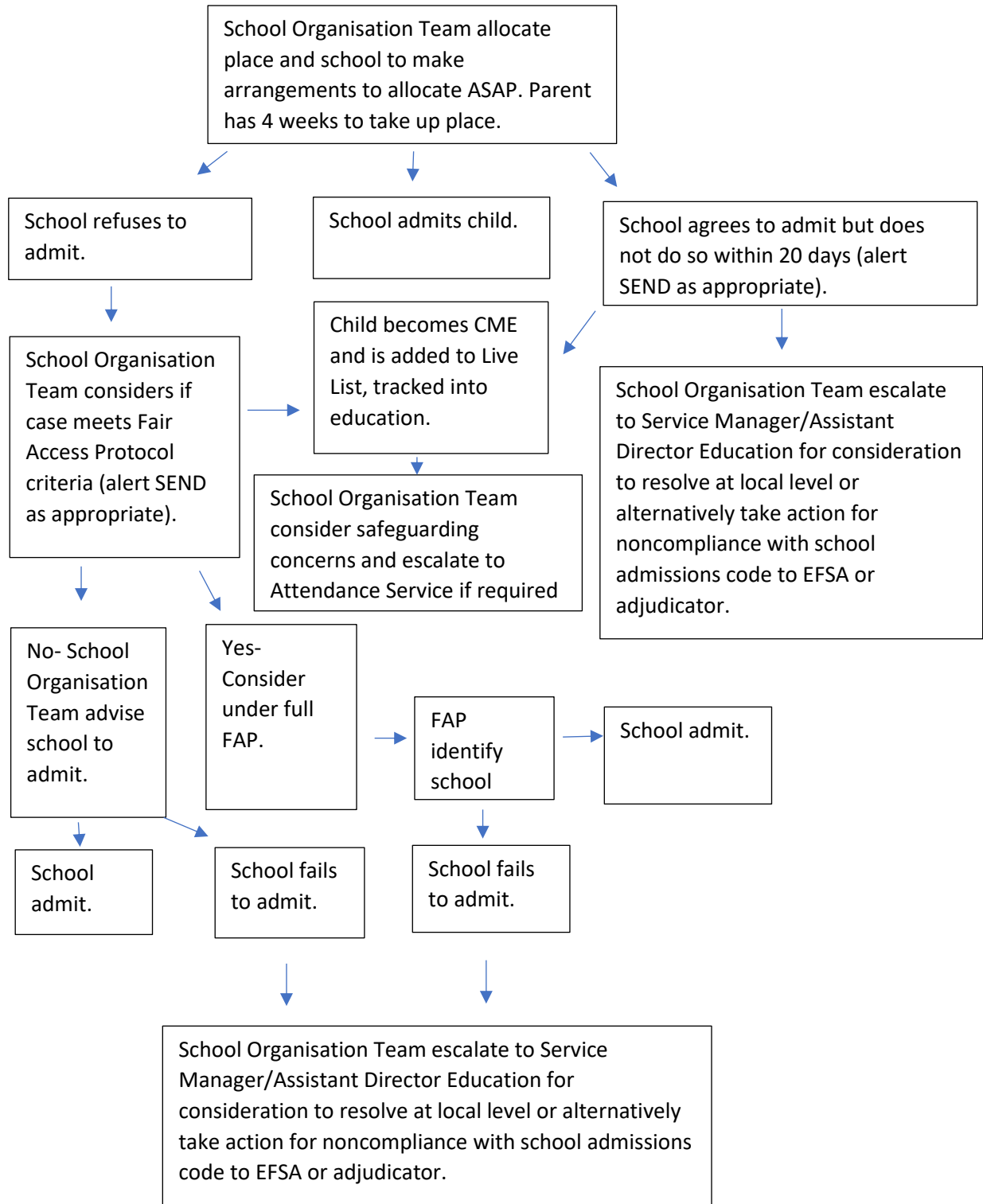
## Local Authority Off Roll Checks

### Off Roll Checks



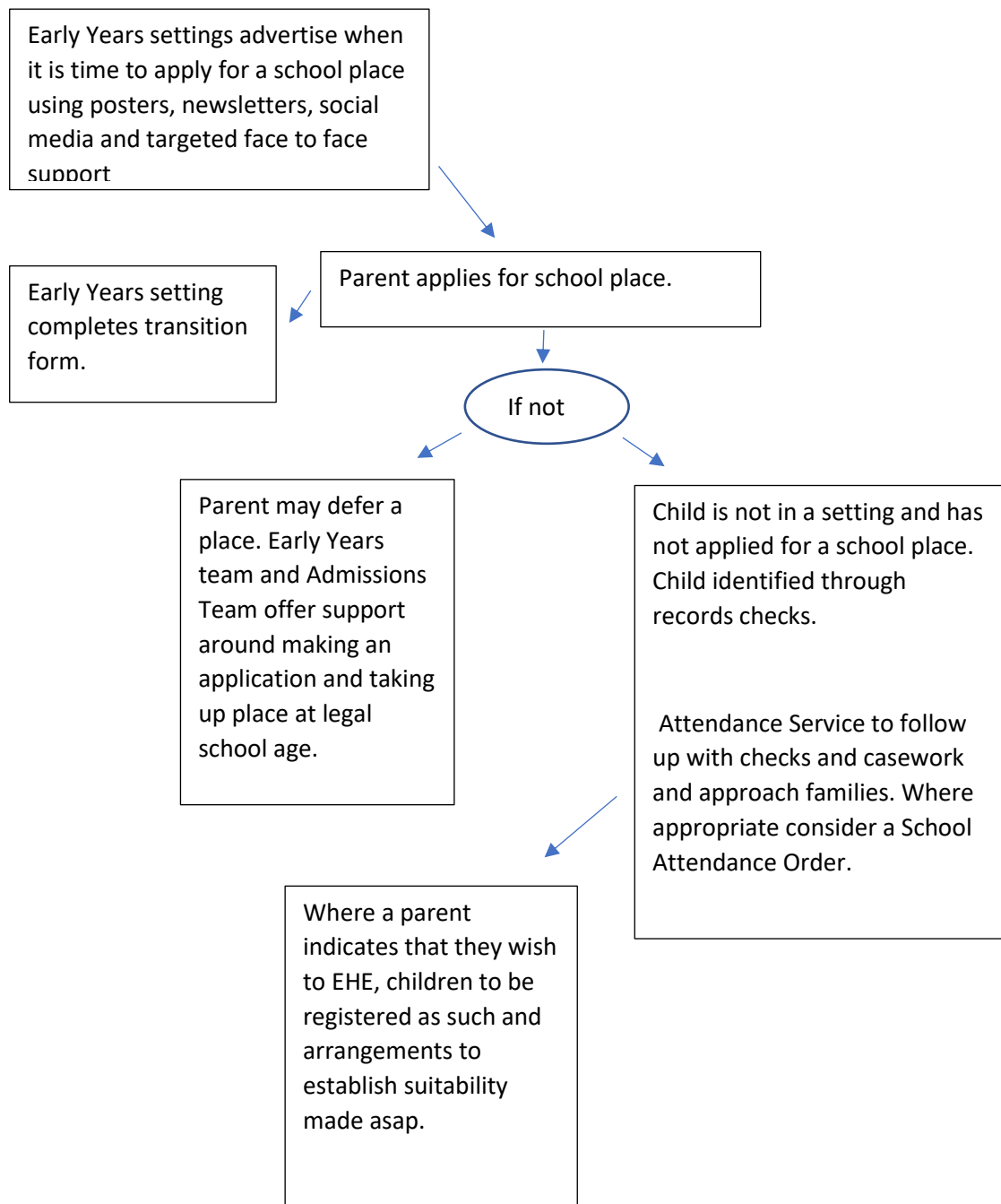


## Mid-Year Admissions



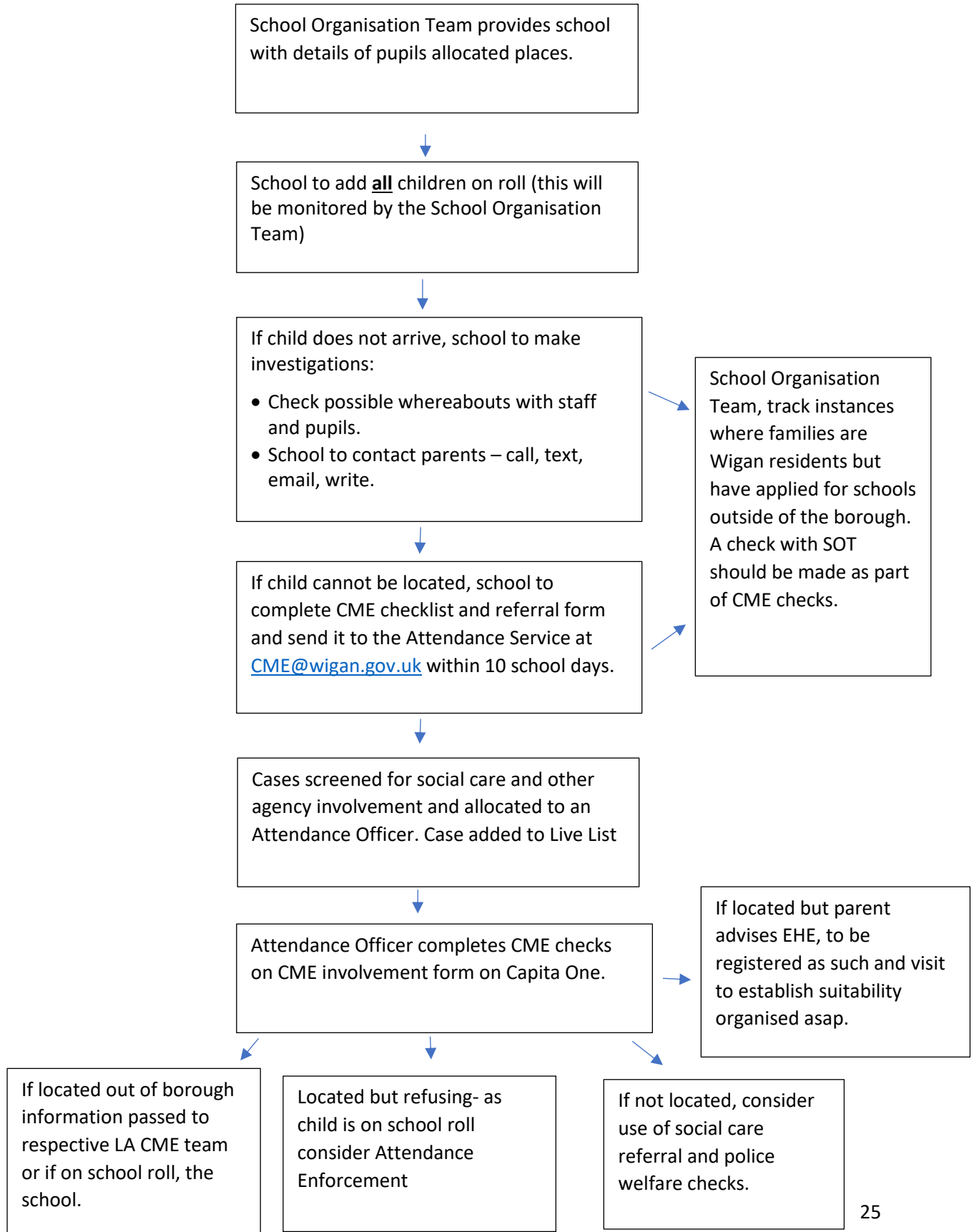
## Reception Age Children

### Early Years to Reception

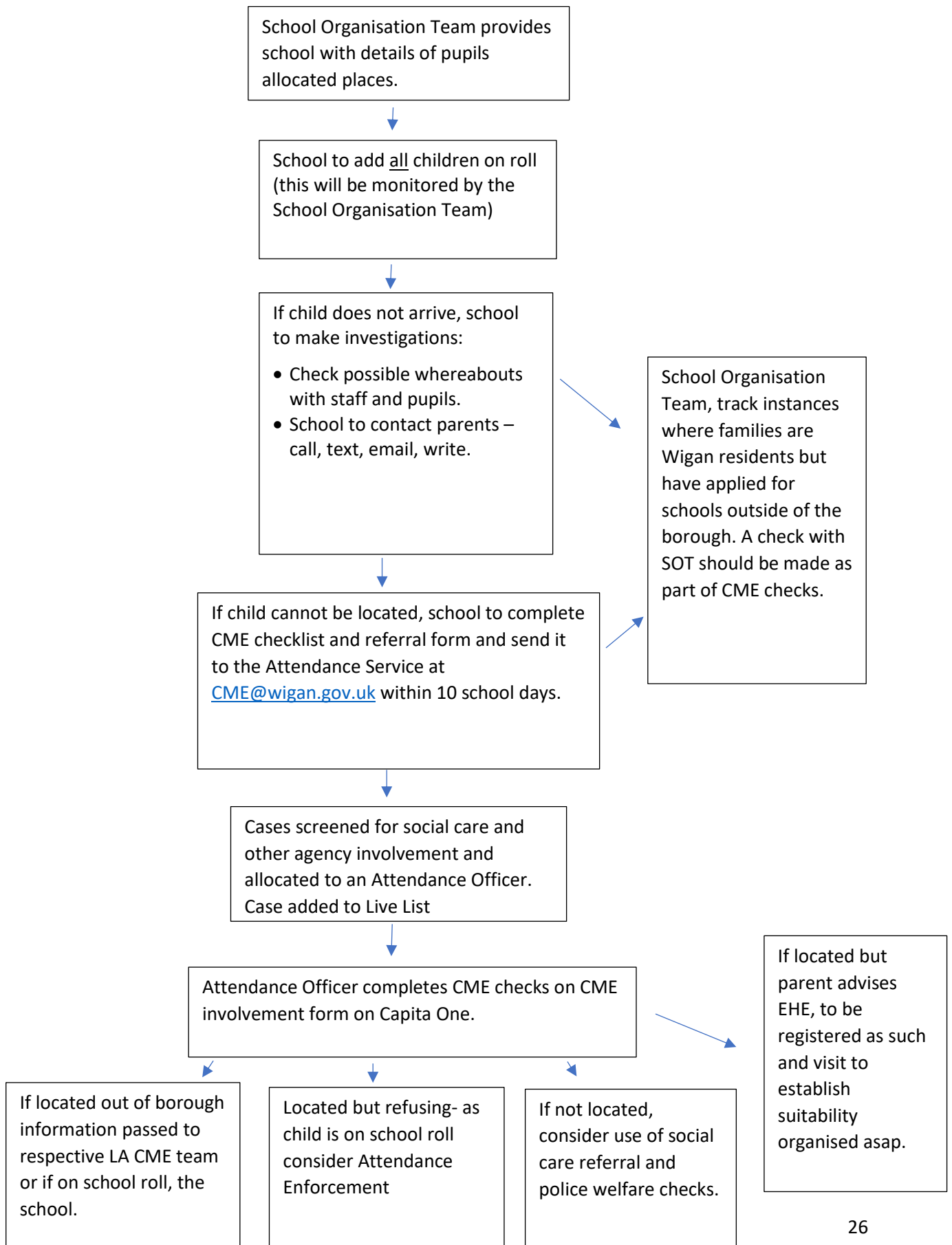


## Reception Age Children

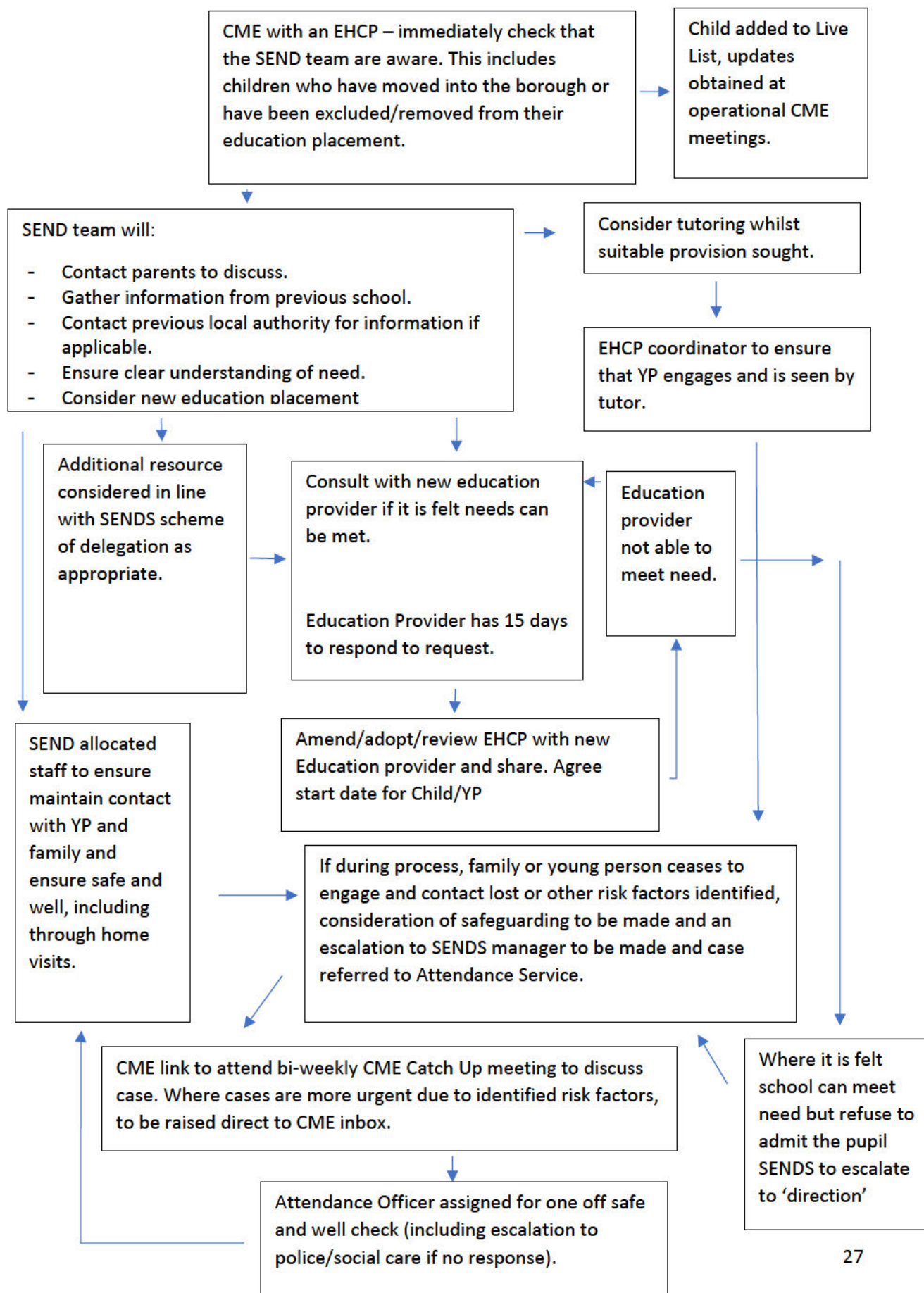
### If a child does not arrive in reception



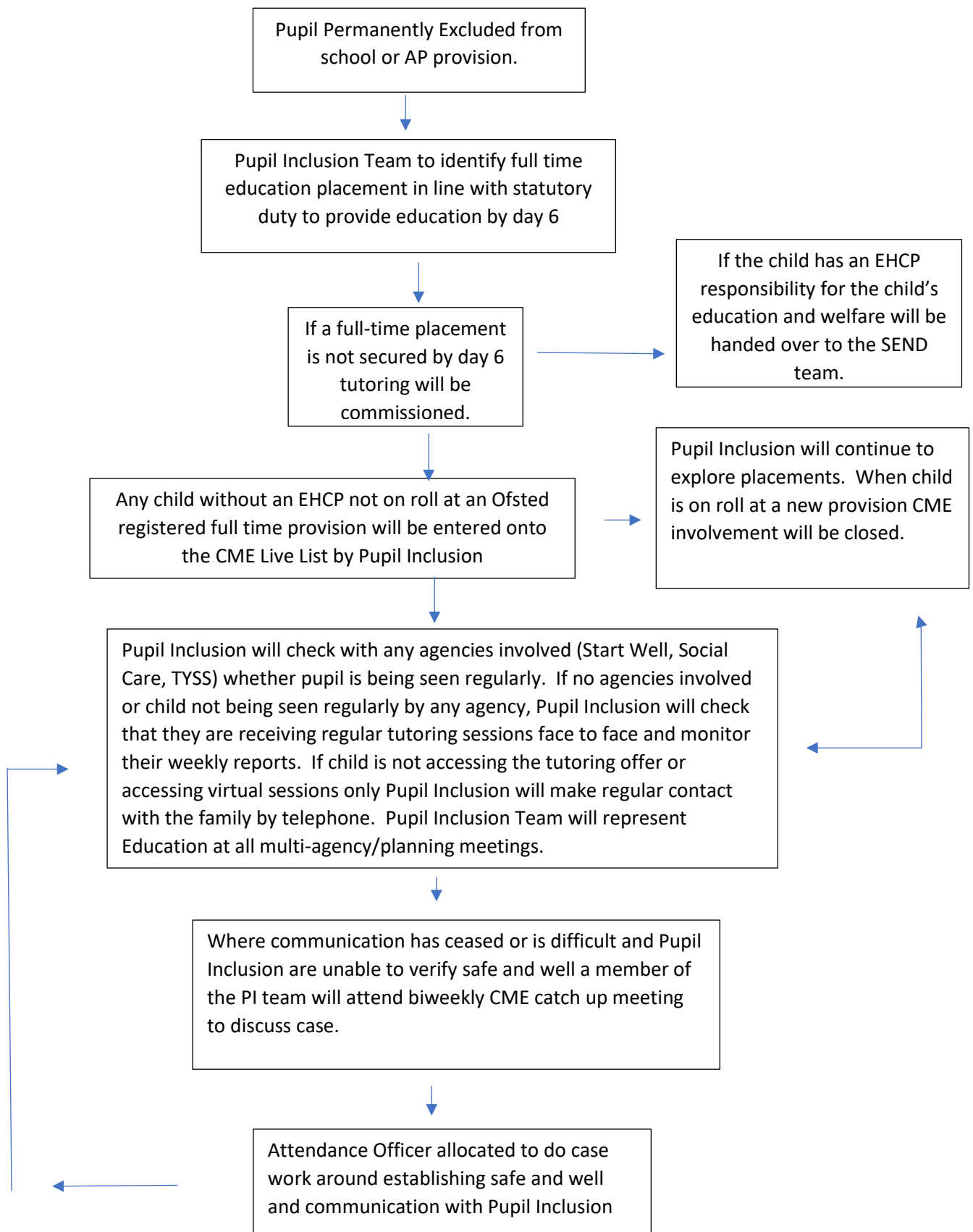
## Primary to Secondary Transition



### Children with SEND (EHCP) process when CME

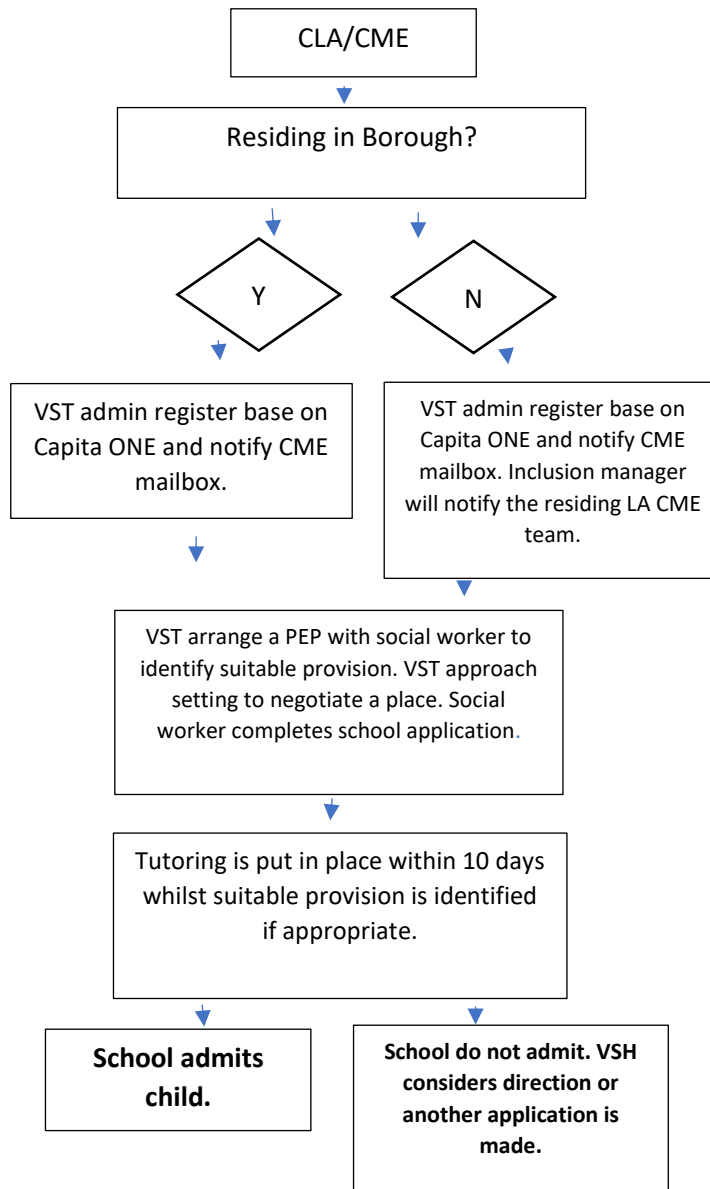


## Permanently Excluded and Difficult to Place Pupils

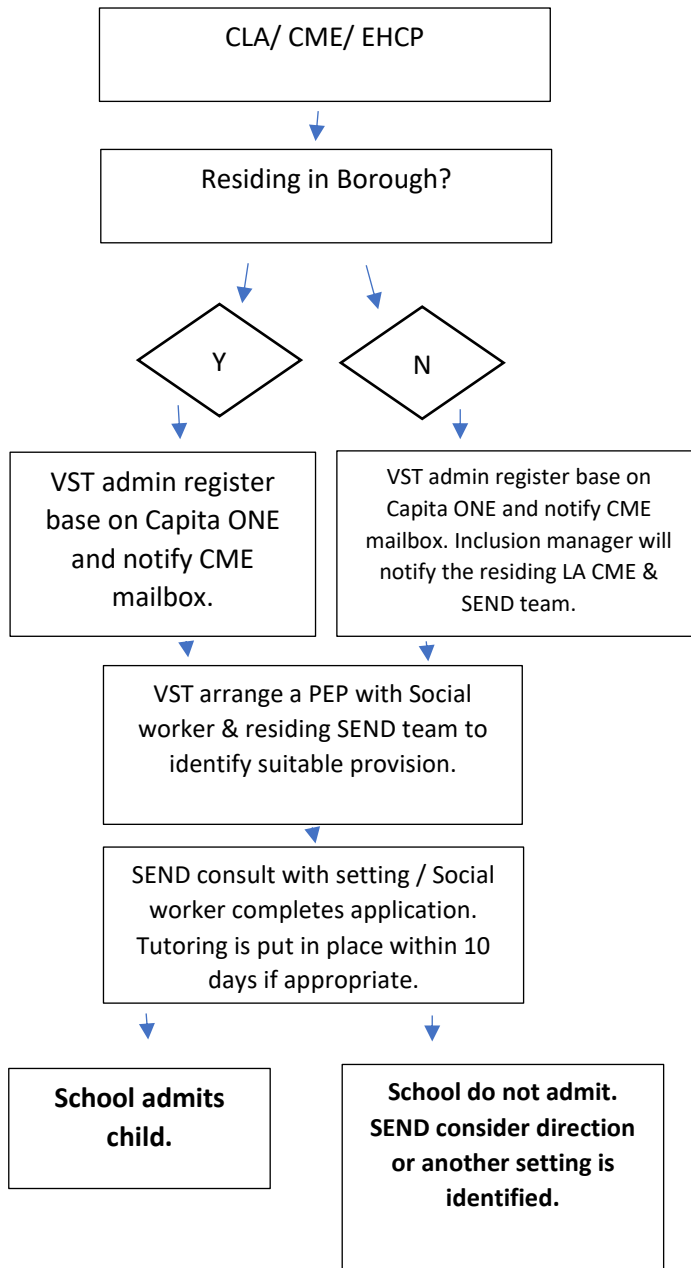


## Virtual School Team Children Missing Education Procedures

Where a child is CLA and CME

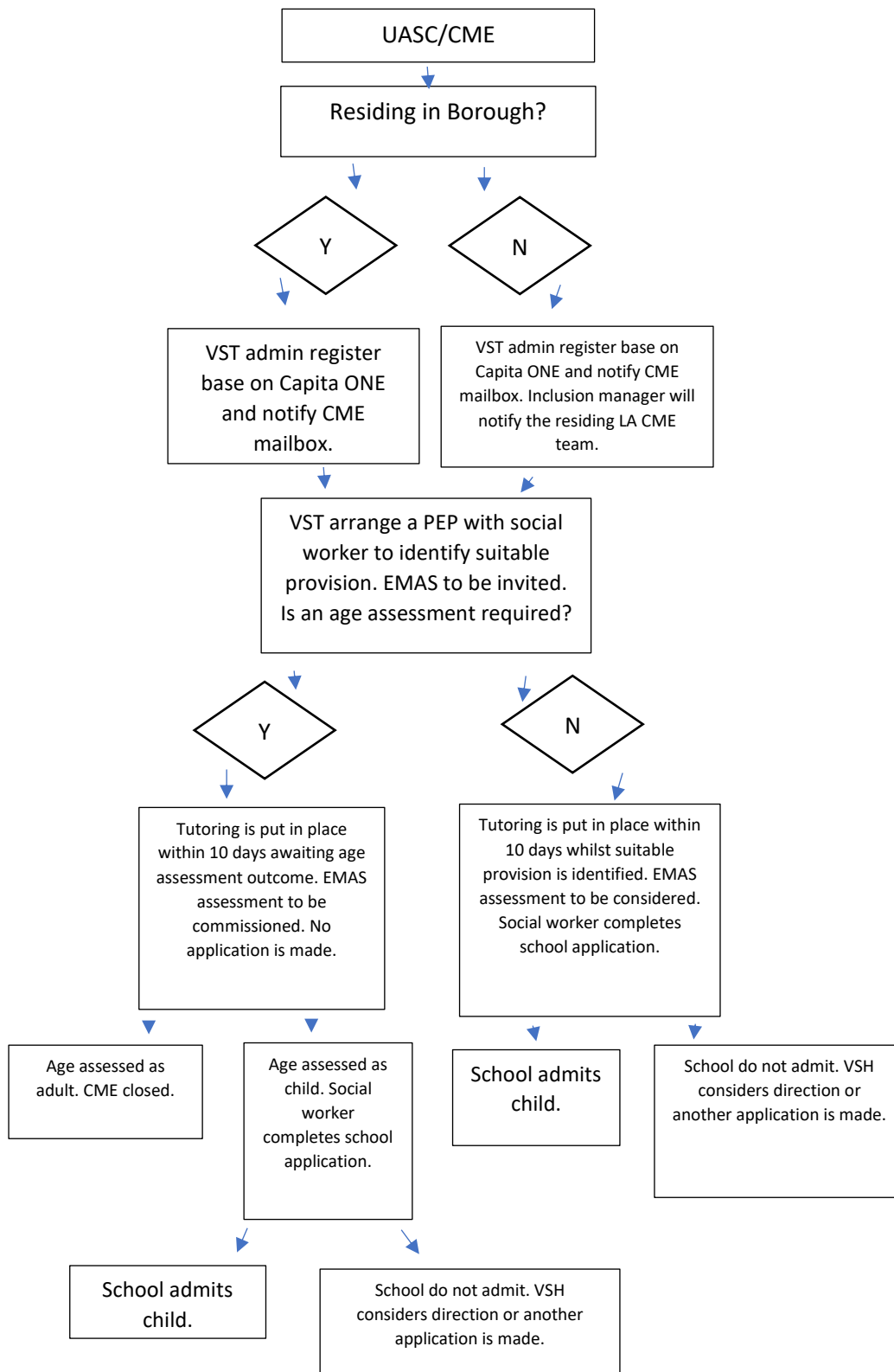


Where a child is CLA, EHCP and is also CME.





## Where a child is CLA and an Unaccompanied Asylum Seeker





## Guidance for staff working with children of school age

### Children Missing Education (CME)

#### Background

- Wigan Local Authority has a duty under section 436A of the Education Act 1996 to ensure that all children within the borough are in receipt of an 'efficient', 'full time' and 'suitable' education.
- Children Missing Education are defined by them not being on roll at a school and not being educated 'otherwise'. In simple terms otherwise applies to either Alternative Provision or Electively Home Education (EHE).
- A child is missing education or CME if they don't appear to be on roll at a school and don't appear to be accessing education. The term can also apply where a family have moved away from the area without advising school or other professionals.
- Children Missing Education can also be identified in families moving into the area and not accessing education.
- The Local Authority has a duty to identify these pupils and once identified track them into suitable education.
- Many CME referrals are received from schools, however all professionals working with families and young people should be aware of the definition of CME and the actions to be taken where it is suspected that children are missing education.

#### Actions where it is suspected that a young person is a Child Missing Education

- Where it is suspected a child or children are missing education, professionals should contact the CME team by sending an email to [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk).
- Please include the following:
  1. **Name**
  2. **D.O.B**
  3. **Address**
  4. **Detail of why the child is suspected to be CME.**
  5. **Any further information which will assist an Attendance Officer process and track the referral.**

#### Summary

- CME is the collective responsibility of all professionals working with children and young people.
- On receipt of a referral the Attendance Service will investigate further and track the case until the young person is located and placed back into a school or suitable education.

**From:** [REDACTED]  
**Sent:** Thursday, July 13, 2023 2:10 PM  
**Subject:** KCSEI and CME/ Attendance

**FAO Headteachers, Inclusion Managers, Attendance Leads, Designated Safeguarding Leads and Pastoral/Admin staff likely to be involved in Attendance and Children Missing Education cases.**

Dear Colleague,

As you will be aware the Department for Education have made Keeping Children Safe in Education (KCSIE) 2023 available. If you haven't seen it, there is a link below:

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Within this publication some of the wording in relation to attendance has changed. In previous versions the term 'missing' in relation to absence or absenteeism has been used. This version discusses in Annex B 'Children who are absent from education'. It makes a distinction between absenteeism and CME.

It has come to our attention however, that some third party safeguarding and education sources of information, in summative changes documentation, are stating that guidance around 'children missing education' has been replaced by 'children that are absent from school for prolonged periods and/or repeated occasions'.

This isn't incorrect. It may however, lead to confusion. In this context they are referencing children missing education in the sense that they are non-school attendees and as such will no longer be referring to them in this way.

The definition and guidance around Children Missing Education or CME has not changed. Wigan's Children Missing Education and Pupil Mobility policy, sent to schools yesterday (12/07/23) and due to be 'live' in September, has a useful flowchart in the appendices which will help schools identify if a presenting issue is CME or an attendance issue. Where it is an attendance issue schools should follow guidance as set out in Working Together to Improve School Attendance.

Kind Regards

[REDACTED]

[REDACTED]

**Manager - Elective Home Education and Children Missing Education**

Wigan Council  
People Directorate: Children, Adults and Families  
2nd Floor  
Life Centre South  
College Avenue, Wigan WN1 1NJ

[REDACTED]

[REDACTED]

[www.wigan.gov.uk](http://www.wigan.gov.uk)  
[www.twitter.com/wigancouncil](https://www.twitter.com/wigancouncil)  
[www.facebook.com/WiganCouncilOnline](https://www.facebook.com/WiganCouncilOnline)

Elective Home Education [ehe@wigan.gov.uk](mailto:ehe@wigan.gov.uk)  
Children Missing Education (CME) [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

I sometimes work outside usual office hours. I do not expect messages to be read or responded to outside your working time.

>><<



**From** [REDACTED]  
**Sent:** Friday, September 1, 2023 2:48 PM  
**Cc:** CME <[CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)>  
**Subject:** \*\*\*Important Information in relation to CME\*\*\*

**FAO of Headteachers, Attendance Leads, Designated Safeguarding Leads and Inclusion Managers- Important information in relation to CME**

Dear Colleague,

I hope you have had a well-deserved and restful summer break.

I emailed at the end of last academic year regarding the new CME and Pupil Mobility Policy. I thought it would be useful to send a reminder that this policy (attached) comes into place at the start of the Autumn Term. The major change to this policy is the new Off Roll notification form. Prior to the launch of this new policy, schools made a notification via a CME referral. This has led to a number of occasions where the school were unsure of what they needed to send to fulfil the CME duty. I have attached a copy of the new form and associated procedure along with a flowchart detailing which process to follow dependant on the situation if a school is considering taking a pupil off roll. Please note that with the exception of normal school transition schools should only take pupils off roll if the situation meets one of the 'reasons' laid out in Education (Pupil Registration) (England) Regulations 2006. These are laid out in the attached guide, which is an edited (for ease of use) extract from the CME policy.

Thanks

[REDACTED]  
[REDACTED]  
**Manager - Elective Home Education and Children Missing Education**

Wigan Council  
People Directorate: Children, Adults and Families  
2nd Floor  
Life Centre South  
College Avenue, Wigan WN1 1NJ

[REDACTED]  
[REDACTED]  
[www.wigan.gov.uk](http://www.wigan.gov.uk)  
[www.twitter.com/wigancouncil](https://www.twitter.com/wigancouncil)  
[www.facebook.com/WiganCouncilOnline](https://www.facebook.com/WiganCouncilOnline)

Elective Home Education [ehe@wigan.gov.uk](mailto:ehe@wigan.gov.uk)  
Children Missing Education (CME) [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)  
**Elective Home Education Portal** [Elective Home Education | Be Wigan | Services for Schools](#)

I sometimes work outside usual office hours. I do not expect messages to be read or responded to outside your working time.

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**SERVICE  
AWARDS  
2023**

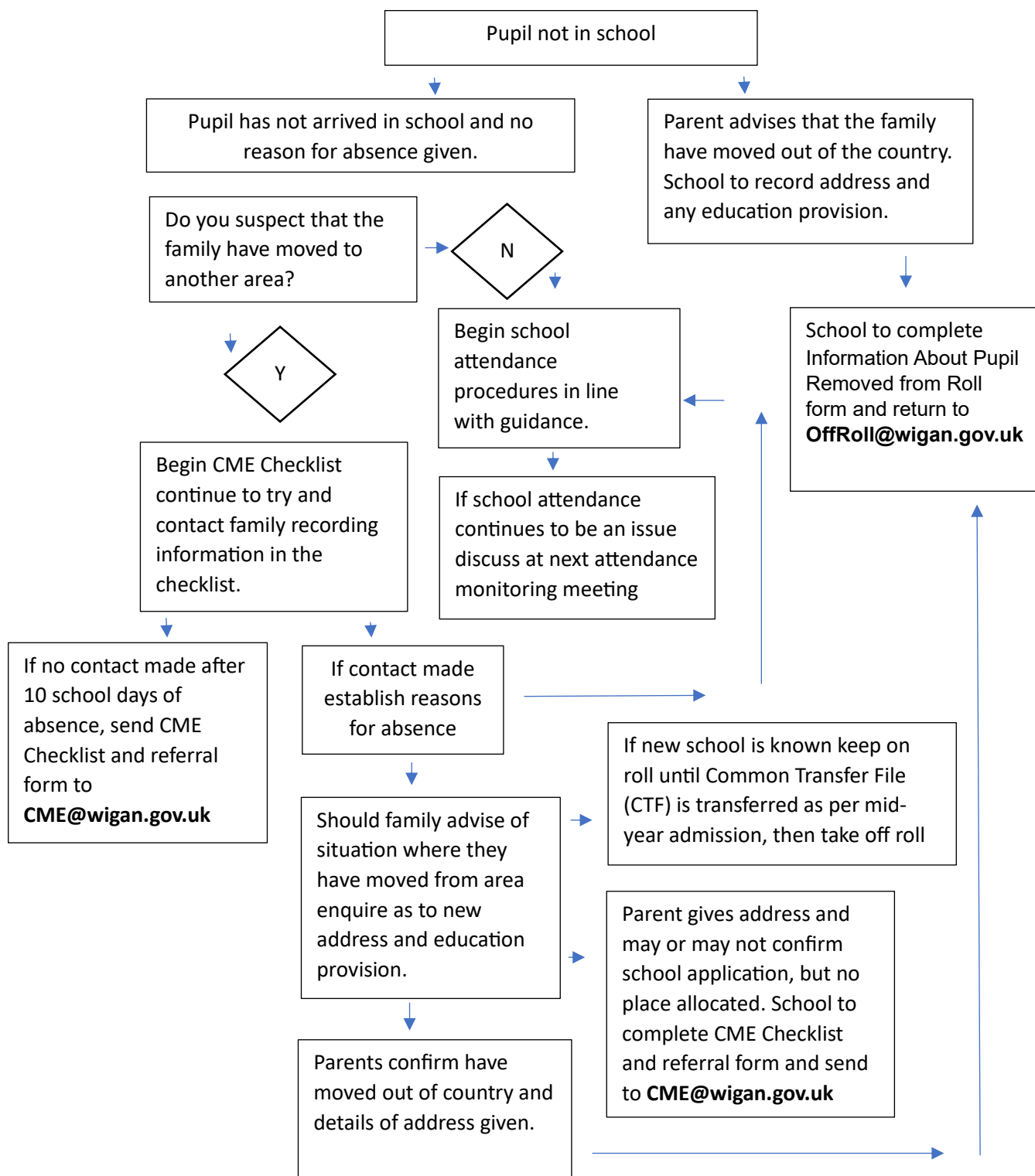
**Overall Council  
of the Year**

**- WINNER -**

## Change to off roll notifications from schools as of Autumn 23-24

### Taking Pupils Off Roll

Pupils should only be taken off school roll outside of standard transition times if the criteria is met as per the grounds set out in the Education (Pupil Registration) (England) Regulations 2006 (see below). Should a pupil be deleted as per these grounds the local authority must be informed using the referral form 'Information About Pupil Removed from Roll' (see below). The below flowchart helps differentiate where a situation is either an attendance issue, a child missing education or a situation where a pupil can be removed from roll and subsequently referred to the local authority.



### Information About Pupil Removed from Roll

<b>Full Name of Pupil</b>	
<b>Date of Birth of Pupil</b>	
<b>Parent(s) Name(s)</b>	
<b>Parent telephone number</b>	
<b>Parent Email Address</b>	
<b>Current Address</b>	
<b>Future Address if different to above</b>	
<b>Information about school or education provision if known</b>	
<b>Regulation 8 Ground under which removed</b>	

When complete return to [OffRoll@wigan.gov.uk](mailto:OffRoll@wigan.gov.uk)



**Grounds for deleting a pupil from the school admission register  
Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended.**

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — 21 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 (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.
15	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.

### Information About Pupil Removed from Roll

<b>Full Name of Pupil</b>	
<b>Date of Birth of Pupil</b>	
<b>Parent(s) Name(s)</b>	
<b>Parent telephone number</b>	
<b>Parent Email Address</b>	
<b>Current Address</b>	
<b>Future Address if different to above</b>	
<b>Information about school or education provision if known</b>	
<b>Regulation 8 Ground under which removed</b>	

When complete return to [OffRoll@wigan.gov.uk](mailto:OffRoll@wigan.gov.uk)

# Children Missing Education (CME) and Pupil Mobility Policy

June 2023

Date:

Review Date: Annually

Version: 1

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## 1. Policy Statement

- 1.1 Wigan's Excellence in Education Strategy 2020 - 2030 Vision is that '*all children and young people in the borough, whatever their age, ability background or setting, will receive an outstanding education*'. This vision is part of the wider Wigan Deal 2030,<sup>1</sup> to ensure the best start in life for all children and young people.
- 1.2 For the purposes of this guidance the 'Local Authority' or 'LA' is Wigan Council.
- 1.3 The term 'partner', 'partners', or 'partnership' refers to establishments or agencies who work directly or indirectly with children and families as part of a shared responsibility. This includes but is not exclusive to Police, Children's services and health as safeguarding statutory partners but also may be relevant to wider community and voluntary partners.
- 1.4 The term 'pupil mobility' refers to the movement of children's geographical location and changes in school or setting.

## 2. Introduction

- 2.1 The purpose of this policy is to establish a set of principles, which all partners can subscribe to, to ensure that the Local Authority (LA):
- Can fulfil its statutory duty to provide an education for all children of compulsory school age.
  - Can track children missing from education (CME), including those children who may be on a school roll but have not been seen by professionals for considerable periods of time.
  - Identifies those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene.
  - Maintains contact with those missing from education and those at risk of becoming so.
- 2.2 The Children Act 2004<sup>2</sup> places a duty on all partners to work together to promote the welfare of children and to share information. This principle underpins the expectation that all partners will work together to ensure that all children are safe and have access to a suitable full-time education.
- 2.3 This policy was produced in consultation with key partners from across children's services, other council services, the police and healthcare colleagues.
- 2.4 All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have.

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<sup>1</sup> [Wigan Deal 2030](#)

<sup>2</sup> [Children Act 2004 \(legislation.gov.uk\)](#)

- 2.5 No child should be denied the right to access their education if to do so would be discriminatory.<sup>3</sup>
- 2.6 Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.
- 2.7 Children that are subject to high levels of pupil mobility form an additional group of concern. These pupils are at additional risk of not receiving a suitable education.
- 2.8 Effective information sharing between parents, schools, partner agencies and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Wigan Local Authority aims to focus resources effectively on intervening early to improve educational outcomes for children and young people.

### **3. DEFINITION OF A 'CHILD MISSING EDUCATION'**

- 3.1 The definition of Children Missing Education refers to all children of compulsory school age that are not on a school roll, nor being educated otherwise (e.g., privately or in alternative provision). In these cases, schools and professionals are expected to make referrals as per the procedures in the accompanying appendices.
- 3.2 The Wigan Partnership has adopted a broader definition of Children Missing Education to include children and young people who have been out of any educational provision for a substantial period (usually agreed as 20 school days or more) or whose offer of education is less than full time. For the purpose of this policy, Children Missing Education, and pupils subject to Pupil Mobility will be considered as the following:
- Children persistently absent from school (90% or less attendance)
  - Children severely absent from school (50% or less attendance)
  - Children that have been permanently excluded and have not secured suitable education within 6 days.
  - Children who have particular social, emotional, and mental health needs, which means that they do not attend school full time (we would recommend this is opened as an early help)
  - Children on a reduced timetable (these pupils must be referred to the local authority and a robust plan with regular reviews must be in place to support a return to full time education).
  - Children with medical or mental health needs which prevent them accessing education full time.

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<sup>3</sup> [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk)

- Children with complex needs where identifying a suitable education has been delayed.
- Children who have been electively home educated where the provision is unsuitable resulting in CME and/or School Attendance Order
- Children who have been removed from a school roll without a known destination.
- Children that are new to the education area and require a school place. Specifically:
  - children new to the country
  - children that have not taken up a school place within 20 school days of it being offered
  - children of compulsory school age who have not applied for a school place in reception.
  - children new to area and not secured a school place within 20 school day.
  - Children Looked After placed in or out of Borough with no suitable educational placement.
  - those who are pregnant or are young parents of compulsory school age.
  - children who are returning from custody and a school place has not been found for them.
  - children from a Gypsy, Roma or Traveller background and alternative provision has been made.
- In all the above examples a Child Missing Education referral will not always be appropriate, however schools and professionals working with pupils not accessing existing provision should consider making referrals to an appropriate service to ensure the young person is fully supported in accessing education.

## **4. Local Authorities' Responsibilities**

- 4.1 Section 19 (1) of the 1996 Education Act requires every Local 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."
- 4.2 Local authorities have a duty under section 436A of the Education Act 1996<sup>4</sup> to make arrangements to establish the identities of children in their area who are not

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<sup>4</sup> [Education Act 2011 \(legislation.gov.uk\)](https://www.legislation.gov.uk)



registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

- 4.3 The local authority should consult the parents of any child when establishing whether they are receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or otherwise suitable provision. Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving suitable education.
- 4.4 Local authorities should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other partner agencies can make referrals about children who are missing education.
- 4.5 Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex needs may require a higher level of intervention and support to access suitable education. When developing policies and procedures for children not receiving a suitable education, local authorities should consider the reasons why children go missing from education and the circumstances that can lead to this happening.
- 4.6 Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This duty should therefore be viewed alongside 'Keeping Children Safe in Education'<sup>5</sup> to promote the safeguarding of children.
- 4.7 Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. Individual local authorities can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children. The 'Working together to safeguard children'<sup>6</sup> statutory guidance provides advice on inter-agency working to safeguard and promote the welfare of children.
- 4.8 Where there is concern for a child's welfare, this should be referred to local authority children's social care. If there is reason to suspect a crime has been committed, the police should also be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to act without delay.
- 4.9 Local authorities have other duties and powers to support their work on CME. These include:
  - a. Arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion.

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<sup>5</sup> [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<sup>6</sup> [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- b. Safeguarding children’s welfare, and their duty to cooperate with other agencies in improving children’s well-being, including protection from harm and neglect.
- c. Serving notice on parents requiring them to satisfy the local authority that the child is receiving suitable education when it comes to the local authority’s attention that a child might not be receiving such education.
- d. Issuing School Attendance Orders (SAOs) to parents who fail to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school.
- e. Prosecuting parents who do not comply with an SAO.
- f. Prosecuting or issuing penalty notices to parents who fail to ensure their school-registered child attends school regularly.
- g. Applying to court for an Education Supervision Order for a child to support them to go to school.

## **5. Parents/Carers Responsibilities**

5.1 Parents/carers have a duty under Section 7 of the Education Act 1996 to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so unless they are subject to a School Attendance Order.

5.2 Where a parent/carer wishes to home educate their child, they must inform the school of this in writing. Following this the school must delete the child’s name from the admission register and inform the local authority (Wigan has a local arrangement where schools maintain on roll status for 15 days, to establish parental intention, once established removal from roll can be backdated). However, where parents indicate that they intend to home educate, the school should consider notifying the local authority at the earliest opportunity. Once the LA confirm parents’ intentions schools can back date removal from roll to the date of notification. Wigan has a local EHE policy available to all partners<sup>7</sup>

5.3 Children with Education, Health, and Care (EHC) plans can be home educated. Where the EHC plan indicates provision that the child should receive at home, the local authority has a duty to arrange that provision. Where the EHC plan names a school or setting where the child should receive his or her education, but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the EHC plan annually to assure itself that the provision set out continues to be appropriate and that the child’s needs continue to be met.

## **6. Schools’ Responsibilities**

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<sup>7</sup> [Home education \(wigan.gov.uk\)](http://wigan.gov.uk)

- 6.1 Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.<sup>8</sup> If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity (see appendix 1).
- 6.2 Schools must monitor and record pupils' attendance through their daily register. Schools should monitor attendance closely and address poor or irregular attendance swiftly. It is important that pupils' poor attendance is referred to the local authority and discussed with the local authority in termly attendance monitoring meetings as outlined in 'Working together to improve school attendance'<sup>9</sup>.
- 6.3 Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- 6.4 Schools must also arrange full-time education for suspended pupils from the sixth school day of a suspension.
- 6.5 All schools have a statutory safeguarding duty, which includes investigating all unexplained absences.
- 6.6 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 (see appendix 4) 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.
- 6.7 Where a school notifies the local authority (see appendix 2) that a pupil's name is to be removed from the admission register, the school must provide the local authority with:
- a) the full name of the pupil.
  - b) the full name and address of any parent with whom the pupil lives.
  - c) at least one telephone number of the parent with whom the pupil lives.
  - d) the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
  - e) the name of pupil's destination school and the pupil's expected start date there, if applicable; and

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<sup>8</sup> [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2006/2700/regs/2006/2700)

<sup>9</sup> [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281207/Working_together_to_improve_school_attendance.pdf)

f) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

6.8 The Inclusion Service will complete weekly off roll checks to ensure that all potential Children Missing Education are identified. If a school has removed a child from roll without informing the LA, the service will formally write to the head teacher to inform them of their duty to inform.

## **7. Practical Arrangements**

7.1 The local authority and partners have a duty to ensure that reasonable enquiries are made to establish the whereabouts of children missing education. The procedures in place are set out in the appendices attached to this document.

7.2 The local authority has a two-fold approach to managing children missing education and pupil mobility. This policy and its associated procedures outline both an early intervention philosophy and the practical steps and procedures taken to establish the whereabouts of children, where they are believed to be missing education and subsequent steps to track them back into suitable education.

7.3 In identifying children subject to a higher level of pupil mobility, the local authority aims to prevent pupils becoming children missing education or in unsuitable education.

7.4 In order to support the two-fold approach the manager with responsibility for children missing education oversees both the strategic and operational elements of the local authority's duties in relation to children missing education. The Children Missing Education manager in turn reports to the Inclusion Service Manager.

7.5 Children Missing Education forms part of the Attendance Strategic Group. This group brings together partner agencies across children's services, the police, health, and other local pertinent services. This group provides strategic oversight of the process by understanding and applying legislation and guidance to local policy. Partners disseminate findings and training within their agencies. Ensuring targeted understanding, early intervention, and prevention in the wider safeguarding context.

7.6 The Children Missing Education 'Live List' is a central list of pupils believed to not be on a school roll or educated otherwise. The document forms the basis of activity across agencies to locate children missing education and support them back into suitable education.

7.7 The Children Missing Education Operational Group Delivers on operational activity identified through the Attendance Strategic Group.

## **8. Processing Referrals**

- 8.1 All partners have a duty and shared responsibility to make a referral where they suspect that a child or children are missing education.
- 8.2 This can be done by completing the 'CME Referral Form and Checklist' (see appendix 1).
- 8.3 This guidance and associated appendices provide information for professionals in identifying Children Missing Education. Where professionals suspect a child is missing education, they should complete a referral and seek advice from the CME Team.
- 8.4 Referrals should be sent by secure email to the CME inbox at [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)
- 8.5 Once received referrals will be acknowledged by email.
- 8.6 Where additional support is deemed necessary the CME Manager will agree the most appropriate course of action.
- 8.7 The referral will be uploaded to a CME specific involvement form on Capita One and this record will be allocated to the assigned officer for completion.
- 8.8 The allocated officer will triage the case against other agency involvement using both Capita One and Liquid Logic.
- 8.9 Should there be other involvement the officer will contact the lead professional and liaise with them regarding the ongoing CME referral.
- 8.10 Where a school suspects a child is classed as CME, they should ensure they are discussed with the LA as part of their attendance response.

## **9. Safeguarding**

- 9.1 The LA, in partnership with other agencies, including Social Care, police and Health, has a statutory duty to safeguard and promote the welfare of all children resident in the borough under Section 175 (1) of the education Act 2002 and under the statutory guidance 'Working Together to safeguard children', 2018, updated 2020.
- 9.2 Partner services and agencies maintain safeguarding responsibility for pupils where they are the most appropriate agency to act as lead professional. Where there is more than one partner involved, all partners should hold a discussion as to the most appropriate way to ensure the young person is safeguarded.
- 9.3 In all cases of children missing education partners should hold regular case management discussions to agree action. This is set out in working together to

improve school attendance. In cases of severe absence these meetings should include planned intensive case work.

9.4 Children Missing Education are especially vulnerable as they will not be seen and monitored on a regular basis in the same way a child attending a provision would be.

9.5 Partner agencies should ensure that there are arrangements in place to maintain regular contact with Children Missing Education and their family. This should include home visits to see the child. It is acknowledged that each agency has different staffing and a different organisational structure. Where it has been identified that such differences pose a challenge, a procedure has been included in the relevant service or agency's flowchart as presented in the appendices to this policy document.

## Appendices

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**This document should be used in conjunction with the Children Missing Education and Pupil Mobility Policy**

**CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST**

**November 2022 V6**

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation, the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk). Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

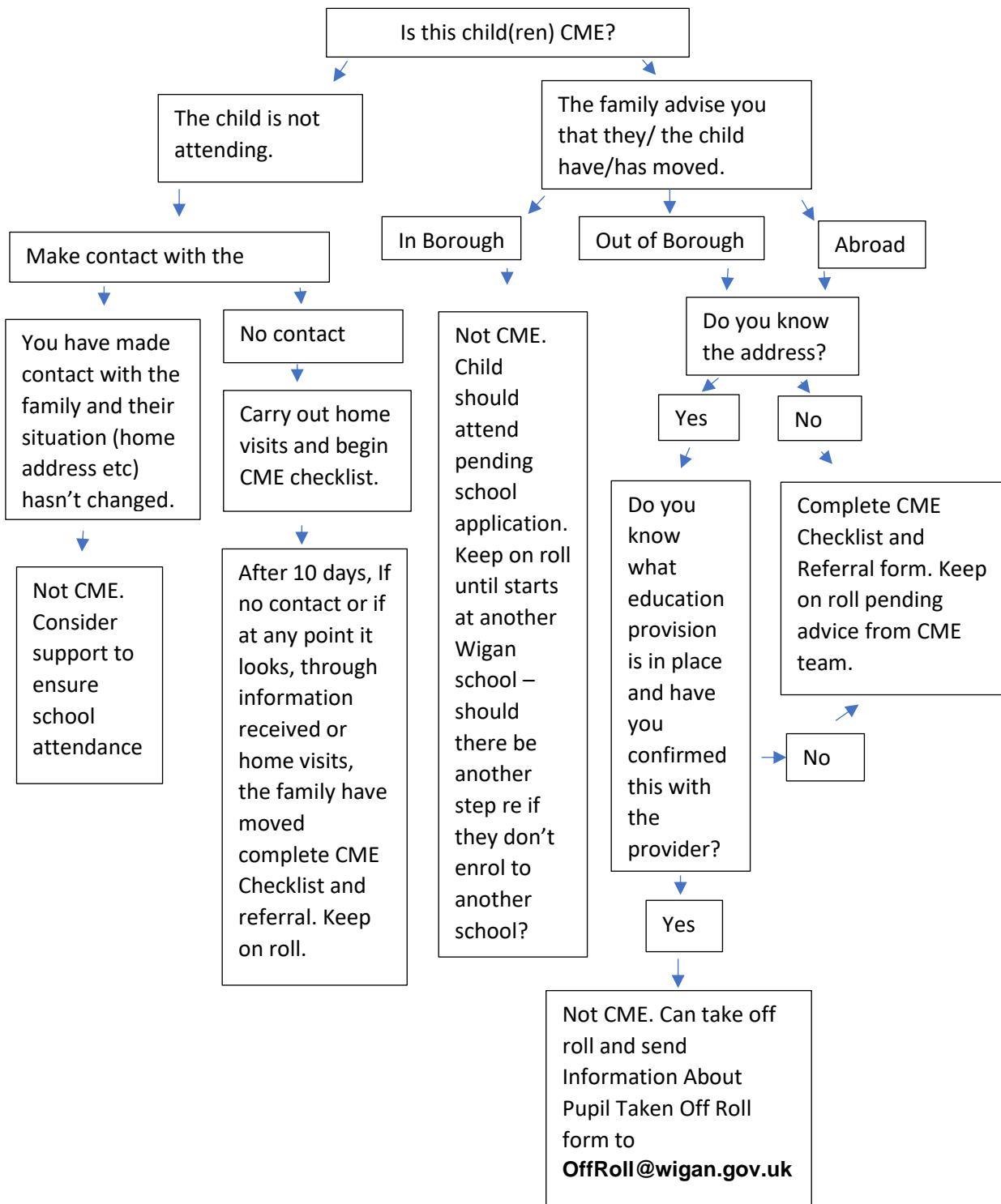
**Pupils must be kept on roll pending investigations from the CME Team. You will be advised when you can safely take off roll.**

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

**At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300.**



The following flowchart will assist in identifying if a Child Missing Education (CME) should be made:



**CHILD'S INFORMATION:**

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (Include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors. Do you feel this child is at risk of harm or neglect <b>Y/N</b> please provide detail:		
Is this child Gypsy Roma Traveller? <b>Y/N</b>		
Are either (or both) parents of the child service personnel (defined by being an active serving member of HM Armed Forces)? <b>Y/N</b>		

Has this child had any Missing from home episodes? i.e., reported to the police or missing for significant periods. <b>Y/N</b>
Is this child known to the Youth Justice System? <b>Y/N</b>
Does this child have any Special Educational Needs or Disability? <b>Y/N</b>
Are there any other vulnerabilities you are aware of that could impact on the child or family's ability to access education? Please provide detail:
Date:

**All boxes must be completed, if not relevant please enter N/A**

**CHECKLIST:**

<b><u>Form completed by</u></b> <b><u>(Please state name and designation)</u></b> <b><u>i.e., Mrs Smith Head – Designated Safeguarding Lead</u></b>			
<b><u>School checklist</u></b>	<b><u>Dates/ Times</u></b>	<b><u>Outcomes</u></b>	<b><u>Name</u></b>
School to attempt to contact parent on first day of absence.  This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message			

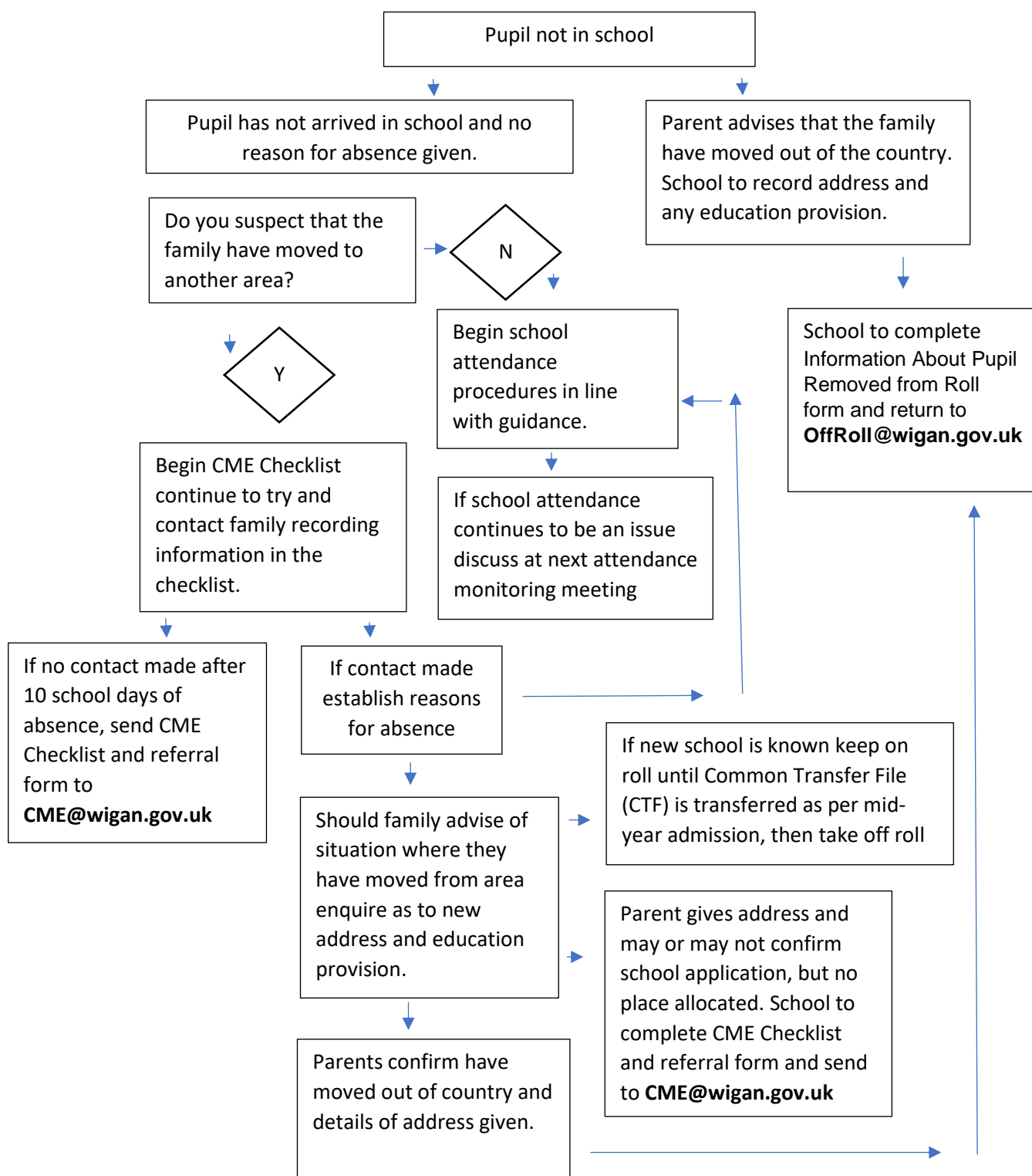
was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils.  This should include checking with family friends, all staff members, the child's friends, social media.  Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school.  Leave card if no answer.  Does the property look empty?  Is someone at home but not answering the door?  NB if school policy does not permit home visit a police welfare check should be requested			
Contact made with involved agencies within 5 working days (Social Care, EMTAS team, School Nurse etc)			
Contact made with agencies to understand when they last had contact/saw the child (no consent needed)  - Social care  - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes?  <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>			
NB – Has the child been seen? State when & by whom  If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

**ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A**

Please submit this referral to [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

## Taking Pupils Off Roll

Pupils should only be taken off school roll outside of standard transition times if the criteria is met as per the grounds set out in the Education (Pupil Registration) (England) Regulations 2006 (see appendix 4). Should a pupil be deleted as per these grounds the local authority must be informed using the referral form 'Information About Pupil Removed from Roll' (see appendix 3). The below flowchart helps differentiate where a situation is either an attendance issue, a child missing education or a situation where a pupil can be removed from roll and subsequently referred to the local authority.





**Information About Pupil Removed from Roll**

<b>Full Name of Pupil</b>	
<b>Date of Birth of Pupil</b>	
<b>Parent(s) Name(s)</b>	
<b>Parent telephone number</b>	
<b>Parent Email Address</b>	
<b>Current Address</b>	
<b>Future Address if different to above</b>	
<b>Information about school or education provision if known</b>	
<b>Regulation 8 Ground under which removed</b>	

When complete return to [OffRoll@wigan.gov.uk](mailto:OffRoll@wigan.gov.uk)

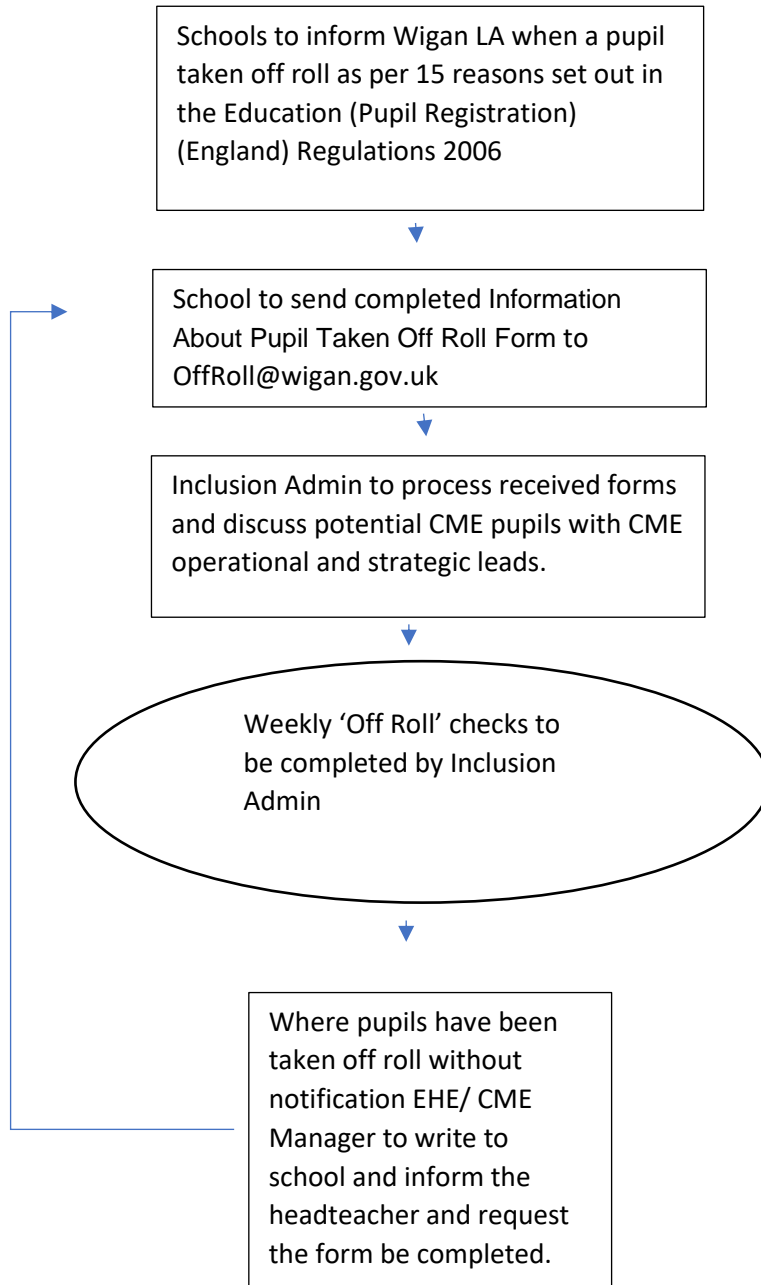
<b>Grounds for deleting a pupil from the school admission register Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended.</b>	
1	8(1)(a) - where the pupil is registered at the school 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 — 21 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 (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.
15	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.

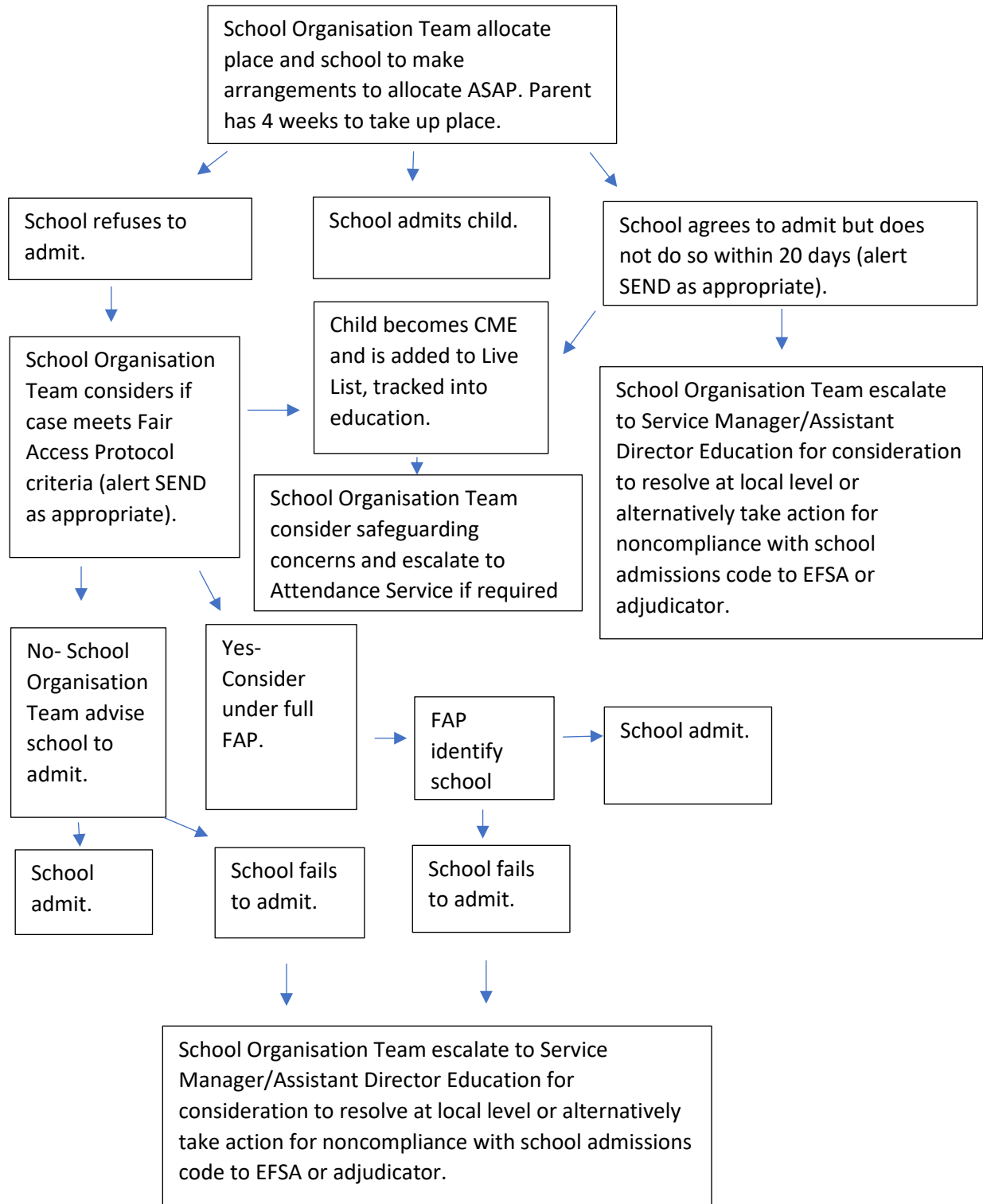


## Local Authority Off Roll Checks

### Off Roll Checks

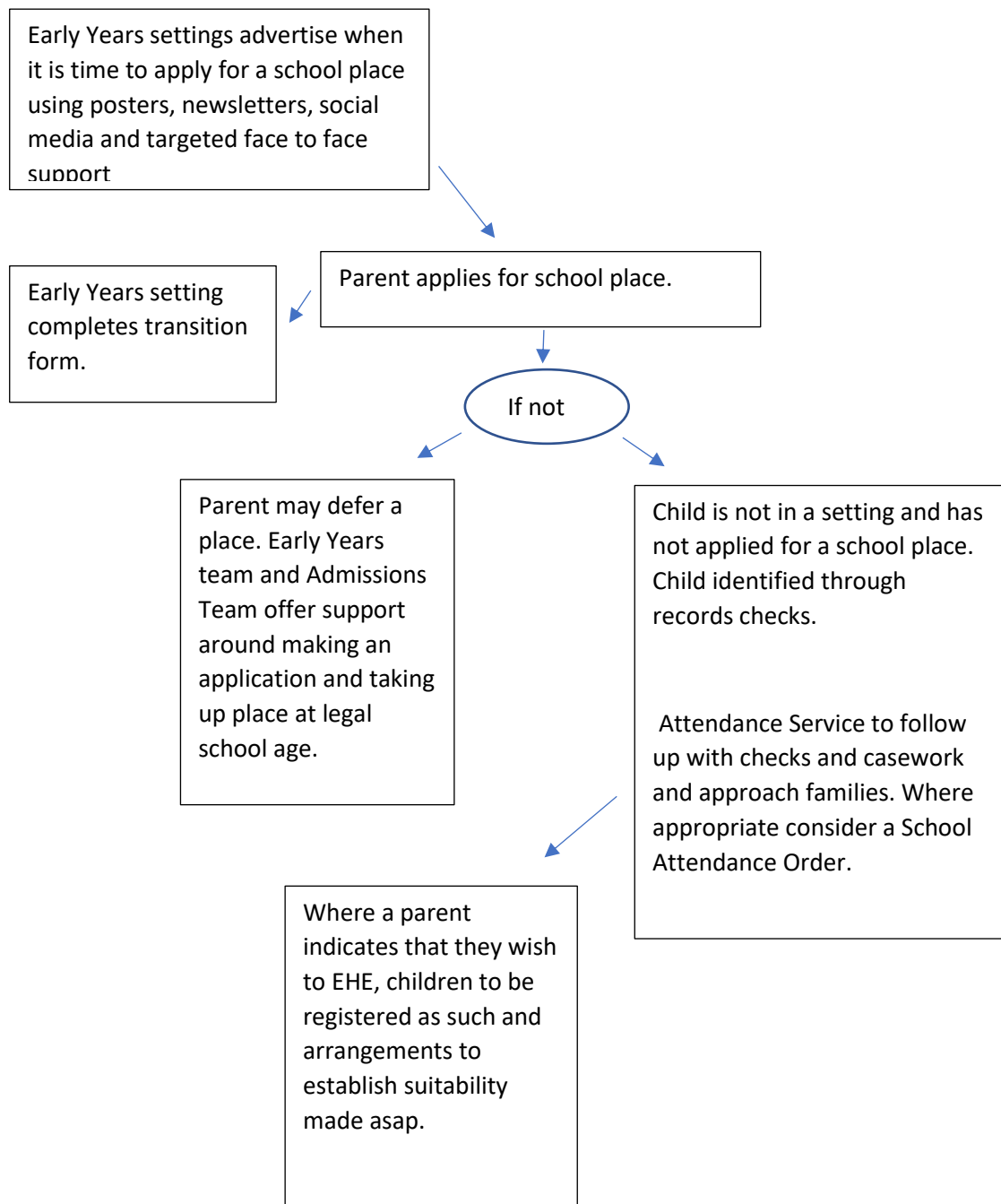


## Mid-Year Admissions



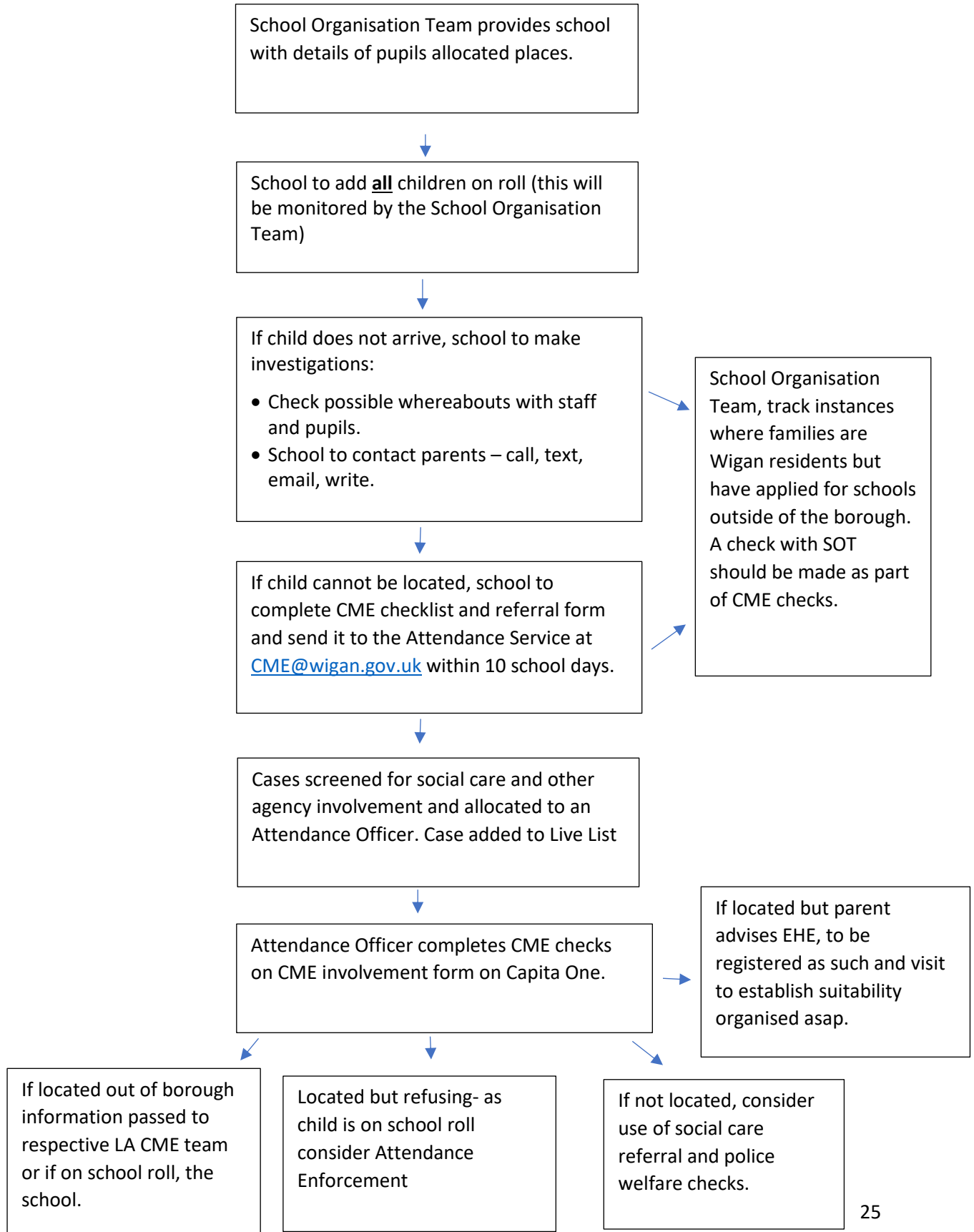
## Reception Age Children

### Early Years to Reception

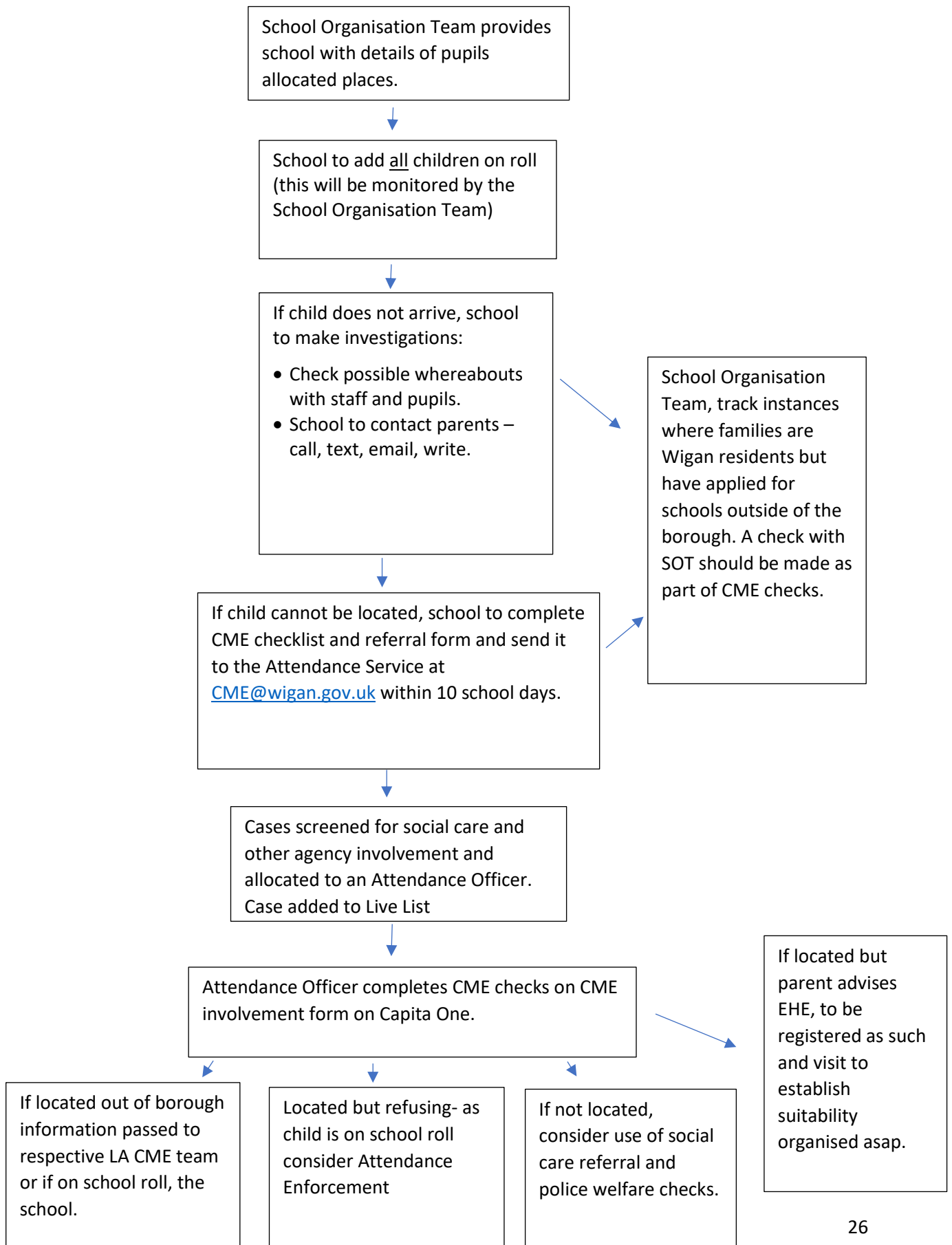


## Reception Age Children

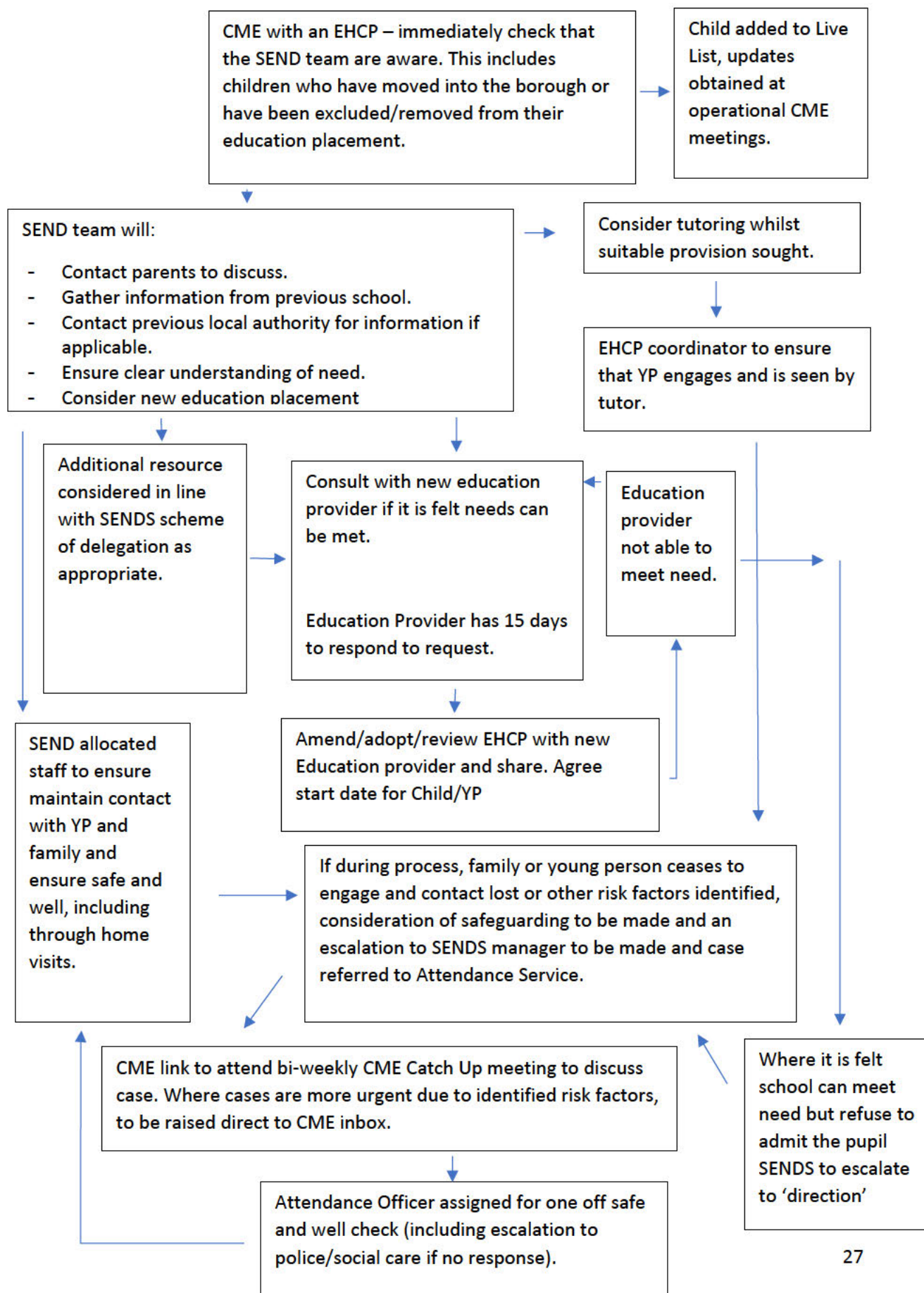
### If a child does not arrive in reception



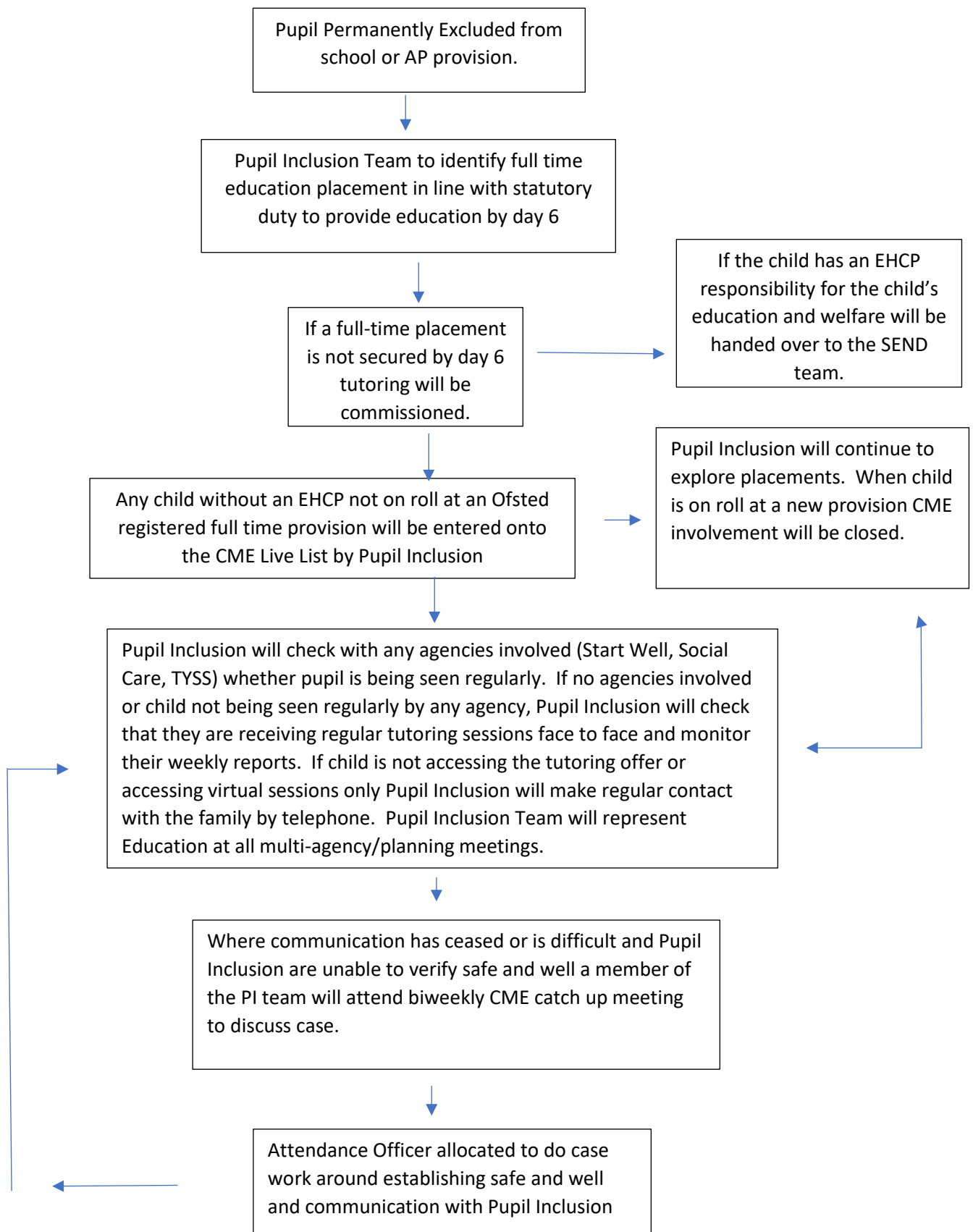
## Primary to Secondary Transition



### Children with SEND (EHCP) process when CME

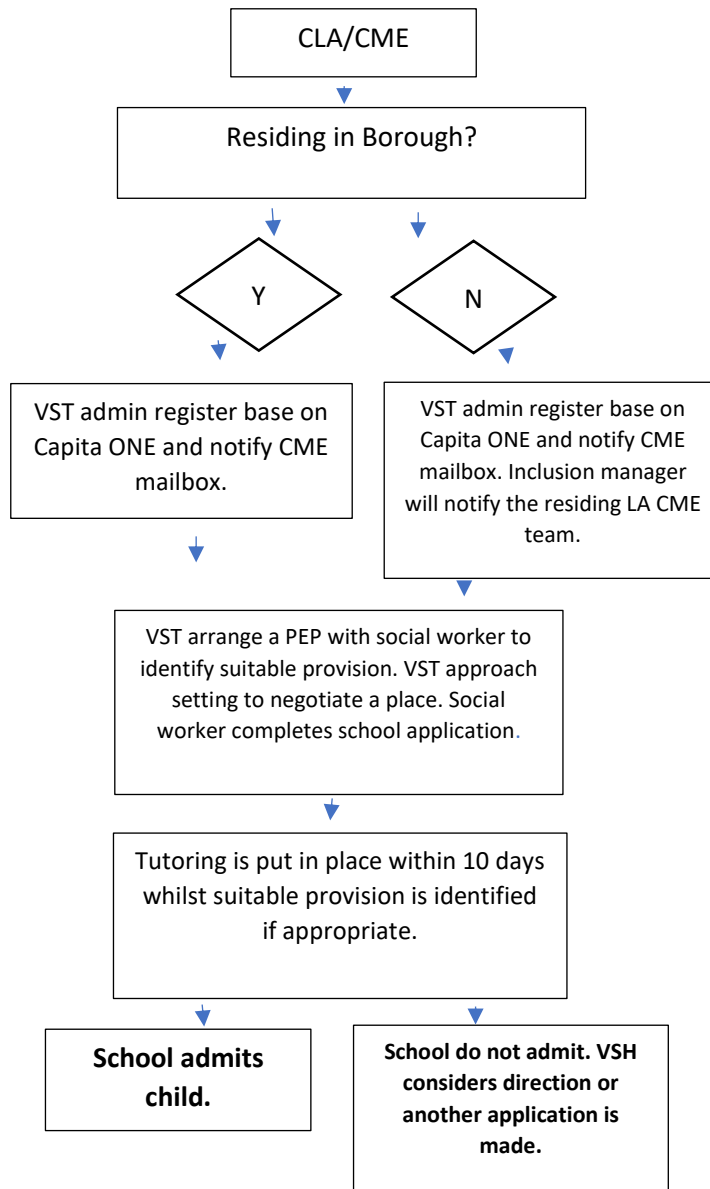


## Permanently Excluded and Difficult to Place Pupils



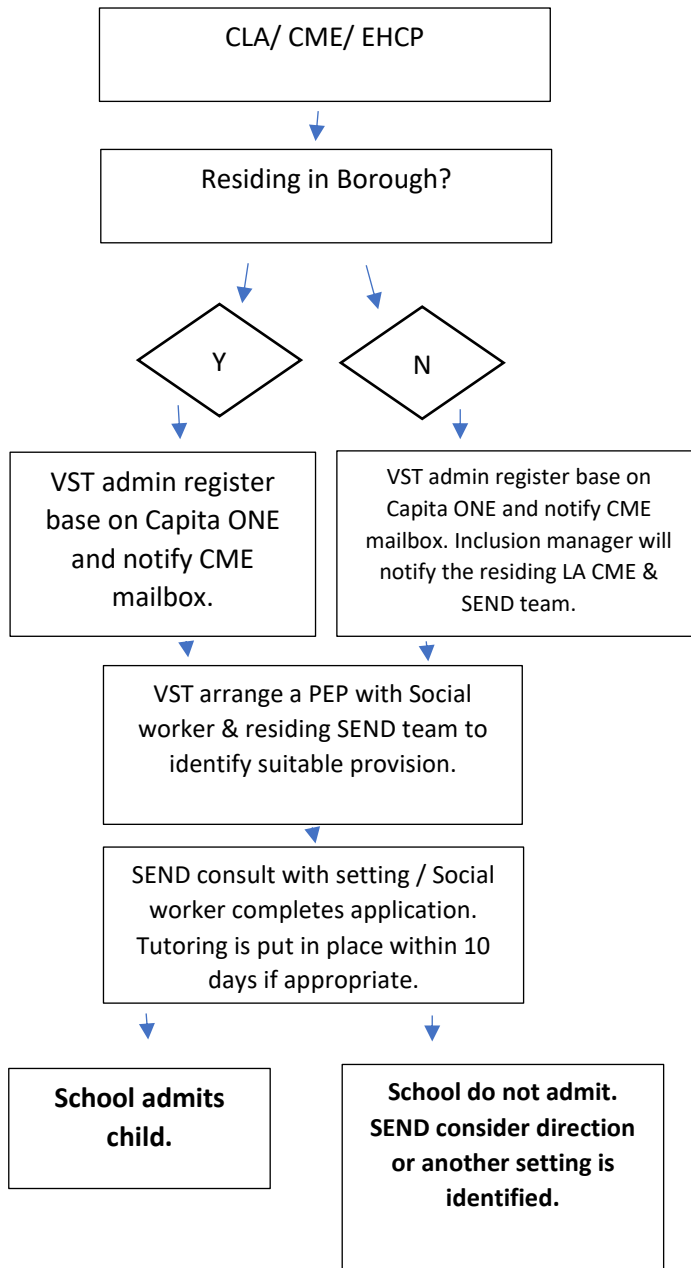
## Virtual School Team Children Missing Education Procedures

Where a child is CLA and CME

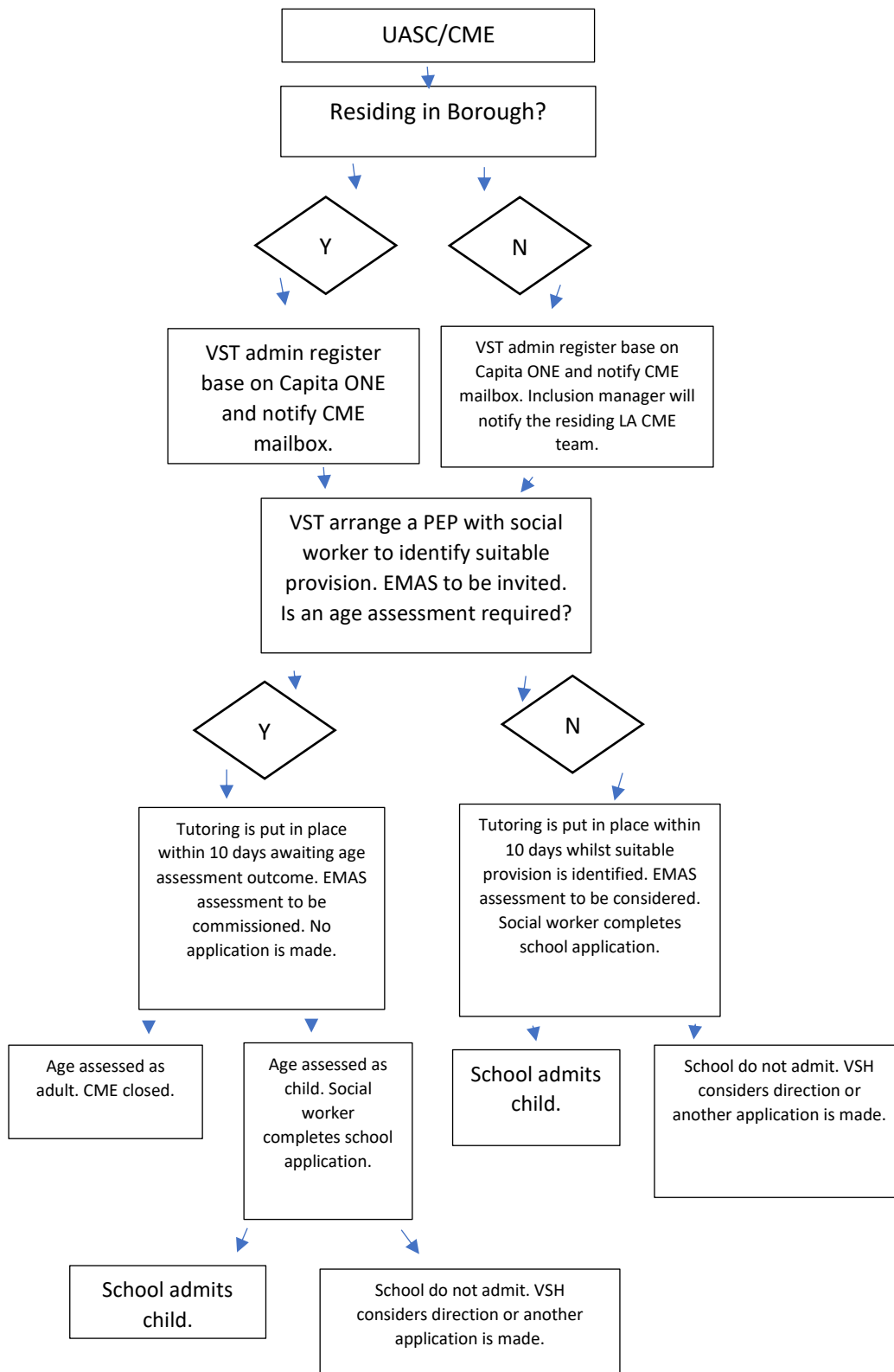




Where a child is CLA, EHCP and is also CME.



## Where a child is CLA and an Unaccompanied Asylum Seeker





## Guidance for staff working with children of school age

### Children Missing Education (CME)

#### Background

- Wigan Local Authority has a duty under section 436A of the Education Act 1996 to ensure that all children within the borough are in receipt of an 'efficient', 'full time' and 'suitable' education.
- Children Missing Education are defined by them not being on roll at a school and not being educated 'otherwise'. In simple terms otherwise applies to either Alternative Provision or Electively Home Education (EHE).
- A child is missing education or CME if they don't appear to be on roll at a school and don't appear to be accessing education. The term can also apply where a family have moved away from the area without advising school or other professionals.
- Children Missing Education can also be identified in families moving into the area and not accessing education.
- The Local Authority has a duty to identify these pupils and once identified track them into suitable education.
- Many CME referrals are received from schools, however all professionals working with families and young people should be aware of the definition of CME and the actions to be taken where it is suspected that children are missing education.

#### Actions where it is suspected that a young person is a Child Missing Education

- Where it is suspected a child or children are missing education, professionals should contact the CME team by sending an email to [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk).
- Please include the following:
  1. **Name**
  2. **D.O.B**
  3. **Address**
  4. **Detail of why the child is suspected to be CME.**
  5. **Any further information which will assist an Attendance Officer process and track the referral.**

#### Summary

- CME is the collective responsibility of all professionals working with children and young people.
- On receipt of a referral the Attendance Service will investigate further and track the case until the young person is located and placed back into a school or suitable education.