

# **CHILDREN MISSING EDUCATION**

## **Guidance for Schools, Providers and Professionals**

**Education Welfare Service  
Children and Young People's Directorate  
Wakefield Council**

Reviewed September 2020

# **Children Missing Education – Guidance for Schools, Providers and Professionals**

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## **1. Children Missing Education**

Children Missing Education (CME) are children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at a school (for example, at home or in alternative provision).

***“All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.***

***A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school’s or college’s procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.” (DfE: Keeping Children Safe in Education, July 2015)***

Going missing from education is damaging to the well-being of a child and potentially puts the child at risk of harm. This guidance should be used in conjunction with appropriate safeguarding best practice. When a child’s safety is deemed to be at risk of harm then actions should be taken without delay.

Schools and Academies should **at all times** work with the Education Welfare Service to establish the whereabouts of a child **before** removing from roll.

### **National Standards**

S436A of the Education and Inspections Act 2006 says that Local Authorities must make arrangements to identify (as far as it is possible to do so) children not receiving suitable education who:

- (a) are not registered at a school and
- (b) are not receiving suitable education other than at school.

“Suitable education” in relation to a child means efficient full-time education suitable to age, ability and aptitude and any special educational needs.

The Education (Pupil Registration) Regulations 2006 state the grounds on which a pupil of compulsory school age may be deleted from the attendance register (see Appendix A):

<http://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made>

Schools/Academies should note that a Head Teacher can be prosecuted for removing a child from roll without complying with the pupil registration regulations (see Section 434(6) Education Act, 1996).

<http://www.legislation.gov.uk/ukpga/1996/56/section/434>

## **CME in Wakefield**

Wakefield Education Welfare Service has one dedicated CME officer, Marina Oldreive who can be contacted by phone or email:

[mflower@wakefield.gov.uk](mailto:mflower@wakefield.gov.uk) or [educationcme@wakefield.gov.uk](mailto:educationcme@wakefield.gov.uk)

**01924 307451**

These officer will work with Headteachers, Schools and Academies to ensure roles and responsibilities are clear, appropriate checks are undertaken and advice is adhered to in relation to deletions from the school roll.

## **2. Children at Risk of Going Missing From Education**

Some children and young people, often the most vulnerable, are at greater risk of going missing from education. These include:

- looked after children / children who are privately fostered
- children moving out of independent schools
- children living in women's refuges
- young runaways
- young carers
- children from transient families
- teenage mothers
- young offenders
- children permanently excluded from school
- children of homeless families, including those living in temporary accommodation
- children with long term medical or emotional problems
- unaccompanied asylum seekers / children of refugees or asylum seeking families
- children in new immigrant families not yet established in the UK
- children from a Gypsy, Roma or Traveller background

Children missing from education are at much greater risk of:

- physical harm
- neglect
- sexual exploitation
- becoming involved in crime
- demonstrating anti-social behaviour
- abusing drugs and alcohol
- being illegally employed
- forced marriages
- honour based violence
- radicalisation
- modern day slavery/trafficking
- female genital mutilation

If there are concerns about the welfare or safety of a pupil who is leaving, or has left a school the designated safeguarding lead person should discuss these with Social Services.

### **3. If a child goes missing from education**

If any child is absent for 20 consecutive school days and **no reasonable explanation has been provided** the school should make a referral to the Education Welfare Officer (EWO). The EWO will expect the school/academy to have conducted reasonable enquiries to locate the pupil and establish the reason for absence prior to referral. These enquiries should be detailed on the Education Welfare Service (EWS) referral form. (Appendix B).

Academies not purchasing the Education Welfare Service through a Service Level Agreement should refer to the CME Officer directly. Academies have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

If there is firm evidence that the child and their family have left the area or there are serious concerns regarding the child's welfare, schools should make an immediate referral to EWS and Social Care Direct where appropriate. If a parent reports that their child has gone missing from home the police should be contacted.

If a child goes missing from education who is subject to a CAF, the lead professional should be informed as soon as possible. If the child is subject to Child in Need or Child Protection, the Social Worker should be informed immediately. This should be done at the same time as making reasonable enquiries to establish the child's location.

Before referring a child to CME a school is expected to carry out their own investigations.

**Reasonable enquiries** to find the child include:

- Checking with all members of staff who the child/young person may have had contact with
- Checking with the pupil's friends, siblings, and known relatives
- Making telephone calls to any numbers held/identified including emergency contacts
- Sending a letter to the last known address
- Carrying out home visits at different times to check who is at the home address and other known addresses, and check with neighbours and known friends.
- Asking for the address the family is moving to.
- Checking which school a child is expected to attend.
- Requesting copies of flight information.

The Education Welfare Officer will require a completed referral form (Appendix B). This will include information such as:

- Name of the child
- DOB
- Last known address
- Telephone contacts and emergency contacts
- Names of parents or carers and details of other known family members
- Names of any known siblings
- Details of the child's attendance
- Any information which may have been gathered regarding the child's whereabouts

## Completing the CME Referral Form

This part should be completed by a member of staff with access to the following information:

- Pupil details
- Attendance information
- Information provided by the family
- Information about **all** enquiries made

It is **vitaly important** that as much information as possible is included in this section so that the CME officer can make appropriate enquiries. If you have letters or emails of communication from the family you **must** send copies with the referral.

### The Education Welfare Officer will:

- Visit the last known address
- Contact Housing, Health, Social Care Direct, Welfare Benefits, Police (Missing Children Officer) requesting any information they may have as to the child's whereabouts
- Contact partner agencies where concerns regarding the child's welfare and safety exist eg the child is subject to a Child Protection Plan
- Contact other Local Authorities if there is information as to the potential whereabouts of the child, asking them to make reasonable enquiries
- Contact the Local Authority admissions team to establish if a further school application has been made

If after four weeks the Education Welfare Service has not been able to establish the whereabouts of the child, the child will be placed on the CME Database. The EWO will consult with the CME Officer through this process to ensure best practice and advice is followed.

If the location of the child is established and the parent wishes the child to remain at their current school, it should be dealt with as a normal attendance issue. If the parent wishes to transfer to another school the child should remain on roll until a new place is secured and confirmed. The parent will be advised that a school application must be made through the Local Authority School Admissions team.

If the child is not located, the Education Welfare Service will advise the School **in writing** to remove the child from the school roll. Schools **should not** remove a child from roll until both school and the Education Welfare Service have made 'reasonable enquiries' as detailed above as to the location of the child and the Deletions from the Register form completed.

If the child is removed from the school roll, the School will also be advised that the Child's Common Transfer File (CTF) should be uploaded by the school to the DfE School to School (S2S) Missing Children Database.

**When withdrawing a pupil from the school roll, schools should write to the last known address to inform parents of the decision, signposting to the council admissions team and advising them that they must reapply for a school place.**

The pupil will remain on the CME database and regular checks will be undertaken by the CME officer until the pupil is located or reaches the end of statutory education. These checks include:

- Contact Housing, Health, Social Care Direct, Welfare Benefits, Police etc.
- Check the DFE School to School (S2S) Lost Children Database to see if the CTF has been downloaded by another school
- Check the 'Key to Success' national pupil database

**If at any time after the child has been removed from the roll the school receive information regarding the child's whereabouts or are contacted by a receiving school, the CME officer must be informed.**

If the child is located by the CME officer after they have been removed from the school roll, the officer will inform the referring school in writing so that the school can amend their records.

If the child returns and wishes to attend the original school an Admissions form should be completed.

#### **(Appendix D: CME Flowchart)**

Schools should note that pupils registered at a special school cannot be removed without the permission of the Local Authority. (see Appendix A, Regulation 8(2)). Likewise a child who is detained as part of a Court Order cannot be removed if the period of the Order is less than 4 months.

#### **(Appendix A, Regulation 8(1)(i)).**

### **4. New School Admissions**

Any child applying for a school place in Wakefield **must** complete a school admission form and be processed via the admissions team. If your school admits a new pupil at any time, you should make a telephone call to the child's former school to inform them of the admission as the child may have been reported missing. The child's common transfer file should be downloaded from DFE School to School (S2S) Missing Children database or from the last school the child attended.

Statutory Guidance under S436A of the 1996 Education Act states that all schools have a legal duty to notify the LA within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local Council requests that such returns are to be made.

If you are informed by another school of a child they have admitted onto roll and that you believe may be on the CME database, you should contact the CME officer with full details.

The CME officer may receive queries from other Local Authorities or agencies seeking to locate a child and check they are in education. The CME officer will check information held on the database, check with Social Services, log the referral and feedback the results. If there is evidence to indicate that the child is in Wakefield, but not in a school the CME officer and EWS will contact the family to facilitate engagement with education.

The CME register is reviewed termly. The review will look at cases which remain open and check all appropriate steps have been taken to locate pupils. A report is presented annually to the Council on the CME work which has taken place in the previous year.

## **5. Term Time Holidays**

Wakefield Council advice on Holidays in Term Time states that Head teachers **should not** authorise holidays in term time other than in exceptional circumstances only. It is, however, up to individual schools to decide on their policy in regards to Term Time Holidays. This policy must be agreed by school governors.

Parents must be informed of the school's policy via the website, or in writing following a request for leave. This should include information in regards to Penalty Notices, parental prosecutions and the risk of losing the school place if they are seen as missing from education. If a parent does request leave, the school should inform them of their decision in writing.

If a school chooses **not** to grant term time leave but are aware that parents may still take unauthorised leave, the school should still try to establish the expected return date of the pupil.

If a holiday request is **not** granted and the child is missing from the school for **not less than 20 days**, the child may be removed from the roll of the school but **only** following **both** the school and local authority making **reasonable enquiries** as to the child's whereabouts as detailed in section 3 of this guidance.

If there is no good reason for the non-return to school then the school should write to the family informing them that their child has been removed from the roll of the school as stated in section 3 of this guidance. If a good reason is established then the case should be dealt with in line with normal attendance policy. **School should not remove a child from roll without first consulting the Education Welfare Service.**

Following the family's return from holiday they may approach school to re-admit the child. This may or may not be possible due to the size of the school roll. If they wish to return to the school they **must** apply via school admissions. **In either circumstance the Education Welfare Service and School Admissions Team must be informed.**

## **Appendix D: Term Time Holiday Flowchart**



## **6. Extended Leave/Temporary return to home country**

Wakefield Council advice on Holidays in Term Time states that Head teachers **should not** authorise holidays in term time other than in exceptional circumstances. The same advice applies in regards to requests to return to home countries or extended travel abroad. It is the schools decision to grant or not any extended leave period. Schools should consider the impact of travel and education provision the parent intends to put in place during this time when considering requests.

The same advice applies as with term time holidays (see section 5) for periods of extended leave in regards to removing the child from school roll and attempts to locate the child.

If a school is informed, and can establish written evidence that the child will be attending another educational establishment whilst away from the country, they may consider the use of a B (Alternative provision) or D (Dual register) code. Written evidence should be received from the provider directly. The school will need to satisfy itself that the circumstances meet the requirements for these codes by accurately monitoring the provision.

## **7. Permanent move out of country**

Where a parent informs a school that they intend to leave the country permanently, the school should establish information in writing from the parent to include:

- New address
- Details of new school
- Dates of move
- Contact numbers of family remaining in the country

The school should establish with the new school that the child has been offered a place and has started. This can be done via email. If the child is confirmed as starting at a new school, they should be removed from the school roll, as with any other child changing school.

If the school is unable to establish that the child has started at a new school, a referral should be made to the CME officer with all details for the CME officer to make further investigations. The child should not be removed from the school roll until reasonable efforts have been made and the Local Authority is satisfied at placing the child on the CME register.

## **8. Travellers**

Schools should ensure that they work with travelling families to establish if they are travelling or being withdrawn from a school. If the family informs that they will **not** be returning to the school, the school should make all reasonable efforts to establish where they will be going to school. If they are unable to establish the location of the family they should make a referral to the CME officer.

## **9. Elective Home Education**

If a family chooses to home educate they **must** provide **in writing** notification that they wish to withdraw from the school roll. This letter should be forwarded to the Elective Home Education Officer with a completed EWS referral form (Appendix B). They should only be removed from roll following discussion with the EHE Officer.

Schools **must not**, under any circumstances, encourage parents to choose Elective Home Education as a way to avoid exclusion or to resolve attendance issues.

## **10. School Transition**

The School Admissions Team and the Education Welfare Service work closely together to ensure that all families of pupils who may start or transfer school have made an application. This includes at age 5 (entry to reception), transition from Infant to Junior school where appropriate and transition at Year 6.

Where no form has been returned for a place at Secondary or Infant to Junior transition the School Admissions Team will allocate a school place. This is not possible at entry to reception. All schools are advised of allocation prior to the summer holidays.

All pupils allocated to a School will be deemed to be on roll there from the first day that they are expected to attend the school. (Pupil Registration Regulations, 2006).

Children may fail to attend their new school for a number of reasons:

- A School place has been found for the child in another LA
- The family have opted to place their child in private education
- The family have elected to educate their child at home
- The family are unhappy with the place that has been allocated and are refusing to send their child to that school
- If a child has moved address and not informed their present school

If by the end of the first week of the new academic year a pupil has failed to attend a school, the school should make reasonable efforts to establish the location of the child by contacting the parents, the EWS and the School Admission Team. Enquiries should also include contacting any new school that is identified and confirming that the child is on roll and attending.

In those cases where the school is unable to establish if the child is attending an alternative school or provision, a referral should be made to the Education Welfare Service who will investigate the circumstances of the child's non-attendance. While this investigation is being carried out, the child should remain on the roll of the school in line with the provisions set out by The Education (Pupil Registration) Regulations 2006.

**The child should not be removed from the school roll until it has been established beyond reasonable doubt that he/she is on the roll and attending another school or they have been placed on the CME database.**

## **11. Children Not on Roll in a Wakefield School**

Over the course of any academic year many children will move into the Wakefield area and school may be approached for a place in your school. If so school should direct the family to the School Admission Team to complete a preference form.

Schools should also take the following information from parents as part of this process:

- Name of the child
- DOB
- Current and last known address
- Telephone contacts
- Names of parents or carers
- Names of any known siblings
- Name of prior school

This information should be passed to the School Admissions Team in order for the LA to track such children. The School Admissions Team will work with the CME officer if an application is subsequently not made in order to track children missing education and to establish if the child is known to be CME in another area.

If a school is made aware of any child who they believe to be of school age but who is not on a school roll or being educated otherwise, they should try to establish as much information as possible and then contact the EWS or the CME officer immediately. This may include knowledge of siblings or family relations of other pupils.

Schools should ensure that reception staff are fully aware of this guidance and the information that they need to gather from parents.

## **12. Children not of statutory school age**

If a school or provider is aware of a child **not** of statutory school age who goes missing from education provision without notice, for example from a pre-school or nursery placement, the provider must still act to establish the location of the child. Although there is no statutory responsibility to attend educational provision, the school should satisfy itself that there are no safeguarding concerns related to the removal from provision.

As such, Wakefield Council guidance is that the provider should carry out reasonable enquiries to establish the location of the child, as detailed in section 3 of this guidance.

After making reasonable enquiries, if the location of the child cannot be established, the provider should consider if there is cause to believe the child is at risk of harm. If they believe the child is at risk of harm a referral should be made to Social Care Direct. If they are unsure the provider should contact the CME officer for further advice. Appendix D shows a flow diagram to follow for advice in regards to children at non-statutory provision.

The Education (Pupil Registration) Regulations 2006 (Appendix A) gives details in regards to the circumstances under which a child not of statutory school age can be removed from school roll.

### **13. Advice for Professionals and Agencies**

Children at risk of harm are everybody's responsibility. Those children who go missing from education are at greater risk of harm. Where an agency or professional is working with a child and becomes aware of them not attending education provision they should contact any known school or provider in the first instance to raise their concerns.

Where a professional is working directly with a family and is aware that the child does not have a school place they should look to support the family in making an application for a school place. The School Admissions Team can provide advice and guidance in regards to appropriate schools and the application process.

If the professional is unable to establish the current education provision or believes that a child has gone missing they should contact the CME officer directly for advice. The CME officer will ask about the work completed with the child and the family and will look to gather as much information as possible in order to establish the circumstances regarding education provision. The CME officer will look for the professional to have made reasonable enquiries as detailed in section 3 of this guidance to establish the location and details of the child's education provision.

### **14. Removing a Child a from School Roll**

Schools are reminded that they must, at all times, act in accordance with the Education Pupil Registration Regulations, 2006. This means that the Local Authority **must** be involved before removing a child from school roll in order to allow them to conduct their statutory duty and carry out 'reasonable enquiry' as to the child's location.

Schools must also be aware of the safeguarding concerns in relation to removing a child from the school roll and their responsibility to act on any safeguarding concerns. **If in doubt schools should make referrals to Social Care Direct on 0845 8503 503 as well as referring to the Education Welfare Service.** Schools should also be aware that if a child goes missing who has siblings who are not of statutory school age, these children may also be at risk and they should consider safeguarding concerns.

If a child does not attend but is located and known to still be in the area, school should pursue as a case of unauthorised absence, utilising Penalty Notices, parental prosecution and Education Supervision Orders as appropriate.

If a child moves out of the area, or wishes to transfer school, the school should not remove from roll until they have established the future whereabouts of the child and a new school place has been agreed.

The Education Welfare Service is able to support schools at all times with advice and guidance in relation to children missing from education. Schools are advised to contact the service before proceeding if they are in any doubt.

In September 2016 the DfE CME Guidance included a section relating to deletions from the admissions register:

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations (Appendix A). This does not apply when a pupil's name is removed at standard transition points, eg Y6/7 transition or when the pupil has completed the final year of education normally provided by that school – unless the Council requests that such returns are to be made.

When removing a pupil's name, the notification to Wakefield Council Admissions team must complete the Deletions from the Register form (Appendix C) and should include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Appendix A).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the Council before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (Appendix A)

Wakefield LA is also part of the West Yorkshire Wide Consortium on Children Missing and as such are part of the West Yorkshire Protocol. Schools are asked to adapt the Risk Assessment Form and Emergency Contact and First-day Calling Procedures for their use as appropriate and submit these with any referral to the Wakefield CME Team



Missing Child Risk  
Assessment.doc



Emergency Contact  
Form and First Day C

## **15. Contact Information**

If you require further information or wish to make a referral regarding Children Missing Education please contact:

**Melvin Flower CME Officer**  
[mflower@wakefield.gov.uk](mailto:mflower@wakefield.gov.uk)

**Tel 01924 307451**

School Admissions

Tel: 01924 305616/7

Social Care Direct

Tel: 0845 8503503

For further information regarding **the DfE School to School Missing Children Database** please contact the School Information Team 01924 305513

## **16. Appendix A:**

### **The Education (Pupil Registration) (England) Regulations 2006.**

#### **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**

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.

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.

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.

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.

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.

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.

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(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and :—

- (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
- (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and
- (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

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

8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

- (i) the relevant person has indicated that the pupil will cease to attend the school; or
- (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.

8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.

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

8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.

8(1)(o) where—

- (i) the pupil is a boarder at a maintained school or an Academy;
- (ii) charges for board and lodging are payable by the parent of the pupil; and
- (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

**17. Appendix B:**

**WAKEFIELD COUNCIL EDUCATION WELFARE SERVICE REFERRAL FORM**

**CHILD MISSING EDUCATION REFERRAL FORM**

**Referral must only be sent by CRYPTSHARE and any incomplete forms will be returned**

**Please return the completed form to: [educationcme@wakefield.gov.uk](mailto:educationcme@wakefield.gov.uk)**

Referrals for case work should be completed on the full Education Welfare Service Referral form. Please complete a separate form for each child.

<b>Referral for</b>			
<b>Name of Child: (LEGAL full name)</b>	<b>Name of School</b>		<b>Date of Referral:</b>
	<b>Contact in school:</b>		
	<b>School telephone number</b>		
	<b>Email address</b>		
Full postal address		Date of Birth:	
Postcode:		School Year:	
Permanent or temporary address:		First Language:	
		Is an interpreter required (please highlight): Yes No	
		Gender Identify legal gender	
		Ethnicity:	
		UPN:	
<b>What contact have you had with parents? Telephone call , Letters , Home visits ( was the house empty?)</b>			
Telephone call:			
Home Visit, talk to neighbours :			
Letter:			
Believed to have left the Country/area:			
Social Media:			
Contact with siblings school/s:			
<b>Parent/Carer details</b>			
Full Name of Parent/Carer 1:			
Full Postal Address:			
Contact number:			
Date of birth:			
Relationship to child (eg. Mum, step-dad):			
Does this person have Parental Responsibility? (Yes/No):			
Full Name of Parent/Carer 2: Full name			
Full Postal Address:			
Contact number:			
Date of birth:			
Relationship to child (eg. Mum, step-dad):			
Does this person have Parental Responsibility? (Yes/No):			



Known Siblings:				
Name	DOB	Relationship	Location (home, Alternative address)	School

**Please provide details of any other relevant information:**

<b>Name of person completing form</b>			
<b>Position in School</b>			
<b>Signature</b>			
<b>Date</b>		<b>Telephone Number</b>	

**By signing the above you are confirming that you have double checked all details and will take responsibility for any GDPR breach if this is due to incorrect information that school have passed onto the Education Welfare Service for processing.**

**Please tick the box to confirm you are aware of this and have checked all details as correct – referrals cannot be accepted without this confirmation**

<b>Approval by Senior Manager:</b> In order to agree a referral from a School or Academy this form must be signed by a named Senior Manager. This will act as an agreement for the Penalty Notice to be issued	Name :
	Position in School:
	Date :

**Have you included prior to sending to EWS mailbox via Cryptshare**

A copy of referral form

A copy of any correspondence from parent

Attendance certificate showing the absence

**The CME referral can only be processed with all the relevant documents attached.**

**18. Appendix C:**

**WAKEFIELD COUNCIL  
DELETIONS FROM THE REGISTER**

**This form must be completed by schools informing the Local Authority that a child needs removing from the Register. Once complete it should be emailed to:**

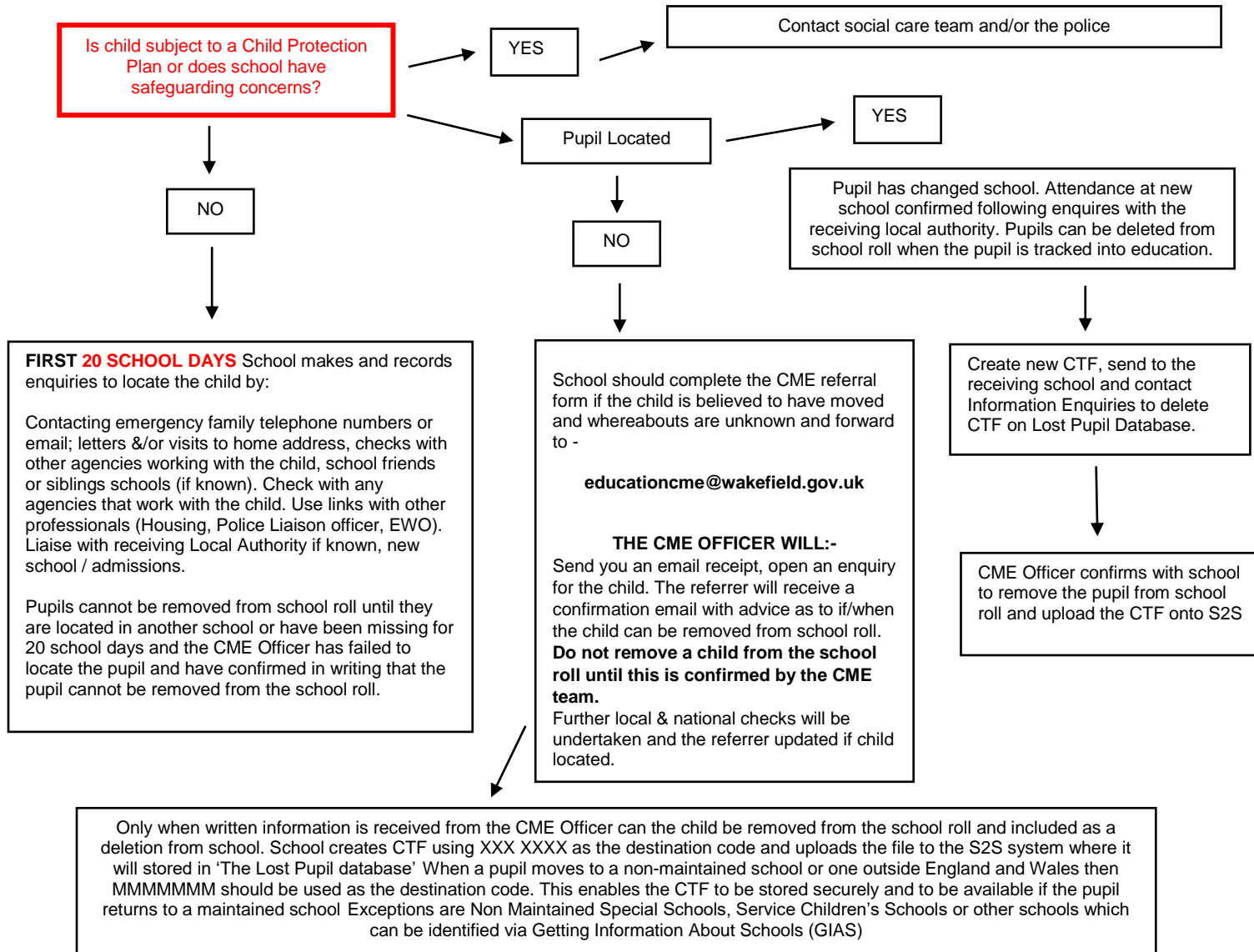
**ceoadmissions@wakefield.gov.uk**

Child's Full Name:	
Child's UPN:	
Child's NHS Number (if known)	
Parent/Guardian Name:	
Address:	
Contact telephone no:	
Reason for Removal from Register (please choose appropriate reason number from Appendix A list)	
Name and Address of Child's Registered School:	
Destination school if known:	
Pupil start date if known:	
Headteacher:	
Headteacher Signature:	
Date:	

## 19. Appendix D:

### WAKEFIELD SCHOOLS CME FLOWCHART

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



Wakefield CME has strong links with other CME officers in the Yorkshire/Lincolnshire regions through:

- attendance at Regional Practitioners meetings to share good practice
- reciprocal smooth sharing of information around locating CME pupils quickly by forming strong relationships

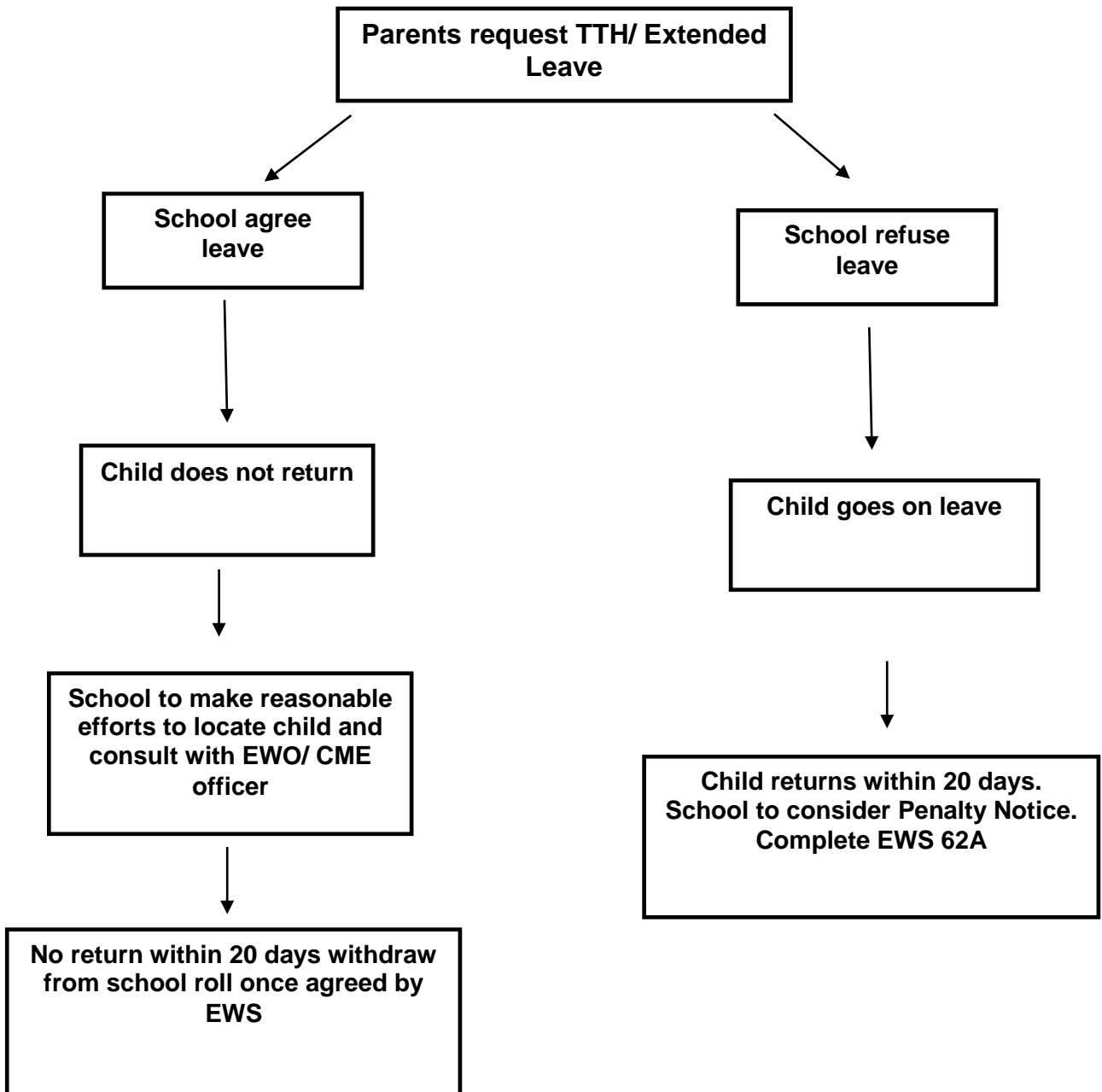
CME role is strengthened through links/co working with other LA colleagues who are also invested in safeguarding children missing

- Education Welfare Service
- EHE Officer
- MASH team
- CVE team
- DSL in schools/academies
- Independent schools
- Pupil Referral Units
- The Virtual School

Monthly meetings are held between Wakefield CME Team and Wakefield CVE Team to share pupil information and data to assist in trying to locate pupils vulnerable to exploitation

**20. Appendix E:**

**TERM TIME HOLIDAY FLOWCHART**



**21. Appendix F:**

**Leaving Wakefield LA Form**

**Referral must only be sent by CRYPTSHARE and any incomplete forms will be returned**  
**Please return the completed form to: [educationcme@wakefield.gov.uk](mailto:educationcme@wakefield.gov.uk)**

Child Name: .....

Child date of birth: .....

Current home address: .....

.....Postcode: .....

Is this Child subject to a Child Protection Plan?

Are there any known siblings registered in different schools and have these schools been contacted? .....

Current telephone number: .....

Current school .....

Last date of attendance at current school: .....

What date did the family leave the Wakefield LA? .....

Have school visited the family home and is the property empty? .....

**New Details:**

New Address: .....

.....

.....Country.....

New Telephone number: .....

E-mail address: .....

New School details: .....

<b>Name of person completing form</b>			
<b>Position in School</b>			
<b>Signature</b>			
<b>Date</b>		<b>Telephone Number</b>	

**By signing the above you are confirming that you have double checked all details and will take responsibility for any GDPR breach if this is due to incorrect information that school have passed onto the Education Welfare Service for processing.**

**Please tick the box to confirm you are aware of this and have checked all details as correct – referrals cannot be accepted without this confirmation**

<b>Approval by Senior Manager:</b> In order to agree a referral from a School or Academy this form must be signed by a named Senior Manager. This will act as an agreement for the Penalty Notice to be issued	Name :  Position in School:  Date :
--	---

**Have you included prior to sending to EWS mailbox via Cryptshare**

A copy of referral form

A copy of any correspondence from parent

Attendance certificate showing the absence

**The CME Leaving Wakefield Area form can only be processed with all the relevant documents attached.**

**22. Appendix G:**

**Leaving Country Form**

**Referral must only be sent by CRYPTSHARE and any incomplete forms will be returned**  
**Please return the completed form to: [educationcme@wakefield.gov.uk](mailto:educationcme@wakefield.gov.uk)**

Child Name: .....

Child date of birth: .....

Current home address: .....

.....Postcode: .....

Is this child subject to a child protection plan.....

Are there any known siblings registered in different schools and have these schools been contacted? .....

Current telephone number: .....

Current school .....

Last date of attendance at current school: .....

What date did the family leave the Country? .....

Have school visited the family home and is the property empty? .....

**New Details:**

New Address: .....

.....

.....Country.....

New Telephone number: .....

E-mail address: .....

New School details: .....

<b>Name of person completing form</b>			
<b>Position in School</b>			
<b>Signature</b>			
<b>Date</b>		<b>Telephone Number</b>	

**By signing the above you are confirming that you have double checked all details and will take responsibility for any GDPR breach if this is due to incorrect information that school have passed onto the Education Welfare Service for processing.**

**Please tick the box to confirm you are aware of this and have checked all details as correct – referrals cannot be accepted without this confirmation**

<b>Approval by Senior Manager:</b> In order to agree a referral from a School or Academy this form must be signed by a named Senior Manager. This will act as an agreement for the Penalty Notice to be issued	Name :  Position in School:  Date :
--	---

**Have you included prior to sending to EWS mailbox via Cryptshare**

A copy of referral form

A copy of any correspondence from parent

Attendance certificate showing the absence

**The CME Leaving the Country form can only be processed with all the relevant documents attached.**