



# Missing Child Policy

Updated: Nov 2022  
To be reviewed: Nov 2024  
Author: Andy Walker

<b>EQUALITY SCHEME EQUALITY IMPACT ASSESSMENT FOR MISSING CHILD POLICY</b>		
Staff / Committee involved in development:	L + M Committee; Headteacher	
For use by:	Staff, Governors and Parent/Carers	
This policy relates to statutory guidance:	<ul style="list-style-type: none"> <li>• Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)</li> <li>• Education Act 1996 (section 7, 8, 14 and 19)</li> <li>• Education and Inspections Act 2006 (section 4 and 38)</li> <li>• Education (Pupil Registration) (England) Regulations 2006</li> <li>• Education (Pupil Registration)(Amendment)(England) Regulations 2016</li> <li>• Sect 10 of the Childrens Act 2004</li> </ul>	
Key related Farndon Policies:	Safeguarding Policy Site Security Policy Start and End of School Day Policy EVC Policy	
<b>Equality Impact Assessment:</b> Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.		
<b>Groups:</b>	<b>Yes/ No</b>	<b>Positive/Negative impact</b>
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious and Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	No	
<b>Reviewed by</b>	Leadership and Management	
<b>Agreed by</b>	Headteacher review	
<b>Next Policy review date</b>	June 2022	
A copy of this form, and any related impact assessment form or action plan must be sent to the school office		

**Introduction:**

This policy is written and should be read in conjunction with the whole school health and safety policy. It also is linked to the whole school security policy. [It meets Article 11 for the Rights of the child which makes clear we must do all we can to prevent children being taken away from their parents.](#)

### **Purpose and Aims:**

The purpose of this policy statement is to give all staff, both teaching and non teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

### **Policy Statement:**

The safety and security of the children in our care at Farndon Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

### **Occasions when a child may go missing:**

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:-

#### a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return; e.g.

- To go to the toilet.
- To collect something from his/her bag in the cloakroom,
- Being sent to another class or teacher as a punishment,
- Undertaking errands for the teacher such as taking the register to the office.

#### b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wonder away unnoticed. e.g.

- During games lessons on the playground or field
- During other outdoor lessons, (eg. measuring parts of the building)
- At the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

#### c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct total supervision. e.g.

- Going to and from the hall or outdoors before and after a PE lesson,
- Going to and from the hall before and after assembly,
- Going to and from the classroom at the beginning/end of lunch/break times.

#### d) Other Times

These include:

- At the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times.
- At the end of the school day when children and parents are freely moving about.
- When the child moves to FACE and is on the register, but does not show at the club.

### **School's Procedures:**

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer at the side gate. All children from Reception onwards are expected to come into school independently and make their way into to the playground. The playground and gate are supervised by staff, and once the whistle goes, the pupils line up and are brought into school by their class teacher.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time.

During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils. The register is taken again in the afternoon.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- The member of staff who has identified a child is missing must inform the Headteacher immediately.
- The office staff need to be informed as they will act as a point of contact for receiving information about the search for the missing student; they can also check whether the pupil is registered or has been signed out by another adult.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds - going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- Available staff will begin a search of the area immediately outside of the school premises taking a mobile so that they can contact the school office.
- If the child is not found after approximately 10 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone e.g. to ascertain whether the child has been collected.
- If the parents are not contactable, a senior leader will conduct a search in the immediate vicinity of the school and / or visit their home address.
- The Class Teacher will be asked to write an incident form, describing the circumstances which lead to the student leaving the school
- If the parents/carers have had no contact from the pupil, the police will be contacted by dialling 999 no longer than 20 minutes after reported as missing.
- School to contact Cheshire West and Chester: Senior Manager for Safeguarding 0151 3566628.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.

### **Missing Children Seen Running Off the Premises:**

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Head Teacher where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Head Teacher.

In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, e.g. to retrieve a child who has accidentally wandered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action. Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such children. If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

### **Reducing the Risk of Lost Children when on Educational Visits:**

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.

Children must be instructed that in the unlikely event of being separated from the group, they must **STAND STILL** so that the group can re-trace their steps to locate the child.

Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.

Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what is happening.

On no circumstance must they go with the person; they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.

### **When a child goes missing on trip:**

When classes go out on trips, the following procedures are in place.

- Thorough risk assessments and adequate staff/pupil ratios, (see EVC policy).

- A Trips/Visits form is completed by the teacher giving clear information regarding which students are off site, which members of staff are with them, any medical or special needs which need to be taken into account and the mobile phone number of the member of staff taking the trip.

If a child goes missing on a school trip:

- The Trip leader must ensure the safety of the remaining pupils.
- The trip leader/organizer, in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing student.
- Regular head counting of pupils should take place, particularly before leaving a venue. Pupils should be readily identifiable, usually by wearing their uniform.
- The school must be informed, sharing all information with a senior leader, if a student is missing and cannot be found.
- If the student has not been found within 10 minutes, the police must be called by dialling 999 and then parents should be informed.
- School to contact Cheshire West and Chester: Senior Manager for Safeguarding 0151 3566628.

When off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

The remaining staff will return to the school with the rest of the children if off-site. When the situation has been resolved, the Headmaster and SMT will review the reasons for this event happening and revise measures if necessary.

If hospitalisation is required TWO staff minimum (1 must be a teacher) must go in the ambulance. After any incident of a missing student, an Incident/Accident Form must be completed giving full details of how and when the incident occurred.

#### **When the student is found:**

- Members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.
- Other adults present will take the opportunity to speak to the remaining students to ensure that they understand that they must not leave the premises and why.
- Parents and other agencies will be informed of the outcome of the incident.

#### **After The Incident:**

- The Headteacher will sensitively discuss with the student's parents/carers the events surrounding the disappearance.
- The Head Teacher will carry out a full investigation taking statements from all the staff present at the time.
- A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments. A written report will be produced and policies and procedures will be reviewed.

#### **Missing in Action:**

#### **Definition of Children Missing from Education**

#### **Overview**

This Guidance sets out the key principles to enable Cheshire West and Chester (CW&C) to implement their legal duty under **section 436A of the Education Act 1996**, to enable arrangements to identify, as far as is possible to do so, children missing education.

**Children Missing Education are children of compulsory school age (5 – 16 yrs) who are not registered pupils at a school or setting and are not receiving a suitable education otherwise, and whose whereabouts are unknown.**

It is intended that this document will be used as a point of reference by Head Teachers/Principals, staff members in schools and settings, and all other professionals whose work brings them into contact with children and young people and their families. This Guidance is also shared with partners from CW&C schools in the Independent Sector, as a model of good practice.

This document provides a framework within which, consistent practices and procedures can be applied, in compliance with Department for Education Statutory CME Guidance 2016.

Children missing education are at significant risk of underachieving, becoming victims of harm, exploitation or radicalisation, and NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and key partner agencies is critical to ensure that all children of compulsory school age are safe and receiving a suitable education.

CW&C Children and Families Service are committed to working with schools and settings and other key partners, to improve the monitoring and swift return of children and young people to a suitable education provision. Prompt action and early intervention are crucial when discharging this duty effectively to ensure that children are safe and receiving an appropriate education.

CW&C have effective tracking and enquiry systems in place and have a named point of contact to whom schools and other agencies can make referrals concerning children who are missing education. CW&C monitors the number of children/young people in the Local Authority area who are not receiving a suitable education, including those known to have newly transferred into the area. CW&C have clear access rules and procedures to ensure fair and safe data processing, in compliance with General Data Protection Regulation (GDPR).

Adopting these procedures will also ensure that all Children's Services in CW&C maintain high standards of safeguarding and will:

1. Meet statutory duties relating to the provision of education and safeguarding the welfare of children & young people missing education
2. Ensure that robust systems are in place within the Local Authority to identify and track children and young people missing from education, or who are at risk from doing so.
3. Ensure that monitoring and reporting systems are in place to identify, where applicable, any lead agency or key worker who may be involved in supporting a child or their family, who has been reported as a child missing in education
4. Ensure all CW&C Schools and Settings are fully aware of their responsibilities in relation to children missing education and will properly support and challenge, where appropriate, in meeting these responsibilities.
5. Support and assist other Local Authorities to locate their own missing/lost pupils.

**This Guidance does not replace current Local and Pan Cheshire Safeguarding Procedures and mechanisms for reporting and recording child protection.**

## GROUPS OF CHILDREN AND YOUNG PEOPLE AT RISK

There are many circumstances where a child may become missing from education, so it is vital that Local Authorities make judgements on a case by case basis. Although not exhaustive, the list below presents some of the circumstances that Local Authorities should consider when establishing their CME policies and procedures:

- **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected, schools must follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral must be made immediately to Children’s Social Care (and the police if appropriate). Local Authority officers responsible for CME should check that a referral has been made and, if not, they should alert Children’s Social Care. The Department’s statutory guidance ***Keeping Children Safe in Education (September 2022)*** provides further advice for schools and colleges on safeguarding children
- **Children of Gypsy, Roma, Traveller families (GRT)** - It is important that schools inform the Local Authority when a GRT pupil leaves the school without first identifying a new destination school, particularly during the transition from primary to secondary, so that they can attempt to facilitate continuity of the child’s education. The Local Authority Traveller Education Consultant and Education Welfare Service can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils’ education, for example “dual” registration with other schools
- **Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. The Local Authority CME and Tracking Officer will liaise with the MoD Children’s Education Advisory Service (CEAS) to ensure safeguarding and continuity of education provision
- **Missing children and runaways** – children who go missing or run away from home or care may be in serious danger and vulnerable to crime, sexual exploitation or abduction as well as missing education. The CME and Pupil Tracking Officer will liaise with key partners to ensure appropriate safeguarding measures are followed.
- **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the Local Authority will investigate the case and satisfy itself that the child is receiving a suitable education. In all cases the CME and Pupil Tracking Officer will liaise with relevant Local Authority Officers, where appropriate.
- **Children of new migrant families** – children of new migrant families may not have yet settled into a fixed address or may have arrived into a Local Authority area without that Authority becoming aware, therefore increasing the risk of the child missing education.

## NOTIFICATION OF CHILDREN AND YOUNG PEOPLE NOT IN EDUCATION AND REFERRAL ROUTES

Notification of children missing in education can be received from internal partners, multi -agency professionals, other Local Authorities or from any other person who comes into regular contact with a child or young person.

Cheshire West and Chester work in partnership with key stakeholders and partner agencies and any other professional who frequently comes into contact with school aged children and young people.



**It is an expectation that any professional who becomes aware of a school aged child, will make enquiries concerning their educational status.**

In the event of a child not being on the roll of a School or Setting, or is Electively Home Educated, it is the responsibility of that professional to contact the **CME & Pupil Tracking Officer, Mrs Sue Humphreys**, email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk); Tel 01244 973333 or mobile 07879 113 368 to report the situation.

## **PROCEDURES FOR SCHOOLS AND SETTINGS**

Schools and Settings must promptly make “**reasonable enquiries**” as set out in the **DfE Statutory CME Guidance (Sept 2016)** to contact the parent/carer in instances where a child leaves or ceases to attend a CW&C education provision;

- without the school being advised by the parent/carer of an intended change of home address, or new school or setting at which the child is to attend
- where the child has not returned from leave of absence from a holiday, within two weeks of the expected date of return
- when a child fails to attend school after having accepted a place

Following 10 days of non-school attendance **or** when the School or Setting have completed all reasonable checks, as set out in the DfE Statutory CME Guidance September 2016, (to include attempts to contact parents/carers, other emergency contacts etc), the School or Setting must refer to the Education Welfare Service (EWS) using the Missing Child Referral form (**CME2**)

The Education Welfare Service will then make reasonable efforts to identify the child’s current whereabouts/destination. This will include:

- undertaking a home visit within 5 working days of receipt of the referral, to make enquiries at home or with known contacts and neighbours, as appropriate
- reference to local databases within the Local Authority
- contact with any other agencies or key partners known to be involved with the family

If, at any point in this process, the child is located, school must complete the Pupil Tracking Notification form, submitting to [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) ensuring that all required mandatory forwarding information, is provided

However, if after undertaking all “**reasonable enquiries**” and following completion of the CME process (ie **CME2 Referral** to EWS), where the child’s location remains unknown, following 20 consecutive school days of an authorised absence, the school or setting may remove the pupil’s name from school roll, ensuring completed **CME3 Notification** is submitted securely to:

[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

**Schools must subsequently upload the CTF via s2s in accordance with the DfE guidelines.**

Upon receipt of the **CME3 Notification** form, the CME & Pupil Tracking Officer will investigate further with internal colleagues and key partner agencies. These enquiries may include liaison with and reference to:

- Health Agencies
- DfE data systems
- ESCR (social care) database
- CW&C Housing Benefits Agency and Council Tax
- Any other relevant government agencies
- Other Local Authorities where it is suspected the child may be living or have previously resided

If the child's whereabouts remain unknown after all enquiries have been exhausted, the CME & Pupil Tracking Officer will post a national missing children alert via the DfE s2s Missing Pupil database.

**Children missing education may raise potential safeguarding concerns. If Schools or Settings believe a child or family have gone missing, they should NOT remove that child's name from their school roll without first following the CME Guidance and Procedures, ie ensuring all reasonable enquiries have been made as referred to on the CME1 Checklist form, referring to the Education Welfare Service using CME2 Referral form, and upon completion of the CME process, subsequent submission of CME 3 Notification form, which must be submitted securely to: [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)**

## **REMOVAL FROM SCHOOL ROLL**

Schools and Settings must notify the Local Authority CME & Pupil Tracking Officer when a pupil's name is to be removed from the admissions register at a non-standard (In year) transition point under any of the fifteen grounds set out in the regulations (**Regulation 8 of the Education (Pupil Registration)(England) Regulation 2006**) and Annex A of the **DfE Statutory Children Missing Education Guidance (September 2016)**.

**Removal from school roll for any reason other than those specified above is illegal**

Using the **Pupil Tracking Notification** form, Schools and Settings **must** notify the Local Authority via [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) **each time a pupil's name is removed from school roll at both "in year" transfer and during primary transition to secondary education**, to report moves to schools located in other Local Authority areas; transfers to a non-maintained school (Independent); moves abroad or out of the Local Authority area; or withdrawal to be become Electively Home Educated.

**Notification form CME3 must only** be completed and submitted to report children and young people whose names have been removed from school roll, following 20 consecutive school days of unauthorised absence, where their current whereabouts are unknown, and when all "reasonable enquiries", as clearly set out in the DfE Statutory CME Guidance (Sept 2016), have been undertaken by Schools or Settings, and the required Local Authority CME process has been completed (ie CME2 Referral previously submitted to Education Welfare Service).

Additional advice can be sought from Education Welfare Service or CME & Pupil Tracking Officer.  
**TRACKING AND CROSS BOUNDARY ARRANGEMENTS**

CW&C have in place arrangements to enable joint working and information sharing with other local authorities and key partner agencies, to safeguard and promote the welfare of children (Working Together to Safeguard Children 2018).

If a child becomes missing from a CW&C school, but resides in another Local Authority, the CME & Pupil Tracking Officer will contact the Designated Lead in the "home" Local Authority to alert them of any change in the pupil's CME status, providing key information in a timely manner.

Similarly, if a child or young person leaves Cheshire West and Chester, the CME & Pupil Tracking Officer will alert the "receiving" Local Authority to the reported transfer in, and will request confirmation of arrival, to ensure appropriate safeguarding of the child or young person.

## **COMMON TRANSFER FILE (CTF)**

There is a statutory requirement for all Schools and Settings to transfer specified information about a pupil moving School, to the “receiving” School. Since June 2002, this information has been transferred through the electronic common transfer file (CTF) via DfE’s s2s secure website

## **Common Transfer Form (CTF)**

Schools and Settings are required to ensure that CTF data is sent to a pupil’s “new” maintained school by the former school within 15 days after the pupil ceases to be registered at the “former” school. The unique pupil number (UPN) must be included in the CTF as a unique identifier for the pupil and each UPN should only contain information regarding **only one pupil**.

Briefly, when uploading a CTF, if current school is unaware of where a child has moved to (home address or new school), then a transfer file using XXXXXXXX as the destination must be created and uploaded to the secure s2s site.

When a pupil moves abroad (including to Scotland or the Republic of Ireland), becomes Electively Home Educated or transfers to a non maintained (Independent) school, code MMMMMMMM must be selected to upload the CTF. This enables the CTF to be stored securely and is available in the event that the child returns to a maintained school in England or Wales.

**Files coded as XXXXXXXX and MMMMMMMM are uploaded to the DfE s2s in the same way as transferring files to other schools – these files must only contain the details of one pupil to enable individual pupil information to be stored or retrieved in compliance with GDPR.**

In the unlikely circumstance of a pupil joining a Cheshire West and Chester school without the school first receiving a CTF from the child’s previous school, or where a parent/carer is unable or unwilling to provide information about the previous school, the “receiving” school can contact the Local Authority CME & Pupil Tracking Officer, at [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk) telephone 01244 973333 or mobile 07879 113 368, to request assistance with a view to identifying any previous education provision.

Further guidance regarding creating and transferring CTFs is available and can be found via the internet site “school to school service: how to transfer information - GOV.UK” via the following link: [Common Transfer File 20 Guide \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **ADDITIONAL PUPIL TRACKING NOTIFICATIONS**

Schools and Settings are not required to report in year transfer to other Local Authority Schools and Academies that are located within Cheshire West and Chester Local Authority area, as this information is collected via other systems/processes.

However, Schools and Settings must complete the **Pupil Tracking Notification form** during “**in year**” transfer and at “**primary to secondary transition**” to report;

- transfers to schools and settings located in other locality areas (not in Cheshire West & Chester)
- admission to Independent Schools
- moves abroad or out of area (away from Cheshire West & Chester)
- withdrawal from school roll to become Electively Home Educated.

**CME3 forms** are only be completed to report Children Missing from Education, where their current whereabouts are unknown, and must only be submitted following previous **CME 2 Referral** to Education Welfare Service and subsequent completion of the CME process.

The current DfE Statutory Guidance, which can be accessed via the following link, <https://www.gov.uk/government/publications/children-missing-education>, makes it very clear that there is an expectation on all schools/settings to '**make reasonable enquiries**' to establish the whereabouts of a child, prior to referral to the Local Authority.

Notification of pupil transfers (PTNs) must include the name and contact details for **at least one** parent or carer with whom the child resides, together with full details of the current and new home address and where known, the name of the new school or education provision where the child is to attend.

Schools and Settings must ensure that CME and Pupil Tracking Notification forms are submitted securely to the Local Authority using the secure email addresses detailed on each of the respective CME and Pupil Tracking Notification forms, no longer than the agreed 20day process.

**For further information and assistance, please contact Mrs Sue Humphreys, CME & Pupil Tracking Officer on telephone 01244 973333/mobile 07879 113 368 or email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk)**

## **What Legislation does this guidance refer to?**

- 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
- Section 10 of the Childrens Act 2004

## **Documents/Information Supporting Guidance Procedures Relating to Children Missing Education as follows:**

Working Together to Safeguard Children Statutory Guidance 2018

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)

Keeping Children Safe in Education September 2022

[Keeping Children Safe in Education'](#)

Department for Education Children Missing Education Statutory Guidance September 2016

<https://www.gov.uk/government/publications/children-missing-education>

Education (Pupil Registration) (England) (Amendment) Regulations 2016

<http://www.legislation.gov.uk/ukxi/2016/792/contents/made>

Regulation 4 of the Education (Pupil Registration)(England)Regulations 2006

Regulation 12(3) of the Education (Pupil Registration)(England)Regulations 2006

[http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi\\_20061751\\_en.pdf](http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf)

The Prevent Duty - Departmental advice for schools and childcare providers – June 2015

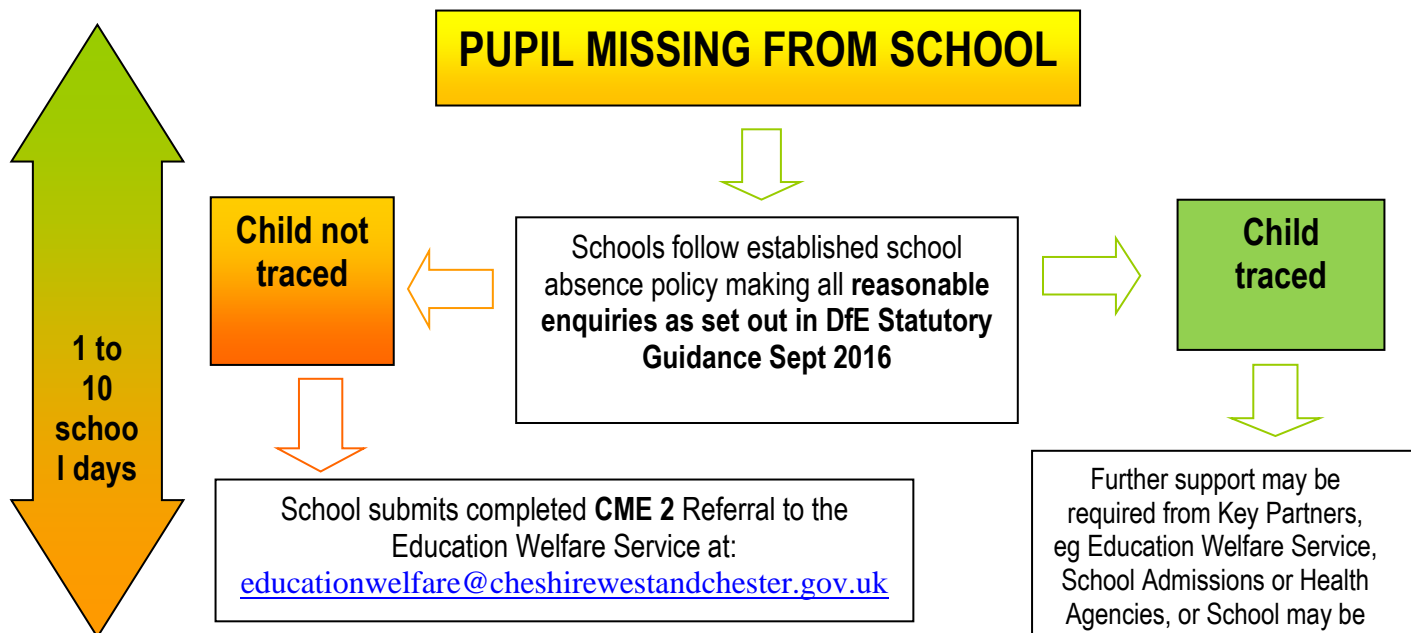
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

Signed: 

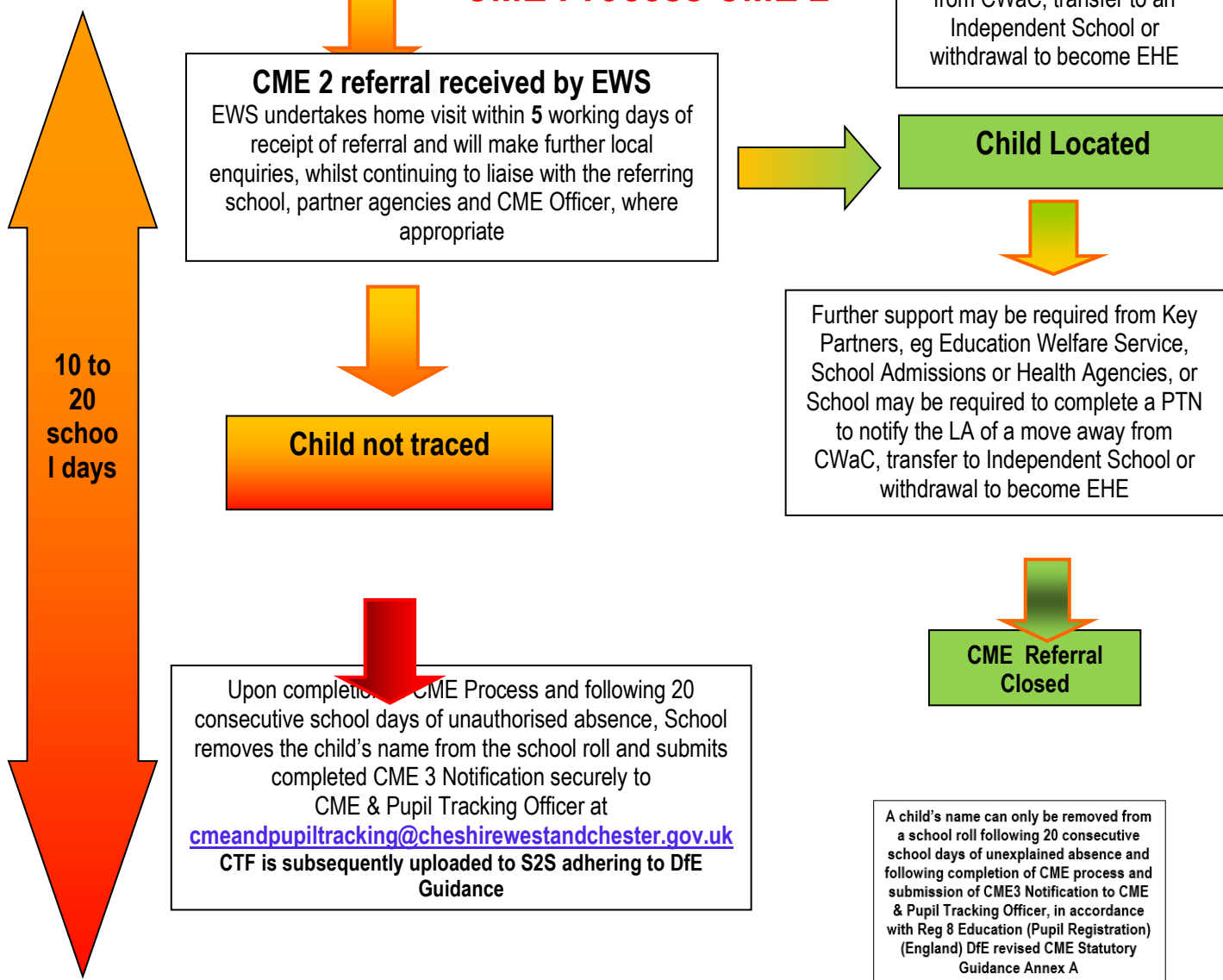
Date: 16/11/22

Appendix 1:

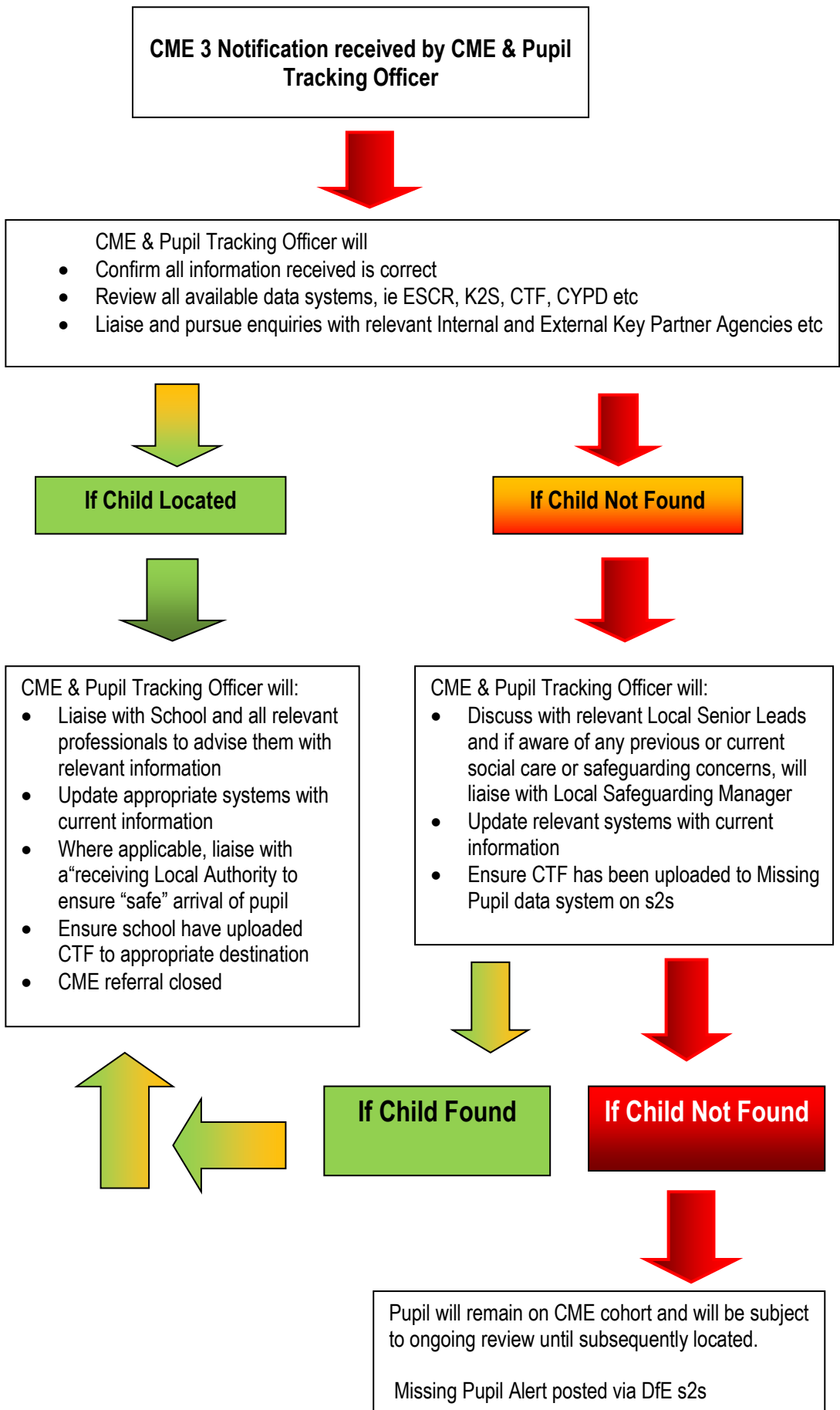
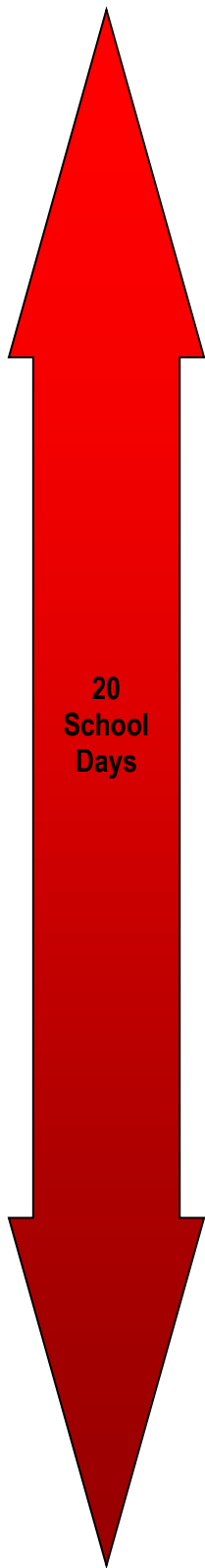
## CME Process CME1



## CME Process CME 2



## CME Process CME 3



### Appendix 3: CME 3 Local Authority Paper Work

#### For school use only

To be used for pupils who have become 'missing', where a current home address (and where possible, new school or setting) is unknown.

**If there are any safeguarding or welfare concerns, or the family are already known to social care, school must contact Integrated Access And Referral Team (i-ART) immediately at**

**[i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk)**  
**or telephone 0300 123 7047**

Name of pupil/s:

Date of birth/s:

Age:

Home Address:

Name(s) of parent(s) / carer(s):

Contact details (Telephone and email):

Name of any sibling/s & their dates of births: (if any)

**Reasonable enquiries** (as set out in the DfE CME Statutory Guidance 2016) must include the following:

- Refer to internal school records and contact any other Agencies known to the child/family
- Following attempts of contact with Parents/Carers, make telephone enquiries to all emergency numbers, sending letters and emails where required/applicable and where possible, home visit by staff member
- If any known siblings at other schools, check with that school to gain any possible additional information
- Contact with friends and relatives of the pupil

After **no longer than 10 school days**, or when all enquiries have been exhausted by Schools and Settings, and the whereabouts of the child remains unknown, please refer to the Education Welfare Service by completing CME 2 Referral form and forward securely to:

**[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)**



**To be completed and submitted to Education Welfare Service**

**no longer than 10 school days of unauthorised absence, after school have made all reasonable enquiries (as set out in the DfE CME Statutory Guidance Sept 2016) where their own checks have failed to locate a missing child and the new home address remains unknown**

Name of Last Known School:

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Child/ren's Names:

First Name	Surname	DOB	Gender

Name of Parent/Carer:

Does the Parent/Carer require assistance from translation services	Yes/No	Does the Parent/Carer require assistance completing forms?	Yes/No

Last Known Home Address & Contact Details:

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Date child/ren last attended school:

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**Please provide a brief resume of checks already completed by school or setting (ie date of attempted contacts with parent/carers, extended family members or emergency contacts, date of home visit and possible liaison with siblings' schools, where applicable etc)**

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Please indicate if child/ren is/are currently subject to:	Education Health Care Plan (SEN)	Child Looked After (CLA)	Child In Need (CIN)	Child Protection (CP)	Gypsy, Roma, Traveller (GRT)
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**ADDITIONAL INFORMATION**

Are you aware of any risks to officers visiting the home? E.g. History of domestic abuse, aggressive dogs	Yes/No
What <u>date/location</u> was the child last sighted by school or any another professional?	

Name of Referrer and Designation:	
Date form submitted:	

**CME 2 Referral Form to be sent securely to Education Welfare Service at:**  
[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

### Notification of Removal from School Roll

The Education (Pupil Registration) (Amendment) Regulations 2006

Please **type all information** and ensure this form is emailed securely to the CME & Pupil Tracking Officer, at [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

each time you remove a pupil from school roll when reporting a child or young person missing from education, where their current location remains unknown, following 20 consecutive school days of unauthorised absence, after all "reasonable enquiries" have been made and the CME process has been completed, eg previous submission of CME 2 Referral to Education Welfare Service.

Name of last known School	
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The name/s of the following child/ren have been removed from the school roll:

Name of Child/ren			
Date of Birth(s)		NC Year Group	
Last known home address			
Name of Parent/Carer			
Last known telephone number/s and email address			
UPN(s)		Ethnicity	
Date of last attendance:		Date taken off School Roll	
Are there any known siblings attending other schools? If so, please provide further information			

Please indicate if subject to or currently: (add N/A if not applicable)

Education Health Care Plan (SEN)	Child Looked After (CLA)	Child In Need (CIN)	Child Protection (CP)	Gypsy, Roma, Traveller (GRT)
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

If the pupil's current location or education setting is unknown, previous submission of CME 2 Referral to Education Welfare Service and completion of CME procedure **MUST** have been completed, prior to removal of child's name from school roll, following 20 consecutive school days of unauthorised absence

Please ensure CTF is uploaded via S2S website referring to Department of Education Guidance using coding XXXXXXXX

Name:

Designation:

Date:

## Pupil Tracking Notification

### Notification of Removal from School Roll

*The Education (Pupil Registration) (Amendment) Regulations 2006*

Please ensure this form is emailed **securely** to the CME & Pupil Tracking Officer, at  
[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

**This form must only be completed to report when a pupil's name is removed from school roll following transfer to a school located in another Local Authority area; is withdrawn from school to become Electively Home Educated; transferred to attend an Independent school; where there has been a change of home address to a different Local Authority area or has moved abroad.**

**These changes must also be reported at primary to secondary transition phase when the child is not transferring to attend a secondary school within Cheshire West and Chester.**

**(PLEASE ENSURE ALL INFORMATION IS ACCURATELY RECORDED AND IS TYPED ON THIS FORM TO PREVENT ERRORS OCCURRING THAT MAY ULTIMATELY LEAD TO A BREACH IN GENERAL DATA PROTECTION REGULATION)**

<b>Name of School</b>	
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**The name/s of the following child/ren has/have been removed from the school roll:**

<b>Full Legal Name(s) of Children</b>			
<b>Date of Birth(s)</b>		<b>Gender</b>	
<b>Last or Current Known Address in Chester West and Chester</b>			
<b>New Home Address - please indicate "N/A" if unchanged</b>			
<b>Parent/Carer Name/s</b>			
<b>Tel nos. <u>and</u> email address</b>			
<b>Details of new education provision eg school name/Elective Home Education etc</b>			
<b>UPN(s)</b>			
<b>Reason for removal</b>			
<b>Date when placed on School Roll</b>		<b>Date when removed from School Roll</b>	

<b>Please indicate if child/ren is/are currently subject to or known as any of the following:</b>	<b>Education Health Care Plan (SEN)</b>	<b>Child Looked After (CLA)</b>	<b>Child In Need (CIN)</b>	<b>Child Protection (CP)</b>	<b>Gypsy, Roma, Traveller (GRT)</b>
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**If new school is known, where possible, please upload CTF directly to the new school via the DfE S2S website. However, if new school or education provision not known, please upload CTF via S2S website referring to DfE Guidance for appropriate coding, eg MMMMMMM, XXXXXXX or 896LLLL**

**Name:**

**Designation:**

**Date:**

