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Children Missing Education or at Risk of CME

Introduction
This guidance is intended to inform Local Authority (LA) officers, schools, governing bodies, corporate partners and other involved agencies about the policy and procedures to be followed in order to identify and maintain contact with children missing education and current developments for identifying those at risk of going missing from education. It should be read together with:

- The Children and Young Persons plan
- Safeguarding & Child Protection Policies
- Local preventative strategies
- LA advice and guidance on school attendance issues and related matters.

Children Missing from Education (CME) in this document refers to all children of compulsory school age who are not on a school roll, in alternative education provision or in elective home education. The children will have been without any educational provision for a substantial period of time (usually agreed as four weeks or more).

We believe this guidance:
- helps the Local Authority meet its statutory duties relating to the provision of education and the safeguarding and welfare of children.
- relates to current ‘Legislation’ and ‘Related Guidance’ (as detailed in Appendix A)
- supports Directorate developments within Information Sharing Index (ISI), in line with the Children’s Act’.
- supports Directorate developments around the monitoring and tracking of pupils in alternative programmes as set out in the DFE ‘Statutory Guidance for Alternative Provision’
- takes note of our own CME self-evaluation
- relates to current strategic plans and has been prepared in accordance with the DFE CME Statutory Guidelines for Local Authorities (September 2016)
- applies the DFE checklist for local authorities

The procedures outlined in this document are based upon a corporate approach, where staff understand their responsibilities and contribute to reducing the number of children missing from education in Hounslow.

CME is a complex issue requiring a strategic approach between partners to safeguard those missing from education and at risk of CME. The Local Authority has a legal duty under the Children Act 2004 to locate and place children missing education in order to safeguard all children in Hounslow.

The Schools White Paper “Higher Standards, Better Schools for All: more choice for parents and pupils”, October 2005, re-defines the Local Authority’s
role as a powerful champion of parents and pupils in their area, with a new duty to promote choice, diversity and fair access as well as enhanced powers to ensure high standards. The LA’s ability to achieve this for all children is increased with an effective strategic approach towards CME.

The New Children Missing Education Guidance dated September 2016 relates to the following legislation:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

These are the main changes to legislation from 1 September 2016:

- **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 (see appendix D). This duty does not apply when a pupil’s name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

- When removing a pupil’s name, the notification to the local authority must 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 D)

- Schools must make reasonable enquire to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register if the deletion is under regulation 8(1)m sub paragraphs (f) (iii) and (h) (iii) see Appendix D

- **All schools** must also notify the local authority within five days of adding a pupil’s name to the admissions register at a non-standard transition point. The notification must include all the details contained in the admissions 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 authority requests that such returns are to be made.

- When adding a pupil’s name, the notification to the local authority must include all the details contained in the admission register for the new pupil.
This policy does not replace any of the Child Protection Procedures. Existing safeguarding and child protection procedures for recording and reporting child protection concerns are to be observed at all times.

**CME - Hounslow Definition**

All children of compulsory school age who are not registered at any formally approved education activity (e.g. school, alternative curriculum, home educated and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

This definition includes Hounslow children the Local Authority does not know about, children known about but without provision and those missing from school rolls.

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that children do not “slip through the net” and become missing.

Children missing education (CME) are at significant risk of underachieving, being victims of harm, Child Exploitation or Radicalisation, Child Trafficking and becoming NEET (not in education, employment or training) later on in life.

In order to safeguard children, it is important all practitioners understand the procedures and their responsibilities regarding CME. The document will be made available to all professionals and agencies, placed on the Council Intranet and Websites. All staff will be encouraged through training and briefings to implement the procedures into everyday working and seek advice where needed. An effective CME strategy will be an important contribution towards meeting the needs of the diverse local community. Resolving children out of education situations will enable them to have access to universal services and increase opportunities for them realise their potential.

**Section 1 Identifying children missing from education and at risk of becoming CME?**

**1.0 Who is responsible?**

There is a fundamental principle that all officers of the Local Authority and other partners have some level of responsibility around the issue of children missing education. If anybody is aware of any child or young person who does not appear to be accessing education appropriately they should make a CME referral. This may result in referrals being made for children and young people already known and on a school roll. However, given concerns around the safeguarding and welfare of this group of children, this is more beneficial than not receiving notification.
It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of each and every individual to ensure that children are re-engaged back into education provision as a matter of priority. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The cost of not identifying that a child is CME or notifying the appropriate professionals and responding quickly can be very high.

“Frontline staff in each of the agencies which regularly come into contact with families and children must ensure that in each new contact basic information about the child is recorded. This must include the child’s name, address, the name of the child’s primary carer and child’s GP and the name of the child’s school if that child is of school age. Gaps in this information should be passed to the relevant authority in accordance with local arrangements”

Lord Laming Report (p 17.97) Inquiry of Victoria Climbie

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving suitable education.

Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. The “Working together to safeguard children” (revised 25.10.17) statutory guidance provides advice on inter-agency working to safeguard the welfare of children


The local authority should undertake regular reviews and evaluate their policies and procedures.

1.1 Why Children Go Missing from Education in Hounslow

There is the potential for children to both fall out the education system and not enter into the system either in the first place or as a result of some change in their circumstances. Children only go missing if there is no systematic process in place to identify them and ensure that they re-engage with appropriate provision.

It is acknowledged that the London Borough of Hounslow experiences high mobility amongst its population. Consequently, without an appropriate local
authority response there is the potential for significant numbers of children to be at risk of becoming CME or disappearing all together from education provision and contact with professionals able to support them while ensuring they have access to universal services and remain safe.

There are established views why children go missing from education as indicated in this previous DFE illustration below

However, the reasons are more extensive than often stated. Examples of how children become CME in Hounslow include situations where children:

- Fail to start appropriate provision, and hence never enter the education system;
- fail to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between local authorities
- do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools
- have a family/carer that does not alert the local authority of the fact they are resident in Hounslow or does not know how to access education provision
- cease to attend due to withdrawal from provision by parents and schools off roll the children (e.g. parents no confidence in school, behaviour and truancy issues, fresh start)
- School transfer more difficult to achieve than parents thought (e.g. school places, term-time agreement, school reluctance to admit, timescale key stage 4, curriculum capacity)
- are on the point of permanent exclusion from school and they leave or are persuaded to seek a fresh start in another school
• are permanently excluded from schools out of the borough, particularly independent schools
• are on alternative curriculum arrangements which are not monitored effectively
• have SEN placements that are not completed due to one or more parties not complying with arrangements or able to meet needs
• are looked after children within family arrangements, unaccompanied from abroad, placed in Hounslow by other Local Authorities and not known to Hounslow education LAC team
• are in the youth justice system and returning from secure accommodation
• are placed in Hounslow by other local authorities without notification e.g. temporary housing, safety move and witness protection schemes
• are let down by system failures between partners where information is not shared effectively regarding children in Hounslow (e.g. education sections, schools, parents, social care, health, housing, other local authorities, Home office, Immigration Office, asylum/refugee dispersal arrangements, temporary accommodation, data bases etc.)
• “dip in and out” of elective home education at the request of parent/carers or do not follow the published Local Authority Procedures to inform the Local Authority that parents have decided to Electively Home Educate
• have parents who take extended leave/holiday and schools take them off roll or families leave the UK or Hounslow area for a period, then return and the Local Authority are not notified so as to monitor their return to school
• are bullied in and around schools and difficulties cannot be resolved in school
• young runaways who leave their normal residence, to live on the streets or in temporary emergency situations

High mobility is an identified factor in Hounslow and this impacts upon CME. Children from at risk vulnerable groups are more likely to become CME, these include, newly arrived from abroad, “looked after children”, highly mobile families, homeless families, refuge placements following domestic violence, Travellers, young carers, children growing up in circumstances where parenting is ineffective or requires support (e.g. child protection concerns, substance abuse, low literacy and poor social skills, domestic violence, poverty, criminal activity in the family).

There is a network of professionals and concerned people who can contribute to the identification of this potentially extensive group of children who might end up CME. Colleagues in agencies working with children and families should be alert to any children of statutory age (5-16) who appear to be out of education. Examples include
• GP or health care practitioners providing services to children or families
• Housing, social care, Police, education service professionals and non-statutory agencies working with families or carrying out home visits
Identification of CME might be by members of the local community (e.g. concerned neighbour, family member, employer). It is important that we are able to support them to notify the appropriate members of the local authority staff (CME Officer 020 8583 2768) when they do identify a child or express concern about a situation.

Section 2 CME the Notification Process

2.0 Partner agencies and practitioners

In addition to the need to identify children missing education there is a responsibility on all professionals to notify the appropriate member of staff (CME Officer) where there may be a child missing education. All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer this enables comprehensive data records to be established and might enable the child to move swiftly into appropriate provision.

If you are aware of a child missing from education (in whatever capacity), you should notify the CME team either by email to cme@hounslow.gov.uk, by telephone on 0208-583 2768, by the referral form (Appendix CME Form 1) available on Hounslow Council’s website at: http://www.hounslow.gov.uk/cme
It is also available on the Hounslow Intranet and as an electronic or paper referral form to agencies and professionals from the CME Officer.

Information can also be emailed securely to a GCSX email account by other GCSX account holders, the Police Service email (police.met), Health Service email (nhs.net) and any other email account compatible with GCSX.

sandra.weir-GCSX@hounslow.gcsx.gov.uk

CME notifications can be received from a variety of sources, they include:

- parents, carers, pupils and family members
- Hounslow school's data exchange with local authority, interrogation of data bases, school census returns (previously known as PLASC)
- Colleagues from Admissions, YOS, SEN, EIS, LAC Team, Connexions, Elective Home Education, Elected Members
- Partnership work with police, housing, health including hospitals, GPs, CAMHS, social care, support agencies and colleagues supporting newly arrived families from abroad
- Other Local Authorities and out borough schools
- Community sources - neighbours, concerned citizens, complaints, shops, faith groups, local networks, voluntary organisations
Upon notification of a child missing education the Hounslow CME Officer determines that the child is not registered with an educational provider:

The CME Officer will check the centrally held database, EMS, for any details. Further checks will also be made with School Admissions, LAC team, Traveller Education Service, Social Care teams, the Elective Home Education Team and NOTIFY system. In particular cases it may be necessary to check with individual schools in a local area.

(It is important that those responsible in the LA for updating areas of the EMS database ensure data is accurate and up to date at every opportunity)

Partners in other agencies may also hold important information regarding the location of children. In order to safeguard children, it may be necessary to request information from those partners (e.g. housing, CAMHS.)

Checks with other Council Directorates can be made on the basis of the following legislation:

- Current child protection legislation, which states that any child missing from education is deemed to be a "Child in Need"
- Section 27 of the Children Act 1989 which states that a Local Authority may request help from any Local Education Authority and other agencies in exercising their duty to provide support and services to children in need and that Education staff have a duty to gather information regarding concerns
- The Children Act 2004 which states that all public agencies should work together to exchange and share information for the welfare and protection of children in the area
- Section 7 of the Education Act 1996, which states that it is the duty of the parent of every child aged 5 to 16 to cause the child to receive efficient full-time education, suitable to his or her age, ability or aptitude and to any special need he/she may have, either by regular attendance at school or otherwise

2.1 Follow up to notification and initial assessment

When a child is identified as a child missing education the parent/carers are contacted by letter or telephone to request that they inform the local authority of the arrangements they are making for the educational provision of their child. If after follow up by the CME Officer there remains still no response to letters, phone calls, offers of a meeting, the CME Officer will visit the parents at home to establish the information. Where there are concerns regarding the safety of a child an urgent visit will be made and if appropriate the Hounslow Child protection procedures followed.

If there is a 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 take action without delay.

Where despite support and advice a parent is uncooperative about engaging with the local authority regarding education provision and the child remains out of education the local authority has to consider issuing an attendance
order naming a school.

Once a child has been located, an initial assessment will be completed by the CME Officer or Admissions Team, and occasionally a verbal assessment by the EWO if the referral comes via Education Welfare, once full details are established as to why the child is not attending an education provision a decision will be made as to whether to proceed as a normal admission via the Admissions Department or whether the circumstances are more complex and may be identified as a Fair Access Case.

To ensure joined up integrated working as identified in relation to good practice and integrated working processes, the CME team will check EMS in order to identify which other professionals are currently or have previously worked with the child.

Whichever officer takes lead responsibility for a particular case they will be advised by the CME Officer which other professionals are involved.

If it is identified that at present there are no other professionals working with the child and their family the CME Officer may deem it appropriate to offer a Child and Family Assessment (CFAN) to the family, this will be the vehicle for determining a child or young person’s needs in a holistic way. The CFAN will enable practitioners to join up with any other professional who might have already completed an assessment for the child concerned and share concerns, for instance such as Housing.

In Hounslow, all maintained schools are required to update their management information system (MIS) system as soon as a child leaves the school roll. The pupil census returns and pupil level data exchanges enable monitoring of the leavers and starters. This notifies the local authority of any additional children missing education.

Should a child go absent from school but remains on the roll of an educational provider, the school should refer this to the attached EWO in line with Education Welfare, CME and Off Role Procedures and the procedures outlined on pages 12-15 of this document. The CME Officer will become involved once it is established the child is no longer in that education provision or any other known provision and their whereabouts are unknown or not clear,

2.2 Education provision for CME

Schools are able to meet the needs of the majority of children in Hounslow through traditional curriculum arrangements and alternative support programmes and learning opportunities. Most pupils enter a school as a normal admission through nursery/infant induction, the transition arrangements (infant to junior school, primary to secondary) or as a term time admission. Appendix E illustrates the range of categories of school admission that can occur CME cases will be assessed and where appropriate school term-time admission is the usual outcome.

There is a need to establish where there are vacancies in provision and to ensure appropriate provision is agreed that meets the needs of the child. Where admission to school may not be the appropriate provision and the child
is deemed to be Fair Access (e.g. CME for a long period, challenging behaviour, complex social problems) the case is tabled at the Fair Access Panel (FAP). The FAP is a multiagency panel that meets weekly that deal with education provision for permanently excluded pupils, Managed Transfers and Fair Access Cases. Appendix F has information regarding the Fair Access Panel.

Alternative education programmes delivered through schools, PRUs, FE colleges, skills centres, independent providers, work related learning opportunities, and E-learning programmes are available and appropriate for some CME cases.

2.3 Inter-Borough Procedures for Notifying CME

In the London area, there is a potential CME issue regarding children from one borough receiving their education in another borough. Hounslow schools receive pupils from various neighbouring local authorities. There are also some Hounslow children receiving education in other neighbouring local authorities. In most cases children remain in the out-borough school and education provision is consistent. Where families move, leave the country, children move schools or fail to return to school this can be more difficult to monitor and follow up, as there is an out-borough dimension involved.

The Hounslow CME have protocols and working arrangements with neighbouring local authorities to track children, ensure they find new education placements receive support and remain safe during any transition periods. Schools have systems outlined on page 18 (S2S, CTF, LPD) that ensure pupil records are transferred successfully between schools. Local Authority protocols are in place across London to assist local authorities to respond to inter borough implications when dealing with information sharing, children missing education, exclusion, child protection, truancy sweeps, non-attendance at school, admissions, “looked after children” and anti-social behaviour. All these protocols potentially have a potential CME element to them.

NOTIFY2 is a shared web based data system enabling housing, social care, health and education services to receive notification of homeless families moving between boroughs across the London local authority areas. This database was created to address the problems experienced by new households in areas where they are unfamiliar with how to access local services and to support statutory agencies with the task of planning and targeting their services to new arrivals into the borough.

The CME Officer will use this information to ensure Hounslow is regularly aware of any children without any education provision moving into the borough. This enables us to provide a pro-active service rather than have to wait until someone identifies the child at a later date as CME. Hounslow will also be able to provide information to other local authorities regarding the movement of children reducing the opportunities for them to be at risk of harm as a child missing from the education system.
2.4 Checking residency

As children identified as missing or at risk of going missing from education are often part of a transient or mobile population it is also important that Hounslow services carry out checks to determine whether a child referred to CME is still resident in the borough. The details of any child found to be resident outside the borough of Hounslow are referred to their responsible Local Authority either via, Out of borough secure electronic messaging service, or by telephone or secure email. The CME Officer uses Council Tax records to help them establish this.

For those pupils who are established as being resident in Hounslow, communication with the family is established in the first instance, by the CME Officer or in some cases School Admissions will also write to them. If no response has been received following written contact, the CME Officer will conduct a home visit to make contact with the family to complete a School Admission Application to secure a placement or if an allocation of a school place has already been made, to establish why the family have not made contact with the school. If residency cannot be determined through these visits other checks may be carried out against electoral roll data, enquiries with Health. This is often done in collaboration with colleagues from Hounslow’s Housing Department.

Section 3 Roles and Responsibilities in relation to CME

3.0 Children Missing Education Officer

The CME Officer co-ordinates through a multi-agency approach, the identification, referral, tracking and placement of Hounslow children missing education. The CME Officer works in partnership with the key stakeholders to develop inter-agency network systems that ensure children missing education or at risk of CME are referred and followed up. The stakeholders include staff in Hounslow Schools, School Admissions, the SEN team, Education Welfare Service, Safeguarding and Child Protection, Traveller Education Service, Exclusions & Fair Access, Elective Home Education, Housing, Primary Care Trust colleagues, Health, Virtual College staff, Social Care, Early Intervention Service, Early Help Hounslow, Youth Service, Connexions, Youth Offending Service (YOS), the Police, alternative education providers, and other children support services. Partners need to be alert to notifications and information from the local community as residents and employers become concerned about local children not in education.

The Children Missing Education Officer will manage the co-ordination of the referral process and ensure notifications are recorded and actioned as appropriate and that referral channels are understood by all stakeholders:
Whichever route the information comes through, it is the responsibility of the Children Missing Officer in their respective role to:

- Ensure accurate compilation of data and actions related to identifying children missing from education.

- Maintain and update the Children Missing Education registers report on the CSLL database (EMS). See Appendix G for more comprehensive list of the bases

- Undertake the tracking process of pupils when their whereabouts are unknown.

- Co-ordinate casework, contributing to assessments to determine appropriate provision for a child and providing updates on the Children Missing Education register for Senior Officers.

- Bring complex cases to the Pupil Coordination Panel as Fair Access cases.

- Circulate the referral form regarding the CME notification route to all agencies every academic term and post this information on the Intranet and other strategic communication sites

- Produce an annual notice for schools as a reminder to obtain full details when parents contact schools for admission places and to remind them of the CME procedures including off roll arrangements

- Within the legal sanctions applied by the EWS for the local authority, is an opportunity to seek an attendance order from the magistrate’s court. It enables the local authority to name a school for the parent to ensure the child attends. This legal sanction can be applied where a parent refuses to enrol their child in a school or fails 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. This is used as a last resort in CME situations

- The CME Officer, with support from the research & statistics information team, can carry out checks using the EMS database, pupil census data and other databases to try to ensure that those children and young people who are were previously on a school roll and are no longer on that roll have been admitted to another educational provision either inside or outside of Hounslow.
The Senior Education Advisor for Inclusion will:

• Contact senior managers in all agencies annually and at any time when a change of management occurs, to ensure protocols are understood and operative.

• Include an entry for the Children Missing Education Officer within the Council Directory of Services.

Contact details for CME are;

Children Missing Education Officer Tel: 020 8583 2768 Inclusion – School Effectiveness, London Borough of Hounslow, Civic Centre Lampton Road TW3 4DN. E-mail: cme@hounslow.gov.uk
Senior Advisor for Inclusion: Tel: 020 8583 6339 Inclusion – School Effectiveness, Civic Centre Lampton Road Hounslow TW3 4DN E-mail helen.kacouris@hounslow.gov.uk

3.1 Role of Schools in partnership with EWS/CME

Schools are key players in reducing the number of children missing education and enabling all partners to respond to those at risk of becoming CME. Schools safeguard children from harm and ensure they remain engaged in education provision with access to universal services and support by;

▪ following the new regulations dated September 2016 relating to admission and attendance registers completing off roll procedures in line with guidance procedures
▪ ensuring absences are promptly followed up
▪ ensuring education provision is prioritised during admission arrangements
▪ developing reintegration strategies following long term absence or exclusion
▪ Schools should ensure the School Admission Register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any change whenever they occur, so as to assist both the school and local authority when making enquiries to locate children missing education.

The Education Welfare Service Telephone: 020 8583 2622 Email EWSDuty@hounslow.gov.uk work to promote, support and, where necessary, enforce school attendance to assist schools in developing policy relating to attendance and to establish links between home and school in order to support the education of children. EWS are able to support schools in this respect and ensure the local authority are alert and responsive to CME. A clear understanding of responsibilities is important as the risk factors increase significantly when children are not in regular education provision.
There are strict rules on when schools can delete pupils from their admissions register. These are outlined in the Education (Pupil Registration) (England) Regulations 2006 (see Appendix D).

When it is agreed with the local authority a pupil is to be deleted from the admission register, the school must clearly indicate the full name of the child, the full name and address of any parent with whom the pupil normally resides, at least one telephone number of the parent, the pupil’s future address and destination school, if applicable, the date and the reason for the removal from roll. In the event of a pupil moving to another known school the name of the school and leave date should be indicated in the releasing schools MIS system. An electronic Common Transfer File (CTF) of the pupil’s records should be generated and sent to the new school within 15 days via s2s. Section 3.4 on page 18 describes in more detail the s2s and Lost Pupils database systems. If a child’s name is removed from the school roll the Local Authority must be informed. Pupils registered in a special school can only be deleted from roll with permission of the local authority or direction from the secretary of state unless they are permanently excluded or deceased.

In the event of a parent/carer informing the school in writing that they are removing the child to educate them at home the school should in the first instance inform the local authority, the letter should be forwarded onto the Principal Exclusions and Fair Access Officer. On receipt of the letter requesting to Home Educate the Principal Exclusions and Fair Access Officer will send a Home Education Form to complete and when returned completed it will be passed to the Elective Home Education team. The Home Education Team are available for advice and support to families and will request to see evidence of a suitable education (Appendix B)

When a pupil is expected to join the school either at a standard or non-standard transition point (e.g. Reception or Year 7) or at any time and s/he does not arrive the school should firstly try to make contact with the parents by phone or letter. If after 3 days, no contact has been made the school should contact the Admissions Department to find out if the child had been registered elsewhere. After two weeks, the school should complete a referral to the Education Welfare Officer if Year 7 or a referral to the School Admissions Department if reception, who will follow the procedures for ‘missing pupils’ outlined below. The pupil should not be removed from roll until the Children Missing Education Officer has ascertained the pupil’s whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated otherwise.

If a pupil is absent for a prolonged period (other than notified extended leave of absence) or fails to return from a holiday the school should follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the matter should be referred using an Early Help Hounslow (EHH) form a Children and Families Assessment and Notification form (CFAN) to the
Education Welfare Service via the Front Door Children’s Services after 5 days of absence with no contact from family, for a contact visit *.
If after the contact visit the whereabouts of the child cannot be established they are referred to the Children Missing Education Officer who will follow the procedures for ‘missing pupils’ outlined below. The pupil should not be removed from roll until the Children Missing Education Officer has ascertained the pupil’s whereabouts and safety and has confirmed that the pupil is registered at another school, applied for a school place via another local authority or is being educated otherwise.

In order to safeguard children it is important that all school staff and EWS colleagues understand their respective roles and responsibilities when children are absent from school. Schools have a clear set of procedures for following up absences and they work in partnership with the EWS to investigate unexplained absence, monitor absence patterns, put support interventions in place where necessary to bring about more regular attendance. Legal sanctions are ultimately available to the local authority where there is no improvement or parents fail to engage or co-operate. Much of this partnership work is via the Education Welfare School Attendance Panel which includes a panel meeting, target and home visit.

The EWS has a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations. This will include regular monitoring of pupils who have been removed from roll to ensure that the legislation on this matter is followed and to ensure that no child or young person is allowed to “disappear” from education provision. Schools have a duty to ensure that the whereabouts of all children are known. The LA are responsible for ensuring all children remain on education rolls. Where necessary as the admissions agency they have a duty to direct schools to admit children onto the school roll.

**3.2 Assessing vulnerability**
If a child does not appear at school and there is no explanation, a member of staff at school will need to consider what to do next. Their actions should depend on the level of perceived vulnerability of the child or young person.

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

1. Is there a good reason to believe that a crime may have been committed? (For example, is this very sudden and unexpected behaviour? Has the child/young person gone missing without their family? Are there health, religious or cultural reasons to believe that the child/young person is at risk? Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying?)
   a. If yes, then a referral to the police should be made and Hounslow procedures should be followed.
b. If yes, the appropriate LA designated persons Education Officer (Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed.

2. Is the child/young person on the Child Protection Register?
3. Is the child/young person a “looked after child” by the LA?
4. Is there current social care involvement?
   a. If yes, Social Care should be informed immediately.
   b. If yes, a referral to the police should be made in line with Hounslow procedures.
   c. If yes the appropriate LA designated persons Education Officer (Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed.

The following questions will give an indication that the family may be avoiding contact and therefore the quicker the response, the more likely they will be traced. Delay may well lead to longer periods of interrupted education for the child/young person.

1. Has there been Social Services involvement in the past?
   1. Is there a history of mobility?
   2. Have the parents been subject to proceedings in relation to attendance?
   3. Is there a history of poor attendance?
   4. Is the child/young person in the process of being assessed for special educational needs?
   5. Have there been recent life events within the family, which in light of this sudden disappearance may be significant? (Changes in the household, births or deaths, redundancy, divorce etc.)

The appropriate LA designated persons Education Officer (Child Protection & Safeguarding Partnerships), CME Officer and/or Education Welfare Service should be informed via an EHH Referral for a contact visit in first instance.
Where the answer to the questions is no, the normal reasonable enquiry steps should be followed (pages 19-20).

**Procedures for schools and the local authority**

**3.3 Reasonable Enquiry in the context of CME**

**Local Authority: Set of Actions**

The following actions completed, recorded and audited would contribute to a reasonable LA enquiry if a child/young person leaves the area without a known and confirmed address or new school.

It is reasonable to expect that the LA through EWS & CME will:

- Make contact with the parent, relatives and neighbours using known contact details
- Make a home visit(s) and make enquiries with neighbour(s)
- Check local databases within the LA, such as Housing Providers, council tax, school’s admissions, Youth Justice Services, Children Social Care
- Use protocols to allow searches to be made on other local databases e.g. housing, health, police and social care, Notify, HMRC, health services, police, refuge, etc.
- Check with UK Visas and Immigration (UKVI0 and/or the Border Force
- Check with agencies known to be involved with family
- Check with LA from which child moved originally
- Check with any LA to which a child may have moved (see below)
- Feedback enquiry outcome to school
- If appropriate agree off roll procedures with the school including S2S CTF, Lost pupil’s database
- In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children’s Education Advisory Service (CEAS)

Where a school name is provided, it is the responsibility of the local authority to contact the school or ask the school to make contact with a potential new school.

**Enquiry to another LA in England: Information Sharing**

In order that a LA can make their best efforts to search for a child/young person on behalf on the enquiring LA the following basic information could be shared:

- Name (plus any known aliases or issues regarding names or spellings)
- Parent’s name (s) including those who have parental responsibility
- Sibling’s names
- Previous address and school
- Possible new address and school if known or suspected
- Date child/young person left area
The following items will give an indication of the level of vulnerability of child.
- Reason for leaving if known
- Child Protection Status/LAC/Asylum Seeker
- Any prosecutions pending (for attendance)
- SEN status
- Reason for believing child has gone to this particular LA

### Hounslow LA Actions on receipt of an enquiry from another LA

- It would be reasonable to expect that, if another LA has provided an address and/or telephone number, a visit or telephone call would be made as soon as possible. The level of priority should be based on the information provided.
- If no address is provided but reasonable evidence to suggest a child/young person could have moved to the area then a check with local schools, databases and appropriate partners will be made.
- Whatever the result of the search, a reply to the enquiring LA is needed.
- Where a child is located at a Hounslow address then arrangements will be made to ensure engagement with education provision appropriate to needs.

### 3.4 The Use of S2S and the Lost Pupil Database (LPD).

Where it is known, which school a pupil is moving to the previous school should ensure that the Common Transfer File (CTF) is sent to the new one via S2S as quickly as possible. The new school may then request additional information e.g. Personal Education Plan or apply for the full school record. Academies (including free schools) are also strongly encouraged to send CTF when a pupil leaves to attend another school. Many Independent Schools also have Management Information Systems that are compatible with those used in the maintained sector and so would be able to download CTFs. Where a pupil transfers to a new school in Scotland or Northern Ireland the previous school in England is still required to send a CTF.

In situations where the new school is unknown the CTF should be coded XXXXXXXX (destination unknown). If the new school is known and is in the independent sector or out of the country (including Scotland), the CTF should be coded MMMMMMMM. Both files can be uploaded onto S2S in the normal way. These records are then stored in a secure area of S2S known as the Lost Pupil Database. If a CTF file to a known school is rejected the releasing school should withdraw the rejected file and resubmit a file coded XXXXXXXX.
Schools should check their designated s2s email inbox for s2s system alerts of CTF files awaiting collection or CTF requests from receiving schools. If a new pupil is admitted and the source school is unknown and a CTF is not available schools should request that their allocated EWO or the LA Research & Statistics Education Information Team search the Lost Pupil Database (LPD) for the pupil’s CTF which can then be forwarded to the school. If a new pupil is admitted and the previous school is known, the school should request a CTF from the former school via s2s using the CTF request message template or by calling the school direct.

Information on s2s and the LPD is available on the DFE Website https://www.gov.uk/school-to-school-service-how-to-transfer-information or from Joanna Kacorzyk, Senior Management Information Officer in the Management Information Team on Tel: 020 8583 2617 or email Joanna.kacorzyk@hounslow.gov.uk.

Schools can look up information on schools in England by using the DFE database http://www.education.gov.uk/edubase/search.xhtml?clear=true. This will give the address and website of the school as well as its DFE number.

3.5 Elected Members and Corporate management

Monitoring by Senior Management is an important element of the CME strategy. Regular meetings with senior managers regarding the CME register data and strategies are scheduled. Targets for CME have been included in the local area agreement. Senior management and Members closely monitor the number of children on the CME register who have been out of education provision for more than 4 weeks. Where an admission direction was required in order to enable a child to access education in a particular school or provision this would be sanctioned through the CSLL management team. The CME officer produces monthly reports available for the LA Lead Officer for Child Protection as part of monitoring children who are missing and reporting to the Local Children’s Safeguarding Board.

Section 4 Role of Services working with pupils at risk of CME

4.0 Children permanently excluded from schools

Children who are permanently excluded from Hounslow schools should not become a CME case. The Principal Case Officer Exclusions and Fair Access Officer is notified of any permanent exclusion by the excluding school. The Exclusions Officer will ensure that the pupil is discussed at the Fair Access Panel meeting where a new education provision is allocated. A full-time education must be provided for permanently excluded pupils from the sixth school day of a permanent exclusion. This information can be found in the “Exclusion from maintained schools, academies and pupil referral units in England statutory guidance 2017”.

If a permanently excluded pupil lives in another borough, the excluding school must notify their own local authority and the pupils home authority. The local authorities will liaise with each other to ensure all permanently excluded
children are picked up. If there are any concerns that a permanently excluded pupil may become CME then the Exclusions team Tel: 020 8583 2784, email exclusions@hounslow.gov.uk or the CME team must be alerted.

4.1 Children on Roll of Alternative Education Providers

Children on roll of alternative education providers can be at risk of becoming CME. Schools and the Inclusion Team monitor attendance at alternative provision. Where alternative provision breaks down and is no longer sustainable the school is required to take responsibility for the student and their education programme. This also applies to the local authority where alternative education has been commissioned by them (e.g. West Thames College). Schools are required to ensure alternative education programmes are appropriate and meet the needs of each student before enrolling them on the provision. The Local Authority have compiled a Directory of Alternative Providers who have all been quality assured. Under duties to safeguard children, schools are responsible for monitoring the participation, progress and learning outcomes for children in alternative education and prevent them from becoming CME.

4.2 Children on Roll of Independent Schools

Under the Education (Pupil Registration) (England) Regulations 2006, the proprietor of every Independent school situated in Hounslow is required to regularly make a return to Hounslow Local Authority giving the full name and address of every registered pupil of compulsory school age who fails to attend the school regularly or has been absent from the school for a continuous period of not less than ten school days, and specifying the cause of absence if known to the proprietor. They are also required to comply with the new CME Guidelines dated 1.9.16 and notify the LA of all children removed from school roll and all new additions to the register at non-standard transition points.

4.3 Children Presenting Challenging Behaviour to Schools and Parents

Children who present with challenging behaviour can be at risk of becoming CME if they are allowed to fall out of the education system. Challenging behaviour may be underpinned by difficulties with cognition and learning, communication and interaction and/or social, emotional and mental health (SEMH) issues. The Early Intervention Service works with staff in schools and academies and with the parents of children and young people with challenging behavior to recognize and meet these needs and so help address and reduce the challenging behaviour issues.

EIS support may be offered through consultation from the Educational Psychologists or advice and practical interventions from the Advisory
Teachers for Learning and Behaviour; this may be provided at individual child/young person, group or whole class level in a partnership approach with the staff and families concerned.

Part of the role of the EIS is also to engage and facilitate the necessary involvement of other professionals from education, family support/social care and health services to support cases on a solution focused basis. The development of a multi professional approach, cluster school arrangements and the expansion of alternative education programmes to meet the needs of challenging pupils more effectively are designed to further support schools to fulfill their extended responsibilities and help to reduce CME situations.

The Principal Officer Exclusions and Fair Access is available to give advice to schools and parents where there is a concern a child could become CME due to challenging behaviour.

4.4 School Admissions Team

The Hounslow School Admissions team allocate admission places to Hounslow schools. They are able to support Hounslow families to apply for a school place. The application process will help to reduce the number of children missing education. The School Admissions Team work in partnership with schools and other local authorities to ensure children have access to school places. Where a school has no vacancies in a particular year group they will be offered an alternative school, this is usually the school nearest to their preferences with vacancies. Where a place cannot be offered, the parents will be advised of their right to appeal to any school that has refused their child a place and appropriate paper dispatched on request. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012 provides the legislative framework, including School Admissions Code December 2014, and the Pan London Admission Scheme, are strictly adhered to by the Admissions Team. Appendix C provides a summary of the admissions framework legislation.

Hounslow coordinates In Year applications to schools. Hounslow acts as gatekeeper by coordinating Reception, Year 7 and In Year applications for all borough Community Schools and for all Academies and In Borough Voluntary Aided Schools who have requested the local authority to coordinate admissions on their behalf.
Online applications for secondary and primary schools are made through the School Admission’s Portal. Support is available to families from the Admissions Team. Further details are available from the Hounslow Admissions Team tel: 0208 583 2721 (Primary Admissions) 0208-583 2711 (Secondary Admissions) and 0208-583 2642 (In Year Admissions)
Email: admissions@hounslow.gov.uk
https://www.hounslow.gov.uk/info/20026/school_admissions

4.5 Services for Looked after children

The Virtual College provides help and support for Hounslow’s “looked after children” ranging in ages from 0-18 years old and Care Leavers 18-21 years old (or until 25 years if in an “agreed” educational provision) The Virtual College, in partnership with social care colleagues and identified staff in schools, CME, SEN, School Admissions, Exclusions and Fair Access Officer and EPS work to ensure where possible LAC children do not become CME. Any LAC child identified as CME is followed up promptly and engaged in schools and education provision appropriate to needs. There are admission protocols in place which prioritise the admission of LAC children into education provision and this contributes to reducing the number of LAC children appearing as CME. This is particularly significant as historically there have been too many changes in education placement of some LAC children in response to their social and residential circumstances. There are strategies in place to reduce the frequency of social and education changes for LAC children providing more continuity of education placement and reduced periods out of education provision.

There is an out-borough dimension to this work as some Hounslow LAC children might be placed in other LA areas. Although corporate social care responsibilities remain with Hounslow current pupil responsibility legislation gives education responsibility to the children services department where they are resident. Liaison between Hounslow Virtual College staff and the resident local authority is undertaken and the education outcomes are monitored and reported on as Hounslow LAC outcomes. (There is no direct contact with out of borough educational authorities for post 16 LAC/Care Leavers, only individual colleges and monitoring attendance, progression/PEP’s etc) There are also LAC children placed by other local authorities to live in Hounslow or attend education provision in Hounslow. Extensive efforts are made by staff to ensure these children do not become CME or if they are to engage them in education provision as soon as possible. Relationships are in place with local resident units whose intake is mainly from other Local Authorities.

CME matters concerning LAC children can be discussed with the Virtual College Principal on 0208-583 2745, the Social Worker or CME Officer.
4.6 Services for children with Special Educational Needs

The SEND team Tel: 020 8583 2672, have Education Psychologists and other staff who may be able to assist with concerns regarding any children with SEN who appear to be CME or at risk of CME. This vulnerable group of children are supported to engage in appropriate education provision, provided with additional resources to meet their needs and monitored closely in relation to them becoming CME. The SEN panel meets weekly and in addition to other responsibilities recommends education placements for children out of provision or at risk of becoming CME. These decisions are then actioned by the SEN team to ensure children with SEN are not CME.

4.7 Children with Long-term Medical Needs

Children with long-term medical needs are potentially at risk of becoming CME. CATE – Continued Access to Education at Woodbridge Park are responsible for receiving referrals related to children with medical needs to ensure they have the opportunity to access a good quality and appropriate education. The Hounslow SEN team, EIS and health care partners work closely with CATE staff to ensure that the educational needs of each pupil with long term medical problems are met and that a planned, effective, regularly monitored and flexible reintegration programme is put in place for those children well enough to return to school. Home Medical Provision can also be provided which requires a GP/Consultant letter. There is a charge for this provision to the school of £150 per week for 4.5 hours’ provision (subject to review). Referrals to CATE should be made direct to the Headteacher – Sue Tysall, and should come from the consultant for the child.

Pregnancy is not a reason for a pupil to be removed from a school roll or be without education provision and a pupil would be encouraged to attend school as much as possible during her pregnancy along discussions with Health Care professionals. CATE could support them once their maternity leave starts. Once the baby is born they would be expected to return to school supported by the school and any other professionals working with the young person, helping them overcome any obstacles to learning.

4.8 Services for children from Traveller families

Children from Traveller families are a potential CME risk group because of the mobility factors and cultural lifestyle of some families, which can lead to periods out of education provision. The Traveller Education Lead Tel: 020 8583 4186 can provide support to access appropriate educational provision for all Traveller children and families in Hounslow, whether they are permanent or temporary residents. In addition, they can contribute to the identification, notification and re-engagement procedures relating to Traveller children becoming missing from education. The service database and links with other LA Traveller services provides opportunities for the CME team and other professionals to ensure this vulnerable group of children are protected from becoming CME and identified if they do.
4.9 Services for newly arrived families from abroad

It is important that organisations working with families newly arrived from abroad understand where help and support regarding Hounslow education services is available. This particularly vulnerable group of children are a focus group with the CME team as without effective identification and notification procedures there is the possibility some of these children will remain CME and not enter the education system. In the first instance a school application should be made in the normal way, or the family should be contacted by the CME Officer when referred to ensure this happens.

The Hounslow Translation and Interpreting Services Tel: 020 8583 2299 staff are also able to assist professionals dealing with a CME case or by email contact: interpreters@hounslow.gov.uk

Children newly arrived to the UK who are Year 11 and are unable to access the GCSE curriculum due to the language barrier will be offered a suitable alternative educative educational provision in a school or college

4.10 Services for Young People Who Have Committed Offences

The Hounslow Youth Offending Service tel; 020 8583 6363 has protocols and procedures in place that seeks to ensure that young people who are working with the service remain engaged in education provision. The team work closely with EWS, CME, Hounslow Police and other support agencies to ensure young people who have committed offences do not become CME or at risk of going missing from education. The team has a designated Education Worker and support staff that liaise regularly with colleagues in the CSLL regarding maintaining education places and engagement with schools and other education providers. They refer any young people who are CME or at risk of CME to the CME team.

4.11 14-19 Team

The 14-19 Service (including Hounslow Connexions) is part of school effectiveness team and based in Red Zone, Civic Centre

The table below summarises our key services for young people

For information contact T: 020 8583 5151
Email - Connexions@hounslow.gov.uk

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
</table>
| SEN Support Service **for Young People resident in Hounslow with an Education Health and care Plan** | Provision of Information advice and support for young people at a point of transition. (normally year 11/13/14)  
- Allocation of a named Careers Adviser from the 14-19 team |
| CA to offer 1-1 IAS to YP prior to review meeting |
| CA to liaise with SENCO and other professionals supporting the young person |
| CA to provide young person (and parents) with information about the Hounslow local offer, including details of specialist provision at local colleges and key contacts to support the young person’s transition. |
| CA to produce an 'options plan' summarising discussion and options outlined with YP |
| Attendance at transition review meeting (dependent on demands on CAs time and sufficient notice being given) |

Tracking YP destination after transition

| Support for Students who are at risk of becoming NEET in years 9-13 |
| (This is a traded service offered in some School) |

This service provides flexible provision to add value to the work undertaken by schools to support their learners in years 9-13 who are at risk of dropping out of learning or not making a successful transition to their next step.

Connexions Careers Adviser(s) will work with an allocated caseload over a period of time. Support might include:

- Completion of ‘work star’ assessment and related action plan towards next steps (including employment)
- 1-1 or group interventions appropriate to supporting progression (e.g. writing and submitting course applications, developing CVs, interview practice, accompanying students on visits to providers and to interviews, reviewing the status of applications, supporting and monitoring applications to providers of post 16 education and training and providing ongoing mentoring support to ensure successful progression (NB for year 11s this support will focus on the September Guarantee)
- Staying in touch with RONs identified in year 11 during the Autumn term (year 12) to support their transition.

| Not in Education Employment or Training (NEET) tracking and Drop In |

The 14-19 team is responsible for tracking all young people until their 18th Birthday. Where YP become NEET we contact them and offer support to engage them back into learning.

We have a drop in centre based in the Library at the Civic Centre.
<table>
<thead>
<tr>
<th>This is open on Monday Wednesday and Thursday from 2-5pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop in or book an appointment to see a Careers Adviser on 020 8583 5151</td>
</tr>
</tbody>
</table>

4.12 Hounslow Youth Service

The Youth Service offers a range of universal and targeted activities for young people aged 9 – 19 years of age or up to 25 with a disability. The Youth Service are key players in helping to ensure all young people are engaged in education provision and assist in identifying those who are CME.

4.12 Other Vulnerable groups

This document recognises there are other vulnerable groups of children equally likely to be at risk of CME. They include young carers, young runaways, children from homes where there may be ineffective parenting, health issues, homes where violence, substance abuse, criminality occurs. There is an expectation that professionals will recognise their duty to intervene and action CME cases to the appropriate staff in education services in whatever circumstances they locate a child.
Section 5: Forms and Appendix

Forms:

CME 1  CME General Referral Form
CME 2  CME Initial Assessment Form for Professionals
CME 3  CME Moved Away Form

Appendix:

A  CME Related Legislation and Guidance
B  Elective Education
C  Admissions Legislation
D  Grounds for deleting a pupil from the School Register
E  Admission to School Categories
F  Fair Access Protocol
G  Acronyms
<table>
<thead>
<tr>
<th><strong>Date:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To:</strong> Children Missing Education Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong> Civic Centre, Lampton Road, Hounslow TW3 4DN</td>
<td></td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:cme@hounslow.gov.uk">cme@hounslow.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone:</strong> 020 8583 2768</td>
<td>Fax: 020 8583 2777</td>
</tr>
<tr>
<td>The child/young person named below is believed to be without a school place:</td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date of Birth or approx/ previous school:</strong> Gender: M/F</td>
<td></td>
</tr>
<tr>
<td>age if not known:</td>
<td></td>
</tr>
<tr>
<td><strong>Any other children (please state dob/previous school):</strong> Gender: M/F</td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Parent Name/Contact Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ethnicity (if known):</strong></td>
<td><strong>GP (if known):</strong></td>
</tr>
<tr>
<td><strong>Any other information:</strong> (please share any other information that will help the CME Officer)</td>
<td></td>
</tr>
<tr>
<td><strong>Name of Referrer:</strong> (name of individual referring</td>
<td></td>
</tr>
<tr>
<td><strong>Contact Number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Agency / neighbour/community/local authority:</strong> (please state what organisation or agency attached to, or state neighbour or family)</td>
<td></td>
</tr>
</tbody>
</table>

Please note referrals are treated confidentially if requested, please give as much information as possible, if name not known please quote address.
<table>
<thead>
<tr>
<th>Children Missing Education – Initial Assessment</th>
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<tbody>
<tr>
<td>Confidential</td>
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<tr>
<td>CME Form 2</td>
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</table>

<table>
<thead>
<tr>
<th>Child Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>DOB:</td>
</tr>
<tr>
<td>NCY:</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Parent Carer:</td>
</tr>
<tr>
<td>Tel:</td>
</tr>
<tr>
<td>Parent /Carer:</td>
</tr>
<tr>
<td>Tel:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnic Origin:</th>
<th>First language:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion:</td>
<td>Newly arrived from abroad: Y / N</td>
</tr>
<tr>
<td>Traveller: Y / N</td>
<td></td>
</tr>
<tr>
<td>Disability: Y* / N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Nature of disability:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of last known school:</td>
</tr>
<tr>
<td>LEA / Area:</td>
</tr>
<tr>
<td>Previous Schools:</td>
</tr>
<tr>
<td>Name of School Contact:</td>
</tr>
</tbody>
</table>

| Start Date: Date Last attended: | Attendance %: |
| Perm Exclusion: Y / N | Fixed exclusions: Y / N |
| Date of exclusion: | No.days: |
| SEN: School Action □ | School Action |
| Plus □ | Statement □ |
|       | Need: |

<table>
<thead>
<tr>
<th>Curriculum options: (Secondary Schools Only)</th>
</tr>
</thead>
</table>

**Any Other relevant Educational Information** e.g. SATS, Alternative Curriculum, Off site provision

**Barriers to Attendance / Engagement:**

**Reason why child is CME:** e.g. House move, new to UK, family issues
**Siblings:** Names, D.O.B., schools, other background information

**Health Information:** Does the child appear to be fit and health e.g. medication, mental health
Yes / No / Not Sure

**Other Agencies or professionals currently involved:**

**Safeguarding:** Is the child safe from harm and their welfare being promoted?
Yes / No / Not Sure
What are the risks:

**Known to be on the Child Protection Register:** Yes / No / Not Sure

**Other Information:**

---

**Actions Required based on Initial Assessment**

<table>
<thead>
<tr>
<th>Action (who by, what, when?)</th>
<th>☐</th>
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</thead>
<tbody>
<tr>
<td>Admission to School (normal)</td>
<td>☐</td>
</tr>
<tr>
<td>Admission to School (supported)</td>
<td>☐</td>
</tr>
<tr>
<td>Alternative Curriculum</td>
<td>☐</td>
</tr>
<tr>
<td>Additional Information required:</td>
<td>☐</td>
</tr>
</tbody>
</table>

---

Is a EHA required: Y / N  Responsibility to complete:
(EHA = Early Help Assessment)

Completed by: *  Signature:  Date:

I have been informed by *…………………………………that it may be necessary to disclose the information contained in this assessment form to other professionals involved in the provision of educational support for my child.

Parental Signature:  Date:

Child / Young Person Signature (optional) :  Date:
CME Form 3

CHILDREN MISSING EDUCATION - Part A

OFF-ROLLING INFORMATION

Children’s details

<table>
<thead>
<tr>
<th></th>
<th>Child’s Forename</th>
<th>Child’s Surname</th>
<th>Date of Birth</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>First child</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second child</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third child</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian:    Mother __________________     Father: ____________________

Unique Pupil Number

Current home address:

Current School Name:

School Contact Name/Contact Number: ____________________________

Date Child Last Attended: ______________________________________________________________________

Have you referred the child to any of the following, please specify date:

<table>
<thead>
<tr>
<th>Service</th>
<th>Please tick</th>
<th>Date referred</th>
</tr>
</thead>
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</table>

Up to date information:

Contact numbers for parents:

New address they are moving to:

Who will they be living with e.g. Parents/Grandparents/other relative/Friend:

Date they are moving to new area/country:
Admissions Authority or school they are approaching for a new school place:

Current email address of parents:

Date school file sent to new school (to be completed if this form is being retained by school for reference only):

Date sent to CME:

Additional Information supplied by parent/pupil:

Signature: ........................................Date: ........................................

Forms or the information gathered should be sent to the Children Missing Education Officer in word format only, once checks have been made by school.

This information can be emailed or sent using this form, email cme@hounslow.gov.uk

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CHILDREN MISSING EDUCATION - Part B

It would be helpful to complete these checks before you send referral (part A)

Reasonable Checks

Have you called the new LA CME Officer to establish if they have made an application

Yes No

• Phone call to child’s emergency numbers.

Yes No

• Letter to child’s home address.

Yes No

• Has school spoken to neighbours/family?

Yes No

• Has school spoken to parents and children living in the same locality/same bus route?

Yes No

• Has school made contact with other schools in the locality?

Yes No

• Has the school made contact with other scho... if aware that siblings attend another school to check if still attending?

Yes No

• Has any soft information been obtained?
e.g “We have heard they have moved to Scotl Yes.” □ No □ □

- Email to parents □ Yes □ No □

CHILDREN MISSING EDUCATION - Part C
To be completed by London Borough of Hounslow staff

CME Reference: □ □ EMS Reference □ □

Sent to:
Local Authority :
Date sent:
Children Missing Education or at Risk of CME

Children Missing Education (CME)  Appendix A

Relevant Legislation and Guidance

This policy is written in line with guidance from the Department of Education’s revised guidance of Children Missing Education dated September 2016

There are various statutory duties upon LEAs and parents (supplemented by guidance) relating to the provision of education and the safeguarding of the welfare of children and which may be relevant to children missing education. The principal provisions are as follows:

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

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

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

Section 19 (1) of the 1996 Education Act requires every local education authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. For these purposes, “suitable” education is defined as “efficient education suitable to the age, ability, aptitude and to any special educational needs the child (or young person) may have.” (s. 19(6)). This can include provision for excluded pupils, young carers, school phobic children, school aged mothers, pupils who are unable to attend school because of medical reasons.
Moreover, section 19(4A) of the 1996 Education Act provides:
“In determining what arrangements to make under subsection (1) in the case of any child or pupil, a local education authority shall have regard to guidance given from time to time by the Secretary of State.”

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

The Children Act 2004 (which received royal assent on November 15 2004) includes various provisions relating to safeguarding and promotion of welfare of children, including:
(a) a duty upon each children’s services authority to promote co-operation between it and various other bodies to improve the well-being of children so far as relating to (amongst other things) education training and recreation training;
(b) a duty upon various bodies (including children’s services authorities) to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children and (c) provision for the Secretary of State to put into place information databases for the purposes of arrangements under s.175 of the Education Act 2002 or (a) and (b) above, and a framework for the sharing of information contained in such databases for such purposes.

The Education (Pupil Registration) (England) Regulations 2006 sets out the legal requirements on schools and local authorities in respect of the keeping of admission and attendance registers. These regulations include the legal requirements for recording pupil attendance and absence at school and the circumstances that permit a child’s name to be removed from the school admission and attendance register. (amended on 1st September 2016)

Related Guidance

Guidance for LAs for schools on monitoring attendance is contained within. https://www.gov.uk/schools-colleges-childrens-services/school-behaviour-attendance

This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children


**Alternative Provision Statutory guidance for local authorities**, New alternative guidance has been written which was effective from 1 January 2013. This guidance replaces previous guidance Commissioning Alternative Provision: Guidance for local authorities and schools.

dated January 2013

New guidance “School attendance Departmental advice for maintained schools, academies, independent schools and local authorities” was issued in October 2014. This advice is non-statutory, and has been produced to help schools and local authorities maintain high levels of school attendance and plan the school day and year. The document also provides information about the interventions available to address pupils’ poor attendance and behaviour at school. It would be helpful to read this alongside the statutory guidance on parental measures for school attendance and behavior. The guidance also provides guidance to using the correct codes when recording attendance on in the school registration system.


**School Admissions Code - Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission panels:**


This Code comes into force on **19 December 2014** and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.
Appendix B

Parental Choice to Educate at Home – Elective Home Education

A potential area where children can go missing is if they fall between school provision and parental choice to educate at home. This includes:
- children never entered into the school education system by parents
- children withdrawn from school provision by parents

Parents have a duty to ensure that their children receive a suitable (*) full time education either by regular attendance at school or otherwise (under Section 7 of the Education Act 1996). Some parents decide, as they are entitled, to provide suitable education by educating their children at home. Parents who choose to home-educate their children are responsible for ensuring that the education provided is efficient, full-time and suitable to the child’s age, ability and aptitude (added)

When parents withdraw their child from school to do this, and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school where the parents inform the school or local authority in writing as provided by the Education (Pupil Registration) Regulations 1995 under Regulation 9(1)(c): “that he has ceased to attend school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school”.

It is then the duty of the proprietor of the school to inform the Local Authority within 10 working days under Regulation 13 (3): “when the name of a pupil has been deleted from the admission register in accordance with regulation 9(1) (c) the proprietor shall make a return to the local education authority giving the full name and address of that pupil within the ten school days immediately following the date on which the pupil’s name was so deleted”.

Hounslow CHAS have an agreed local protocol for schools to keep the children on roll until the LA are satisfied that it is the parents wish to Home Educate.

CHAS has a duty under the 1996 Education Act to ensure that all children educated at home by parental choice are receiving a suitable education. Local authorities have no statutory duties in relation to monitoring the quality of home education on a routine basis. However, they have duties to make arrangements to identify children not receiving a suitable education, and to intervene if it appears that a child is not receiving a suitable education.

Parent/carers are expected to provide CHAS with the evidence they require to make a judgement about the suitability of the education being provided for the child. This evidence may be provided in a number of ways including; through a home visit, evidence made available to the local authority staff or a work programme summary shown to staff.

Although children and young people with statements of Special Educational
Needs can be home educated, CHAS remains responsible for ensuring that the education the child receives is suitable. The statement must stay in force and the Local Authority must ensure that parents can make suitable provision, including providing for their child’s Special Educational Needs. If the parent’s arrangements are suitable, the Local Authority is relieved of their duty to arrange the provision directly, but it still remains the Local Authority’s duty to ensure the child’s needs are met. If a child attends a special school, the parents have to obtain consent to Elective Home Educate, if a child attends a unit in a mainstream school or a mainstream school, they do not need the consent of the local authority.

The parent is not required to inform anyone if their child never starts school. Where a child’s name is provided to the CHAS as a child who may be missing education, then CHAS will contact the parents to find out if the child is receiving an education.

Local Authorities can intervene if for any child educated at home, they have reason to believe that parents are not providing a suitable education and may issue a School Attendance Order (under section 437 (1) of the Education Act 1996). Further, Local Authorities may apply to court for a child assessment order under S. 43 of the Children Act 1989, if they have reasonable cause to do so (which will only be where there is a risk of significant harm to the child).

(*) With regards to what constitutes an “efficient” and “suitable” education, the departmental guidance states:
An “efficient” and “suitable” education is not defined in the Education Act 1996 but “efficient” has been broadly described in case law as an education that “achieves that which it sets out to achieve”, and a “suitable” education is one that “primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child’s options in later years to adopt some other form of life if he wishes to do so”.

40
Appendix C

Guidance notes on admissions to schools

- A parent can express a preference for the school he/she wishes their child to attend, and give reasons.
- The LA must publish each year the admission arrangements for every school, the arrangements made by the authority under sections 86(1) (parental preferences) and 94(1) (Admission Appeals); and any other matters of interest to parents seeking admission to schools.
- All schools must have admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school.
- Admissions Authorities must publish each year the admission arrangements for the school.
- As part of determining their admission arrangements all admissions authorities must set an admission number for each relevant age group, this is known as the “Published Admission Number” (PAN).
- Admissions Authorities must make arrangements to allow parents to appeal against the allocated school or for admission refusals.
- The decision of an appeal panel shall be binding on the LA or the governing body.
- Under section 96 & 97 of the SSFA 1998, the LA has the power to direct the governing body of a maintained school for which they are not the admissions authority to admit a child in their area even when the school is full. The local authority can only make such a direction when a child has been refused entry to, or has been permanently excluded from, every suitable school within a reasonable distance. The governing body must admit the child to this school.
- Before giving this direction, the LA must consult the parent of the child, the child and the governing body of the school. The LA must inform the governing body and the Headteacher of the school.
- The governing body can appeal by referring the case to the Schools Adjudicator within 15 days. If it does this, the governing body must tell the local authority. The local authority must not make a direction until the 15 days have passed and the case has not been referred.
- If the case is referred to the Adjudicator, the Adjudicator may either uphold the direction or determine that another maintained school must admit the child. The Adjudicator’s decision is binding.
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 —

(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 (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.

Summary of admissions categories:
**Standard Admission:** Pupils who transfer between schools at the normal transfer times

**In Year Admission:** Pupils who transfer in the normal way between schools but not at the normal transfer times

N.B. Whilst not enforceable, the local protocol is to encourage in-borough casual transfers (where there is not a change of address) to coincide with the start of new terms. In these cases, the school of departure should also have had the opportunity to resolve any dissatisfaction/problems.

**New Arrivals:** Pupils arriving in Hounslow but new to the country

**Looked after children:** Pupils in local authority care

**Exclusion:**
1. Legislation

The School Admission Code which has been issued under Section 84 of the School Standards and Framework Act 1998. The Code imposes mandatory requirements in relation to the discharge of admission functions. Paragraph 3.9 of the Schools Admissions Code states that all Admission Authorities must participate in the Fair Access Protocol.

2. Purpose

The School Admission Code requires each local authority to have a Fair Access Protocol, which all local schools, academies and free schools must adhere to. The Fair Access Protocol is to ensure that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable education provision as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour.

3. Safeguarding

In all cases the LA’s duty to safeguard the child is paramount. Children out of school may be at risk; with the Admission Team, Early Intervention Service and other relevant representatives of the LA must do their utmost to ensure that children are not out of school for extended periods of time.

4. Definitions and Criteria

Children to be placed under this Protocol will live in the London Borough of Hounslow.

- Children who have been permanently excluded from their last school placement, were attending a Pupil Referral Unit or Alternative Provision;
- Children where there is evidence that they were at risk of permanent exclusion prior to leaving their last school;
- Children who are ready for reintegration from a Pupil Referral Unit or secure units;
- Children removed from school and unable to find a place after a number of fixed term exclusions;
• Children who have applied to return to mainstream schooling after a period of elective home education and whose application for a school place through the normal in year admission process is refused;

• Children returning from the criminal justice system who are registered with the Youth Offending team;

• Children without a school place who have a history of serious attendance problems (80% or less) in the last 12 months, as assessed by the attached Education Welfare Officer;

• Children of Gypsies, Roma and Travellers, refugees and asylum seekers;

• Children who are homeless;

• Children with unsupportive family backgrounds for whom a place has not been sought;

• Children who are carers;

• Children with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan);

• Children who have been out of education for 8 school weeks or more where there are complex family issues or entrenched behavior concerns;

• Children subject to a child protection plan;

• Children applying for a Year 11 place whose application for a school place through the normal in year admission process is refused;

• Children newly arrived from abroad with no English or experience of school.

5. **Principles**

• All primary and secondary schools, academies and free schools within the London Borough of Hounslow agree to fully participate and work within the Protocol.

• All Schools (including Academies) should work together collaboratively taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the Protocol but it is expected the wishes of the parent are considered.
• The operation of Fair Access is outside the arrangements of co-
ordination and is triggered when a parent of an eligible child has not
secured a school place under in-year admission procedures.

• When seeking to place a child under the Protocol, all schools will be
treated in a fair equitable and consistent manner.

• All parties will act with a sense of urgency to identify a school place for a
child who has had difficulty securing one or who falls under the Fair
Access Protocol.

• All schools, including Academies are expected to respond to requests by
the local authority to admit a child under Fair Access protocol within
seven calendar days.

• The fact that the published admission number may have been reached
in a year group should not be given as a reason for not admitting a
pupil under this protocol.

• Admission authorities will not refuse to admit a child thought to be
potentially disruptive or likely to exhibit challenging behavior because the
child is first to be assessed for special educational needs (paragraph 3.13
of the School Admissions Code).

• Admissions authorities will not cite oversubscription as a reason for not
admitting a child under this Protocol unless an extra child would breach
the Infant Class Size Regulations and the child to be admitted could not
be treated as an excepted child.

• Under no circumstances will a school ask a parent/carer to withdraw a
child from the school’s roll. If a school continues to face difficulty with a
child on their roll, such as poor attendance or challenging behavior a
referral should be made to the appropriate agency. If information comes
to light that a school has taken a child off roll inappropriately and has not
sought the appropriate support the local authority will refer to the Director
of Education and Early Intervention Services.

• Fair Access children who cannot be offered a place at a preferred school
have the same right of appeal as any other child. The admission authority
for the school must inform the parent/carer of their right of appeal.

• Fair Access placement decisions are made in the knowledge of the
number of other panel placements of permanently excluded and
statemented pupils, including those changing school as the result of a
‘managed transfer’, recently admitted to the school.
• Any out of borough in year applicants who meet the criteria in Section 4 will be referred back to their home local authority by the In-Year Admissions Team. In these cases, parents will be advised of their right to appeal against this decision.

• Fair Access pupils should be given priority for admission even if there are other pupils on a waiting list or awaiting appeal.

• Schools cannot insist that an admission appeal be heard before a pupil is admitted under the protocol.

• The educational needs of the pupil will be the prime factor in deciding a placement, but every effort will be made to ensure that practical issues regarding travel, including arrangements regarding siblings are considered.

• The Local Authority retains the right to direct the governors of admission authority schools or to require the governors of voluntary aided and foundation schools, (who have a statutory duty to comply with the Local Authority’s decision to admit pupils), to admit a pupil in accordance with the provisions of Sections 96 and 97 of the Schools Standards and Framework Act 1998 and Section 497 of the 1996 Education Act.

• The protocol applies to pupils who are identified as hard to place from Reception through to Year 11.

6. **Roles and Responsibilities**

Hounslow’s Principal Case Officer, Exclusions and Fair Access in conjunction with the In-Year Admissions Officers will:

• Identify fair access children, through receipt of an in-year application or via a referral received from Social Care or another local authority;

• Gather all relevant information to present to the Fair Access Panel;

• The Principal Case Officer Exclusions and Fair Access will present and monitor the cases for consideration by the Fair Access Panel;

• Keep a log of all placements made through the Fair Access Protocol will be maintained by the Principal Case Officer Exclusions & Fair Access and this data will be circulated to all schools at the end of each academic year.

• Where a school wishes a pupil to be considered under the Fair Access criteria in the light of additional information or previously unknown circumstances, (e.g. court order, further information that meets Fair
Access criteria), they should contact the Principal Case Officer
Exclusions & Fair Access with supporting evidence for the Local
Authority to decide if the case meets the criteria.

7. Process

The Fair Access Panel:

- Will meet every Wednesday (subject to change) during term time
to place Fair Access pupils.
- Will appoint an independent Chair.
- Membership will consist of:
  1 X Secondary Head (on rotation)
  2 x Primary Heads (on rotation)
  Principal Case Officer Exclusions & Fair Access
  Head of Woodbridge Park Education Service (PRU)
  Head of Special Educational Needs
  Senior Education Officer, Inclusion
  Principal Educational Psychologist
  Head of Commissioned Education
  Children Mission Education Officer
  Manager – Social Care
  Head of Youth Offending Service
  Educational Welfare Manager

- Will consider the cases referred as Fair Access and will determine which
school or alternative education provider the pupil should be allocated.

- Will make a decision based on the child's needs and the previous
placements for schools and education providers. As far as possible in
making its decision the Fair Access Panel will consider, where
appropriate, the pupil’s religious affiliation and any other factors
specific to that pupil. When a school admits a pupil under the scheme,
the school will be credited with taking a Fair Access pupil. Schools
would be expected to admit within 10 school days of the Fair Access
notification of decision.

- Will not normally place the pupil in a school where an appeal was
held but was unsuccessful.

8. Children with an Education, Health & Care Plan (EHCP)

Children with an EHCP are outside the remit of Hounslow’s Fair Access
Protocol, these children will be referred to the Hounslow Special Education Needs Panel.

Children who are waiting for an EHCP will continue to be considered under the normal admissions process, including the Fair Access protocol if appropriate.

9. Financial Arrangements

A permanently excluded pupil who is admitted to a new school/PRU through the Fair Access Protocol will have, from the date on roll, the remaining portion of the age weighted pupil unit (AWPU) formula transferred to the new school/PRU.

10. Record Keeping

A log of all placements made through the Fair Access Protocol will be maintained by the Principal Case Officer Exclusions & Fair Access and this data will be circulated to all schools at the end of each academic year. This data will also be available throughout the year if requested. By working in partnership, the schools and local authority can be alert to school’s circumstances e.g. numbers on roll, recent admissions, managed transfers. Information regarding placements will be published by the Local Authority at regular intervals, as determined by the Admission Forum.

11. Annual Review of Protocol

The Fair Access Protocol will be reviewed by the Local Authority and will form part of the annual statutory consultation process which is required on Admission arrangements.
**ABBREVIATIONS**

Terms used in the document

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<td>School to School (electronic data transfer)</td>
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<tr>
<td>WBP</td>
<td>School Standards &amp; Framework Act</td>
</tr>
<tr>
<td>WTC</td>
<td>Woodbridge Park Education Service (Pupil Referral Services)</td>
</tr>
<tr>
<td>YOS</td>
<td>West Thames College</td>
</tr>
<tr>
<td>YOS</td>
<td>Youth Offending Service</td>
</tr>
</tbody>
</table>
Appendix H

**CME Tracking**
The Local Authority use Capita ONE to record data on Children Missing Education, the following bases are used to monitor them:

**Pupil out of school – referred to CME**
Database used when first recording details of child when referred, child remains on this database until application received in Admissions. This database is monitored by the CME officer.

**Pupil out of school**
Used by Admissions to record new school applications when received before allocation. This database is monitored by Admissions.

**Pupil out of School – SEN**
Used solely by SEN to record children who are not in an education provision who have a Statement of SEN or an Education Health and Care Plan.

**Pupils out of school – pending**
Used for applications pending further information. This database is monitored by Admissions.

**Pupils out of school – offered**
Database used to record pupils who have been offered a school place. Admissions monitor this database to ensure pupils have started.

**Pupils out of school – moved away**
Database used to record children who have moved away from the local authority either within in the UK or overseas where further investigation is required. This database is monitored by the CME officer.

**Pupils out of school – cannot be traced**
Database to record children who have been referred to CME who cannot be found despite extensive checks, Social Care will be notified of these children. This database is monitored by the CME officer.

**Pupils out of school – under 5**
Database used to record applications or CME referrals for children who are not statutory school age and are pending school placement, on waiting list for desired school, or are known to SEN – pre-school panel. These admissions are transferred to Pupil out of school when they reach statutory school age. This database is monitored by Admissions and CME Officer.

**Pupils out of school – out of borough (possibly CME)**
If Admissions receive an application for an out-borough pupil usually Ealing, Richmond and sometimes Hillingdon and they are unable to offer, Admissions will place the child on this database for the CME officer to refer to other LA colleagues to check they are not CME in their area. This database is monitored by the CME officer. Once referred to home LA the history is closed to the database to ensure a long list does not occur.
CHILDREN MISSING EDUCATION PROCEDURE (Non-contact or moving away) APPENDIX I

CHILD DOES NOT COME BACK TO SCHOOL AND NO CONTACT FROM PARENT

School to refer to EWS for a contact visit as per EWS Procedures.

PARENT INFORMS SCHOOL CHILD IS LEAVING

School to request forwarding address from family and new school if known, preferably on a leaving form

School unable to obtain new address from parent. Make referral to CME on Off Roll Form

Parent does not have new school details, and is waiting a start date or has not made an application as yet

Parent provides forwarding address and confirmation of new school (full details)

Child cannot be located despite CME Checks after 20 school days approx:

Advise school to transfer CTF to Lost Pupils Database
Notify Children’s Front Door by email including all checks, information known or “soft information”

CME Officer sends form to new LA, child is put on the EMS Base “pupils out of school – moved away” base
School to download CTF to Lost Pupils Database or await contact from school if imminent

CME Checks
- Home visit again if believed occupied
- Check Council Tax *
- Check with Hounslow Housing/Housing Association
- Write to landlord if private rent
- Check if still registered with GP via School Nurses
- Check with Social Care in case known to them
- Check with police
- Send global enquiry on STS – Lost Pupils Database
- Border Agency check

If there are no concerns and child is to start new school immediately school to monitor new admission.
CTF to be sent to new school School to report details on the School Admissions Tool Kit
CHILDREN MISSING EDUCATION PROCEDURE (newly arrived to LA)

1. Child referred to CME officer by previous LA CME/ School or other agency, check if on EMS Database
   - Yes - Application has already been made by parent
     - Monitor admission to new school and inform referrer when started
   - No application received as yet
     - Send parent application form or call them to invite them into Civic Centre to make application, especially if concern about family from previous LA
       - If identified as possible Fair Access case, gather as much information about child from parent, complete application form and make contact with previous school to gather information for Fair Access form and PCP, liaise with Principal Exclusions and Fair Access Officer.
       - Refer to SEN if child is identified as having a Statement of SEN or an Education Health and Care Plan
       - If parent does not engage with CME, Home Visit made to establish if family resident in Hounslow. Application completed. If family refuse to engage with application process, a School Attendance Order could be considered.
   - If parent does not engage with CME, Home Visit made to establish if family resident in Hounslow. Application completed.
     - Referral sent back to referrer if established family are not resident at address stated
   - Referral sent back to referrer if established family are not resident at address stated
     - Present case at PCP in conjunction with Principal Exclusions and Fair Access Officer, and notify referrer when in education provision.