

Bolton Council

Department of Children's Services

Children Missing from Education Policy and Procedures

April 2022

CONTENTS

	SECTION A	
1	Introduction	Page 4
2	Definition of children missing education	Page 5
3	How and why children go missing	Page 5
4	Identification processes in Bolton	Page 6
5	Notification and referral routes: Advice to practitioners <ul style="list-style-type: none"> • Referrals from within Bolton • Referrals from and to other Local Authorities/Agencies • Part time timetable referrals 	Page 7
6	Development of recording database	Page 8
7	Partner agencies and services involved in the referral and monitoring process	Page 8
	SECTION B	
	Local Authority Procedures – CME	Page 9
	SECTION C	
	Schools Procedures - CME	Page 11
	SECTION D	
	Procedures for other agencies – CME	Page 13
	FORMS and FLOWCHARTS	
APPENDIX A	CME Referrals from schools for children thought to have left the area/school.	Page 14
APPENDIX B	CME Checklist (CME 1A)	Page 15
APPENDIX C	CME Referral Form - To be completed by internal/external agencies (CME1E)	Page 17
APPENDIX D	Grounds for Deletion from school register	Page 19

Author (name)	Steve Berryman / Selina Bayliss	Jane Roscoe
Author (designation)	Manager Early Intervention Service	CME Officer (up to Mar 2021)
Email address	<u>childrenmissingeducation@bolton.gov.uk</u>	
GDPR/DPA check completed (Name and date)		
Approved by:	Steve Berryman. Head of Inclusion	
Date approved:	31 March 2022	
Date uploaded to internet		
Review date	Aug 2023	

Version Control

Version	Author of Changes	Date	Summary of changes	Approved by
5	Selina Bayliss	March 2022	Updated to reflect revised process for notifications of deletions from roll	Steve Berryman Head of Inclusion
4	Jane Roscoe	May 2021	Updates previous Policy with regards to processes and procedures	
3	Jane Roscoe	Sept 2016	Statutory Guidance update from Dept for Education (Deletions from register)	Manager, Early Intervention Service
2	Jane Roscoe	Oct 2013	Notification to schools of Key Worker involvements	Manager, Early Intervention Service
1	Jane Roscoe	August 2012	Guidance to schools on removing a child from register	Manager, Early Intervention Service

SECTION A

1. INTRODUCTION

1.1 The Government has placed a duty on local authorities (Education and Inspections Act 2006, Section 436A) to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. In relation to children suitable education is efficient full-time education suitable to her/his age, ability and aptitude and to any special educational needs the child may have.

1.2 The duty applies in relation to children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.

1.3 The duty does not apply in relation to children who are registered at a school who are not attending regularly. Schools already have a duty to monitor attendance through the attendance register and to notify the Local Authority where the attendance of individual pupils gives cause for concern.

1.4 Local Authorities, in 2016 were issued with amended statutory guidance which contained information regarding the grounds under which schools can remove pupils from their register and the information they supply to the local authority regarding that pupil. All schools (including academies and independent schools) must also notify their local authority within five days of adding a pupil's name to the admission register at non-standard transition point.

1.5 The purpose of this document is to establish a set of principles which all agencies can subscribe to and is underpinned by Bolton Council's People Priorities 2030 Strategy to ensure that the Local Authority (LA):

- Is able to fulfil its statutory duty to provide an education for all children of compulsory school age (1);¹
- Is able to track children and young people missing from education (CME);
- Identifies those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene;
- Maintains contact with those missing from education.

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

1.7 These 'missing' children and young people are amongst the most vulnerable in Bolton and therefore it is vital that practitioners in all services work together to identify and re-engage these children and young people into the appropriate education provision as quickly as possible.

1.8 Bolton has in place arrangements for close joint working and appropriate information sharing with other local authorities and relevant partner agencies that come into contact with children and families including Pupil and Student Services, Early Interventions Service, Connexions, Achievement, Cohesion and Integration Service (ACIS), Youth Offending

¹ Year 11 pupils are covered by this policy until the last Friday in June of their last year in school

Team, Social Care colleagues, Primary Care Trust staff, Behaviour Support, Bolton PRU and the Housing Directorate. There are also links with the Immigration Service.

This network will also ensure that all staff are aware of systems of referral for pupils who are missing or at risk of going missing from education.

2. DEFINITION OF CHILDREN MISSING EDUCATION

2.1 The **national definition** of a child missing from education is:

“All children of compulsory school age who are not registered pupils at and are not receiving suitable education otherwise than at school”.

2.2 There is a need for Local Authorities to monitor groups of pupils who are likely to go missing from education.

2.3 For the purpose of this document, **Bolton’s definition** of children missing from education or at risk of missing education has been agreed as:

“To include any child who is not accessing full time appropriate provision”.

This will include the following pupils:

Pupils who have moved into/living in the area and are not yet on a school roll (including Migrant Workers, Refugees, Asylum Seekers, those relocated from a UK Local Authority or from outside the UK). This also includes those who have had an offer of a school place and refused or failed to take up the place and are not receiving a suitable education otherwise.

- Those children on roll at a Bolton school or registered as Elective Home Education (EHE) and who are believed to have left the area without confirming a forwarding destination.
- Those children registered as EHE where the Local Authority believes that the parent is not providing access to a suitable education.
- Those pupils who are registered at a school receiving a part-time timetable.

2.4 This document does not replace any of the Child Protection Procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

3. HOW AND WHY CHILDREN GO MISSING

3.1 Children fall out of the education system and are at risk of ‘going missing’ due to a wide range of reasons and some examples of which are listed below:

- They fail to start appropriate provision and so never enter the system (e.g., pre-school to Rec, new to Bolton and no application made to school);

- Fail to complete a transition between providers (e.g., Year 6 – Year 7; being unable to find a suitable school place either after moving to a new LA or moving within Bolton).
- Cease to attend school and are believed to have left the area without a forwarding destination

4. IDENTIFICATION PROCESSES IN BOLTON

4.1 In order for the LA to take overall responsibility for CME, it is necessary to have an officer, which other teams and organisations can contact regarding CME.

4.2 Bolton has a named officer, within the Early Intervention Service, to receive referrals and identify those children missing and to maintain the pupil database within Liquid Logic (Early Help Workspace) for the purpose of recording and tracking pupils who are out of school. Support with this function is also provided by the Achievement, Cohesion and Integration Service (ACIS) to assist with the home visits and to encourage engagement with Pupil & Student Services to apply for and take up school places.

4.3 There are well established processes in place for schools and other agencies to notify the local authority of children who are at risk of or missing education.

4.4 ACIS will provide support regarding transition into schools and provision of outreach, to International New Arrivals, Gypsy, Roma and Travellers and migrant workers.

4.5 The Children's Services pupil database (ONE) through its processes, provides information on children attending mainstream schools in Bolton and those living in Bolton attending schools in other areas and will identify children of statutory school age leaving the education system.

4.6 Children who are approaching compulsory school age will be identified through parent registration, Nursery Grant data and school nursery data. Those children who do not then enter the education system are identified via ONE and investigated further to ascertain their destination.

4.7 There is an established process in place for schools to notify the local authority of a pupil starting a part time timetable via an online [notification form](#).

4.8 Schools have a duty to notify the local authority of irregular attendance and where there has been 10 consecutive days of unauthorised absence. This is reported to the Early Intervention Service.

4.9 The post of CME Officer will be responsible for:

- Ongoing development of a monitoring and referral system for children out of school, at risk of missing education and those reported missing, destination known or otherwise, in conjunction with the Early Intervention Service.
- Maintaining and updating the children missing education database and acting as a link officer with schools and other agencies referring or tracking pupils out of school
- Ongoing development of systems for the regular reporting of data to Senior Managers on children missing education.

- Working with schools, settings and other agencies to ensure that procedures and practice are in place to minimise the possibility of children and young people going missing from education.

5. NOTIFICATION AND REFERRAL ROUTES: ADVICE TO PRACTITIONERS

5.1 If a practitioner becomes aware of a child missing from education (in whatever capacity), they should notify the CME Officer via Email at childrenmissingeducation@bolton.gov.uk

5.2 All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer to ensure that comprehensive data on the issues are recorded.

5.3 The referral processes are identified in the attached Appendices.

CME Referrals not yet on a school roll but living in the area

- Email to CME Officer at childrenmissingeducation@bolton.gov.uk
- Telephone CME Officer on 01204 334036

CME Referrals from schools for children on roll who are believed to have left the area without confirming a destination

- Schools to follow CME process (Appendix A)
- Schools complete CME 1A Appendix B and email to onrollgonemissing@bolton.gov.uk

EHE not satisfying authority

- EHE Officer notifies the Early Intervention Service where a Key Worker will be assigned to investigate and where necessary initiate the School Attendance Order process.

5.4 Part-time Timetable referrals

Schools must complete the online notification form in all instances where a pupil is registered on a part time timetable at any time during the year. Schools must also notify the local authority of the date at which the child returns to full time education. This should be done completing the [on line form](https://www.bolton.gov.uk/xfp/form/191). <https://www.bolton.gov.uk/xfp/form/191>

5.5 Referral from and to Other Local Authority/Agencies

The contact details for the designated officer for CME is on the national CME contact list compiled by the Department for Education.

Other Local Authorities and agencies use many different methods to notify Bolton of children new to the town, including:

- Enquiry Form – CME
- Letter/email to the CME Officer – childrenmissingeducation@bolton.gov.uk

- Telephone CME Officer on 01204 334036

5.6 The CME Officer will make necessary enquiries and make further investigations. for all referrals.

6. DEVELOPMENT OF DATABASE

6.1 Children's Services have developed within Liquid Logic a CME Workspace to record and monitor CME involvements and communications. This is used to inform policy and developments within Bolton and to provide statistical information to Managers. There is an alert which informs users of Capita ONE when a child has been identified as 'Missing' and asks users to inform the CME officer if their whereabouts is known. The relevant CME symbol also appears on Liquid Logic.

6.2 The database will be regularly updated, and users will be responsible for advising the CME Officer of any changes to the status of the children and young people concerned e.g., where placement in another school has been made.

7. PARTNER AGENCIES AND SERVICES INVOLVED IN THE REFERRAL AND MONITORING PROCESS.

7.1 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 referral. This may result in referrals being made for children and young people already known and on a school roll. However, given concerns around safeguarding and welfare of this group of children, this is more beneficial than not receiving notification.

7.2 Having said this, there will be some officers who take lead responsibility for the placement of children and young people who are currently not accessing appropriate education. It is anticipated that the following Services or Teams will have **lead responsibility** in moving individual children and young people's cases forward:

- Early Intervention Service
- ACIS
- LAC Team
- Youth Offending Team members
- In Year Fair Access Panel
- Education Access Officer

Alongside this group of staff there will be some others who may become aware of children missing education or at risk of doing so and these staff will make referrals but are not necessarily best placed to pursue the child's or young person's placement in an appropriate provision.

- Local Authority Admission Officers
- All Social Care staff
- Primary Care Trust staff
- Housing Directorate
- Neighbourhood Managers / area co-ordinators
- Police Officers or Community Support Officers

- Any other professional coming into contact with children or members of the public.

SECTION B

Local Authority Procedures – Children Missing Education

1. Recording Procedures

The CME Officer will be responsible for co-ordinating referrals from schools, internal and external agencies and recording the information on the CME workspace of Liquid Logic.

1.1 Children in Bolton – not on a school roll

Where a referral is received regarding a child who is believed to be living in Bolton but not on a school roll, the CME Officer will:

- Ascertain if the child is on the pupil database (ONE) or on Liquid Logic:
- If not, the child's details must be entered on the pupil database via the Information Management Unit and subsequently registered as a CME child living in Bolton without a school place.
- Ensure admission application forms are completed and school places allocated
- Where the child fails to take up a school place offered the CME Officer will assign a Key Worker to engage with family until the child is on roll.

1.2 Children currently on school roll believed to have gone missing

Where the CME Officer receives a referral from a school due to a child believed to be missing from education the CME Officer should:

- To ensure joined up integrated working, check Liquid Logic in order to identify if other professionals are currently, or have previously worked with, a child who has been referred as missing.
- make joint enquiries with the school to ascertain the whereabouts of the pupil in accordance with 8 (1) (h) of the Education (Pupil Registration) Regulations 2006 as amended.
- perform a number of checks using the prescribed checklist with various agencies using the agreed protocols to ascertain the whereabouts of a child;
- Assign a Key Worker where appropriate to undertake home visits

1.3 Dependent on the outcome of the checks, the CME Officer, or assigned Key Worker will attempt to re-engage with the family to ensure the child returns to suitable education involving other agencies where appropriate, e.g., Behaviour Support or ACIS, Social Worker or escalating to the Manager of the Early Intervention Services for consideration. School place availability can be identified through Pupil and Student Services.

1.4 Where it has not been possible to trace the child after all the reasonable checks have been undertaken the CME Officer should close the case and notify the school of the outcome of the enquiries.

2. Quality Assurance and Monitoring of data

2.1 The CME Officer reports to the Early Intervention Service Manager on a regular basis to analyse statistical data and to report those cases requiring further intervention ensuring appropriate resources are deployed to fulfil statutory responsibilities.

2.2 All CME cases will be reviewed regularly and overseen by a Manager within the Early Intervention Service who will make decisions on case closures. The named Manager responsible for CME will meet regularly with the EIS Service Manager to ensure appropriate resources deployed to enable statutory duties to be discharged.

2.3 CME data is included in the Data Dashboard reported to the Education Performance Board.

3. Legislation - Sharing Information

3.1 Checks with other Council Departments 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 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.

3.2 Data Protection Act 2018 and Article 6 1 c of the GDPR which is the compliance of a legal obligation placed on the controlled under Section 436A of the Education Act 1996. This requires local authorities to make arrangements to identify children not receiving an education.

SECTION C

School Procedures – Children Missing Education

1. Introduction

This advice and guidance is provided for schools in an effort to ensure consistent practice. The following summary of the regulations is not comprehensive but is relevant to children missing or at risk of missing education.

1.1 Regulation 5 of the [Education \(Pupil Registration\)\(England\) Regulations 2006](#) as amended by [The Education \(Pupil Registration\) \(England\) \(Amendment\) 2016](#) specifies that pupils join the school roll (i.e. must be listed in both the admissions and attendance registers) on the expected first day of attendance. It follows that the usual procedures for reporting absence therefore apply even where the pupil does not arrive on that day.

1.2 Regulation 8 of The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended by [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulation 2016](#) sets out the only circumstances which pupils of compulsory school age can be deleted from the register and schools may not delete pupils from the attendance register until they are deleted from the admission register. Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the [fifteen grounds](#) set out in the regulations.

1.2.1 With effect from 1st September 2016, all schools (including academies and independent schools) have been legally required to 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 Education (Pupil Registration) (England) Regulations 2006 as amended. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – i.e., when the pupil has completed the final year of education normally provided by that school.

1.2.2 Since the changes in 2016 the local authority has obtained this information from the weekly electronic data files submitted to the LA. However, in order to improve the tracking of pupils who are removed from roll and ensure schools are able to notify the LA no later than the point at which the pupil is removed from roll, a web-based form has been developed which schools are required to complete when removing a pupil from the register under any of the 15 grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. This form can be accessed at the following link and must be completed for all pupils who are to be removed from the school roll outside of the standard transition points.

<http://www.bolton.gov.uk/schoolsadminremove>

1.3 Regulation 12 of [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended by [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulation 2016](#) deals with the information returns to the local authority.

2. Missing Pupils

2.1 Before deleting a pupil's name from the register, under regulation 8(1), sub paragraph (f)(iii) and (h) (iii) (See Appendix D), schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority.

2.2 Where a pupil has ceased to attend and is believed to have left the area without confirming a forwarding destination or failed to return to school within 10 days of a period of approved leave of absence, schools should undertake their own reasonable enquiries as soon as possible and submit a CME 1A (Appendix B) to the Children Missing Education Officer at onrollgonemissing@bolton.gov.uk

2.3 The pupil should remain on roll until the local authority has undertaken further checks. The outcome of both the school's and the authority's attempts to trace the pupil will dictate their next steps.

- **Pupils located in Bolton**

If the child returns to school or is found during the 20 days, the child should not be taken off roll. The school should work with the child/family and if appropriate other agencies to ensure the child remains engaged in education. They may be removed from roll if they then go on roll at another school.

- **Pupils not located**

If after the local authority and school's joint enquiries the child remains untraceable, the school may remove the pupil from their roll subject to confirmation by the CME Officer. In line with Regulation 12 [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended by [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulation 2016](#) schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the [fifteen grounds](#) set out in the regulations.. The school should upload the child's CTF on the School to School (S2S) secure data transfer site. In accordance with DfE's S2S instructions the destination should be recorded as XXXXXXXX (i.e., 7X's). This website enables LA staff on a national basis to see who is missing and provide fresh information where possible. Guidance on the use of the Schools to Schools (S2S) secure website is available on Schools Extranet. For further queries please contact the Information Management unit on (01204) 33 7461.

The School must adhere to [The Education \(Pupil Registration\)\(England\) Regulations 2006](#) as amended by [The Education\(Pupil Registration\) \(England\) \(Amendment\) Regulation 2016](#) 'Deletions from Admission Register'.

3. Common Transfer File (CTF)

3.1 All schools maintained by a local authority in England are required when a pupil ceases to be registered at their school and becomes a registered pupil at another school in England or Wales, to send a Common Transfer File (CTF) to the new school. Schools maintained by a local authority include all phases – for example, nursery, primary, secondary – and types of schools – for example, special schools and pupil referral units (PRUs).

3.2 Academies (including free schools) are also strongly encouraged by the DfE to send CTFs when a pupil leaves to attend another school.

3.3 The legislation mandates the sending of the data in CTFs within 15 days of a pupil leaving a local authority-maintained school for another school. This must be done using the CTF format, unless one of the schools does not have the systems for receiving the file. Section 9(2)(b) of the regulations states that the CTF must be sent either through the School2School system (S2S) or using a secure transfer system provided by a local authority.

3.4 The S2S system also contains a lost pupil database, where schools can upload CTFs of pupils who have left but their destination, next school is unknown, or the child has moved abroad or transferred to a non-maintained school.

3.5 Any pupil LEAVING a school whose destination is unknown or is known to be out of the maintained system, should have a file created and uploaded to this site.

3.6 The school should also update their school information management system and record the pupil as 'missing'.

3.7 If a pupil arrives at a school without a CTF then the school should try to ascertain where they have come from and contact the school. If this is not known the school can contact the Information Management Unit 01204 337461 to ask if they can carry out a search of the lost pupil database to see if a CTF has been uploaded by a previous school. If found, this can be edited so it can be downloaded by the school for import to their system.

3.8 Full guidance about common transfer files (CTF) can be found at the following link <https://www.gov.uk/government/publications/common-transfer-file-20-specification>

SECTION D

Procedures for other agencies – Children Missing Education

1. Introduction

1.1 Where any other professional, or member of the public has information regarding a child who is not registered at a school, or not accessing a suitable education otherwise than at a school, or aware of a child who is at risk of missing education, should inform the CME Officer as soon as possible using the attached Referral Form Appendix C or via email to childrenmissingeducation@bolton.gov.uk

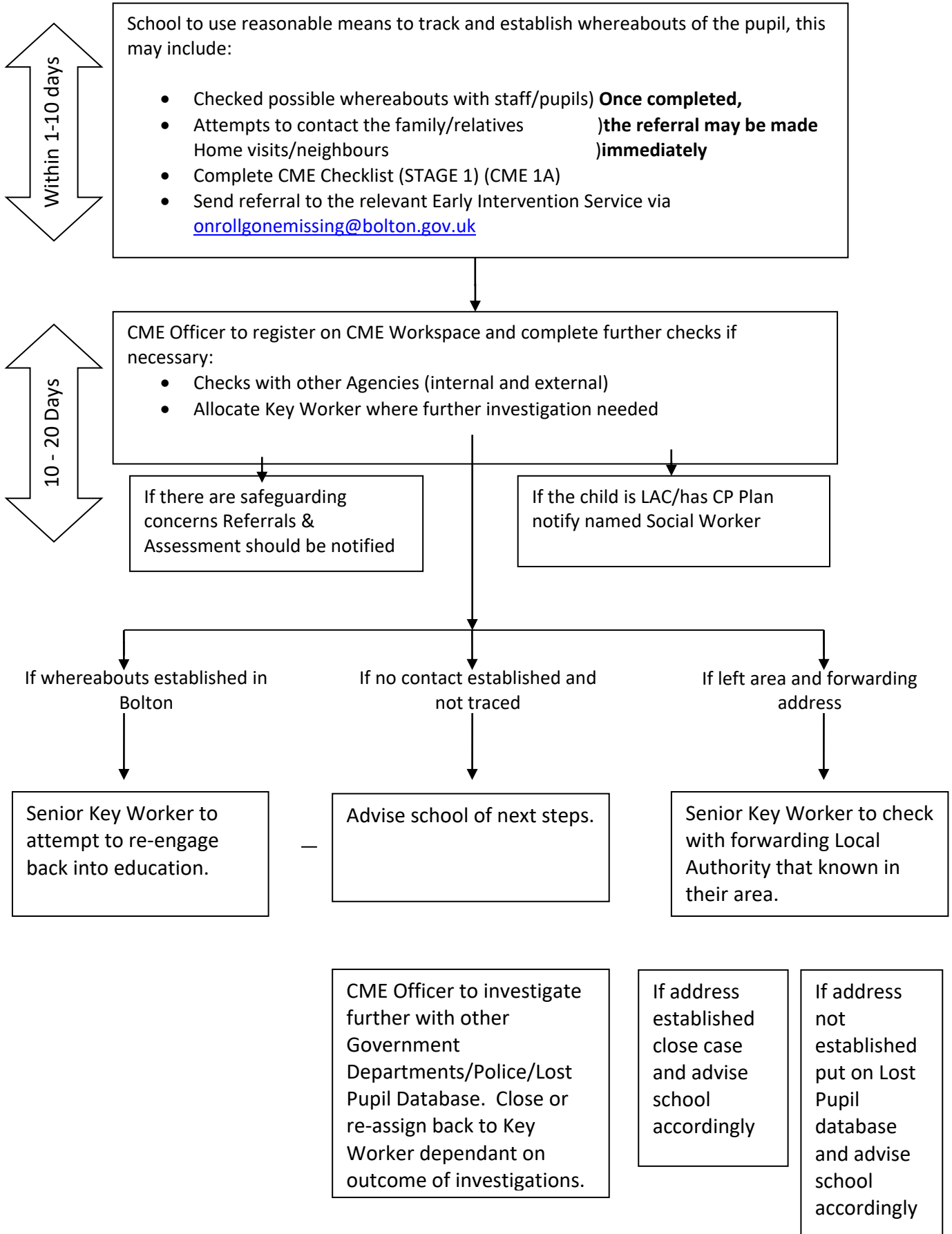
1.2 The Agency's own referral form will be accepted but as much details as possible needs to be included to ensure the maximum chance of tracing the pupil. Please contact childrenmissingeducation@bolton.gov.uk or ring 01204 334036 for further details.

1.3 The CME Officer will be responsible for co-ordinating the referrals from schools, internal and external agencies and ensuring accurate recording on the pupil database.

APPENDIX A

(CME 1D)

CHILD MISSING EDUCATION PROCESS
 REFERRAL FROM SCHOOLS FOR CHILDREN THOUGHT TO HAVE LEFT THE
 AREA/WHEREABOUTS UNKNOWN



Bolton Council

CHILDREN'S SERVICES DEPARTMENT

CHILDREN THOUGHT TO HAVE GONE MISSING/ LEFT THE AREA

THIS CHECKLIST IS TO BE USED IN ALL CASES WHEN IT WOULD SEEM THAT A CHILD HAS LEFT BOLTON AND THE SCHOOL HAVE NOT BEEN INFORMED OF A NEW ADDRESS OR SCHOOL.

Name of child(ren):

Date of Birth:

Dates absent from School:

Parents name(s):

Contact number:

Address:

School(s):

Completed by: Date:

STAGE 1 (to be completed by Schools)	DATES & TIMES	ACTION BY	RESPONSE/RESULT (where appropriate name of person)
1. Are there safeguarding concerns regarding this child? If yes, please give the name of the Officer in Referral and Assessment who is dealing with the case			
2. Check if child is subject to a Child Protection Plan or LAC			Name of Social Worker:
3. Made attempts to contact the family/relatives			
4. Checked possible whereabouts with staff & pupils?			
5 Checked with other known agencies involved			
6. Completed home visit			

7. Notified LA CME Officer			
----------------------------	--	--	--

Any additional notes

ONCE STAGE ONE HAS BEEN COMPLETED PLEASE FORWARD ONTO THE NEW EMAIL ADDRESS

onrollgonemissing@bolton.gov.uk

[Please note that this information should be sent securely following the school policy on information security.](#)

STAGE 2:

Further checks will be undertaken by the CME Officer.

IF, HAVING COMPLETED THE ABOVE CHECKLIST, THE PUPIL’S WHEREABOUTS REMAIN UNKNOWN, THE SCHOOL SHOULD SEND THE COMMON TRANSFER FILE (CTF) TO THE SCHOOL TO SCHOOL WEBSITE AT (www.education.gov.uk/s2s) USING XXXXXXXX AS THE DESTINATION.

ONCE THE REASONABLE CHECKS HAVE BEEN COMPLETED THE PUPIL MAY BE REMOVED FROM THE SCHOOL ROLL, WITH THE AGREEMENT OF THE EARLY INTERVENTION TEAM MANAGER OR THE LA CME OFFICER.

THE SCHOOL SHOULD UPDATE THEIR SCHOOL INFORMATION MANAGEMENT SYSTEM (e.g., SIMS) AND RECORD THE PUPIL AS “MISSING” AND COMPLETE THE ONLINE NOTIFICATION FORM ADVISING THE LOCAL AUTHORITY OF THE REMOVAL FROM ROLL.

THE REMOVAL FROM ROLL FORM CAN BE FOUND AT THE FOLLOWING LINK

<http://www.bolton.gov.uk/schoolsadminremove>

RETAIN THIS COMPLETED CHECKLIST AND COPIES OF ALL CORRESPONDENCE FOR FUTURE REFERENCE.

APPENDIX C

Bolton Council

CHILDREN MISSING EDUCATION – REFERRAL FORM (CME 1E)

Pupil surname:		Pupil first name:	
		Middle name:	
Date of Birth:	Year group	UPN if known:	
Address: Current		Name of Parent/Carer:	
Address: Previous		Contact Number:	
Are there any known concerns related to staff and safety in visiting this family/address?			
If recent entry to UK, country of origin		Home language	
Name of last school attended:		Date of last attendance:	
Is this child/young person			
Looked After		A refugee/Asylum Seeker	
Subject of Child Protection Plan		Traveller family	
Other:		Subject to a Statement of Special Educational Needs?	

Are there any other agencies involved with this child/family? CAHMS/YOT/SOCIAL CARE/		
Details of siblings of compulsory school age:		
Name	DOB	School
Reason for referral		
Name of Referrer:		Service:
Contact Number		
Contact e-mail:		
Date of referral:		

PLEASE SEND THIS REFERRAL FORM TO:

BASE

Marsden Road

BOLTON BL1 2PF

E-mail: childrenmissingeducation@bolton.gov.uk

Appendix D

Grounds for deleting a pupil from the school admission register

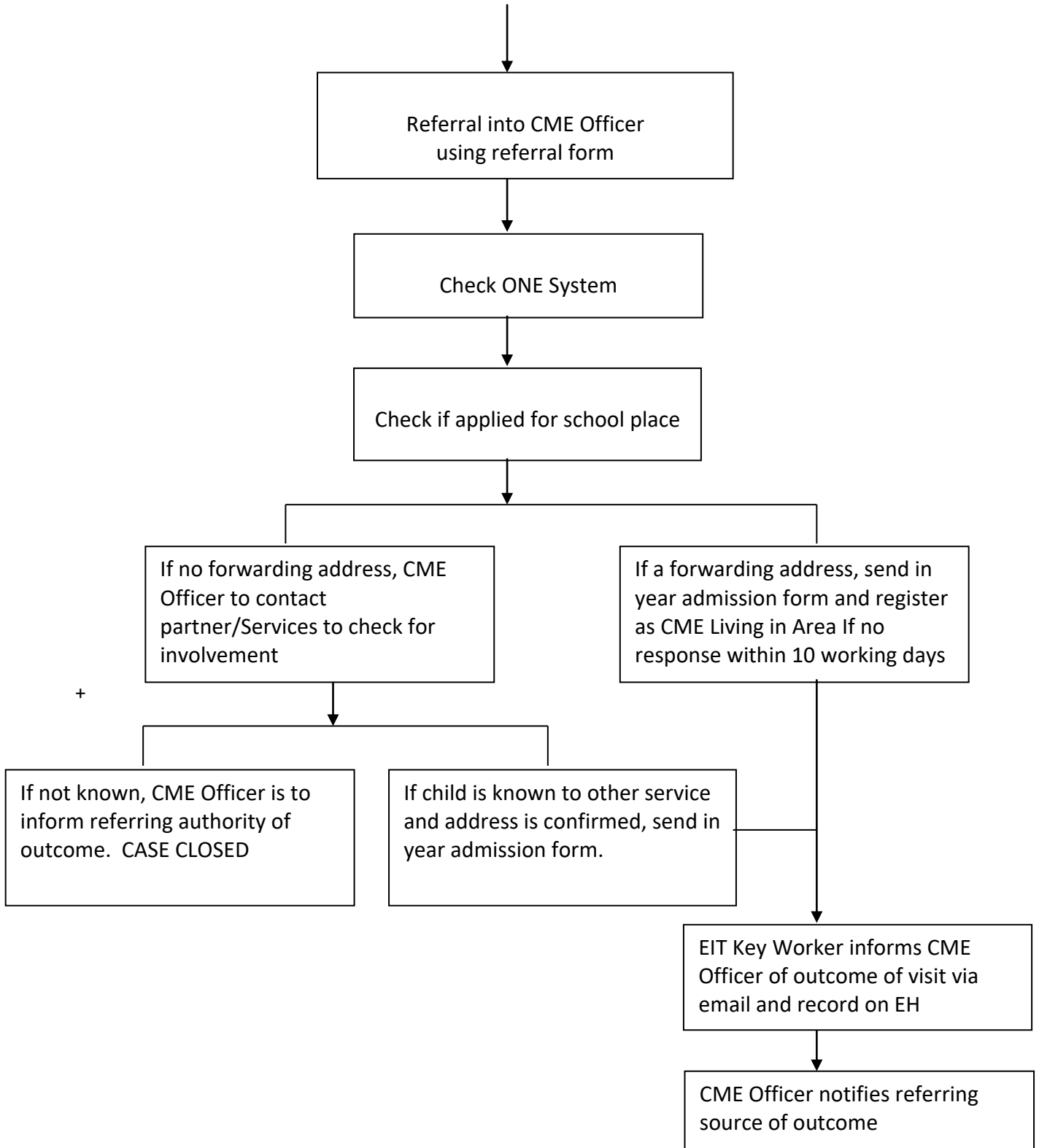
	<i>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</i>
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, 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 A), 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 —
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
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— <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
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	<p>8 (1) (o)where—</p> <ul style="list-style-type: none">(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.
----	--

CHILD MISSING EDUCATION (CME)

OUT OF BOROUGH ENQUIRIES



CHILDREN MISSING EDUCATION PROCESS

REFERRALS FROM SCHOOL ADMISSION TEAM (PSS)

Children resident in Bolton but not on a school roll

