



Knowsley Council- Children's Services Policy

Children Missing Education and Pupil Mobility Policy 2024

Draft Copy requires consultation with partner agencies and ratification with the Safeguarding Board

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10	Pupil Mobility Policy and CME	2024

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Introduction

1.1 Knowsley has a preventative approach to Children Missing Education (CME) In order to reduce the number of children who go missing from education. This policy brings together several procedures that work in conjunction with the Pupil Mobility Working Document and EYES to reduce the risk of children missing education and enable professionals to work together to locate, track and return children to education. The procedures involve a multi-agency approach to tracking children, close liaison and the sharing of information about vulnerable pupils to safeguard against children going missing. This policy is being revised in line with the requirements laid out in the Children Missing Education Statutory Guidance 2016/24.

Children Missing Education or at Risk of Doing so

The definition of Children Missing Education in this document refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

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

Purpose

All children, regardless of their circumstances, are entitled to an efficient, full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.

The purpose of this policy is to establish a set of principles which all agencies can subscribe to, in order to ensure that the Local Authority (LA):

- Is able to fulfil its statutory duty to provide an education for all children of compulsory school age¹;
- Is able to track children 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 and those at risk of becoming so.

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.

Key stakeholders across agencies such as School Attendance Service, Special Education Needs and Disability Team, Social Care, Universal Child Health Services (School Nurses), Youth Offending Service, were brought together to draw up this policy/guidance. This network will also ensure that all staff are aware of system of referral for pupils who are missing or at risk of going missing from education.

This guidance has been produced to help Knowsley Council meet its statutory duties relating to the provision of education and the safeguarding and welfare of children.

- It is related to current ‘Legislation’ and ‘Related Guidance. ([Annex A](#)).
- It supports Knowsley Council developments around the tracking of pupils in alternative programmes as set out in ‘Guidance for LEAs – PRUs (Pupil Referral Unit) and Alternative Provision’
- It supports the Information Sharing and Assessment procedures being developed in Knowsley.
- It supports Knowsley Council to fulfil its obligations in relation to S175 of the Education Act 2002

Children go missing from schools for a wide variety of reasons although transitions in education (e.g. moving from primary to secondary school or moving into a new area to live) are commonly points of higher risk of the key points of risk.

This policy identifies the practical steps to be taken by Knowsley Council and all stakeholder agencies to:

- locate, assess, register and track children missing from education,
- assess their needs and allocate appropriate provision; and then,

¹ *A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.*

Why Children go Missing from Education

Children can go missing from the education system because they:

- Fail to start appropriate provision and hence never enter the education system.
- Cease to attend, due to exclusion or withdrawal; disaffections; moving from area to another
- Fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new area).

To limit the opportunity for children to go missing from the education system, Knowsley Council has identified a range of systematic processes and procedures. These include:

- The provision of a named contact, the School Attendance Service Manager, to receive notification of children from other agencies via the cme@knowsley.gov.uk email address.
- Statutory School Attendance Officers to actively seek out and identify those missing education, with the support of all stakeholders and agencies across a range of Council and Partner Services.
- Procedures in place to re-engage children with appropriate educational provision, including the Officers responsible for Elective Home Education
- The School Attendance Service Manager takes the lead in monitoring of the Pupil Mobility database within EYES and liaises with Statutory School Attendance Officers (SSAO) when any children, at risk of missing education, are identified.
- Officers responsible for Admissions and Exclusions notify the School Attendance Service (SAS) on a regular basis of those children who have not arrived at infant/primary school or transition stage. The School Attendance Service will then follow up these cases.
- The “Tell One Tell All” informs the SAS of family movement within or in and out of the Borough via an alert email for every movement.

The Appendices attached to this document outline the procedures that will be undertaken to ensure all children in Knowsley are receiving education.

Pupil Migration Audits will be carried out in Knowsley Schools by the School Attendance Service to ensure that all children removed from roll are done so in accordance with the 2024 Attendance regulations and are tracked to a new education establishment.

Identification Processes in Knowsley Local Authority

The Council has identified that the School Attendance Service Manager is to receive referrals and actively seek and identify those children missing through multi-agency work.

The School Attendance Service work closely with schools to ensure pupils are not removed from school rolls without following statutory guidance and that children do *not slip through the net*.

Children Missing Education Statutory Guidance 2016

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Children Missing Education Statutory Guidance 2024 (Addendum)

[Children Missing Education - Guidance for Local authorities](#)

Who is Responsible?

Parents

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school, unless they are subject to a School Attendance Order

Further information regarding School Attendance Orders can be found on the link below

<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

Schools

DfE Statutory Guidance states that “**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. This duty does not apply when a pupil’s name is removed from the admission register at standard transition points”

“**All schools** must also notify the local authority **within five days** of adding a pupil’s name to the admission register at a non-standard transition point”

“Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register”

Schools must notify the LA of children that have been added or removed from the school register, in line with the DfE timescale, by submitting the returns form “Weekly Returns Document” to the Admissions Team

It is the responsibility of the home school to confirm with the destination school that the child is on their roll. The home school must only remove the child’s name from the admissions register once the child has been added onto the destinations school register. The off-roll date must not be backdated.

For CME that have moved an unreasonable distance, it is the responsibility of the school to obtain the new address and notify the SAS. Children must only be removed from roll once the destination LA has confirmed receipt of notification. The off-roll date must not be backdated. Reasonable walking distance for a child who is under 8 years old is 2 miles. For a child who is 8 years old and over is 3 miles.

If a child is absent from school and their whereabouts is unknown, their name must only be removed from the school admission register once the school and Knowsley School Attendance Service (SAS) have failed, after **jointly** making reasonable checks, to establish the whereabouts of the child (Appendix). Schools must notify the CME team of any such cases immediately, by completing and returning the EYES CME Portal Referral form.

Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school¹². If no date has been agreed or notified, the pupil's name must be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day. If a pupil fails to attend school on the agreed starting day, the school is expected to follow this up and try to establish the reason for absence. If they are unable to locate the pupil, schools should notify the local authority in line with CME Statutory Guidance.

Local Authorities

LAs 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.

The LA should consult the parents of the child when establishing whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision (AP). Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving a suitable education.

LAs should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. As stated in the Introduction, this role is fulfilled by the School Attendance Service and Children Missing Education staff members.

Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex problems face tougher obstacles to getting back into suitable education. When developing policies and procedures for children not receiving a suitable education, LAs should consider the reasons why children go missing from education and the circumstances that can lead to this happening.

LAs should have in place arrangements for joint working and information sharing with other LAs and agencies. Individual LAs can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children.

Where there is concern for a child's welfare, the LA's safeguarding procedures should be followed. If there is reason to suspect a crime has been committed, the police should also be involved. **Where there is a concern that a child's safety or well-being is at risk, there is an obligation to take immediate action.**

There is a fundamental principle that all officers of the Local Authority and other partners have a level of responsibility around the issue of children missing education. If any individual is aware of any child or young person who does not appear to be accessing education appropriately, they have a duty to make a referral using appendix 6 of this document via the EYES Portal. This could result in referrals being made for children already known to the service or even 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.

There are some officers who take a lead responsibility for the placement of identified CME children. The following Services or Teams have a lead responsibility in moving individual children's cases forward:

Teams responsible for tracking CME

- Admissions and Exclusion Team
- Special Educational Needs and Disability Team
- School Attendance Service
- English as an Additional Language Team
- Virtual School
- Social workers working with Virtual School
- Youth Offending Service
- Schools
- MASH Education Officer
- EHE Team

Nominated roles for above teams please see the list of partners in Appendix 1

In addition to this identified group there are likely to be other officers who may become aware of children missing education or who are at risk of becoming so. It is important that referrals are made in these instances so that the appropriate team/s can then ensure placement in an appropriate provision.

Other Staff likely to come into contact with CME and make referrals

- Knowsley 0-19 service (NWBH)
- Housing Options Team (Homeless Units)
- Children's Social Care (Social Workers)
- Police Community Support Officers
- Any other professional
- Members of the public

Tracking and Monitoring Processes

These areas of work are based on those identified by the DfE in consultation with Local Authorities about why children go missing from education and how to reduce the risk that they will.

- 1** School Attendance Service Manager/Statutory Support Assistant/SSAO/Admissions/YOS Officer/ Early Help/Family First/Social Care MASH Shield, Council's Switchboard staff receive details of child or family (Tell One Tell All)
- 2** Identified as child at risk of missing education (Whereabouts Known/ Whereabouts Unknown)
- 3** Identified as child missing education
- 4** Log child's details on database – EYES / Pupil Mobility Database as referral (if child identified as Rank 1- Whereabouts Known/Unknown are added
- 5** Locate, track and contact parents to determine child's needs
- 6** Identify available provision and places and track until placed
- 7** Monitor attendance for all provisions using EYES /SIMS.net and the fortnightly Pupil Mobility High Risk Meeting
- 8** Tracking & Cross Border arrangements including international contact with schools Local Authorities and National Bodies in other countries

1 Receive Details: the process by which Knowsley Council is notified about a child missing, or at risk of going missing, from Education:

The support and protection of children cannot be achieved by a single agency. The key stakeholders, listed below, have been identified as services whose primary responsibility is to the child

The key stakeholders are:

- Knowsley schools
- Early Years Provision including Sure Start
- Admissions and Exclusions Team (including Fair Access Panel)
- School Attendance Service
- Social Care
- Virtual School
- Elective Home Education (EHE)
- Housing (Yates Court Homeless Unit)
- Health (including A&E departments)
- Youth Offending Service (YOS)
- Police
- Voluntary organisations
- Women's refuges (Ross House)
- Pupil Referral Unit
- English as an Additional Language Team (EAL)
- Special Educational Need and Disability Team
- Knowsley Switchboard- "Tell One Tell All" email system (**Appendix 2**)
- Refugee Resettlement Program
- Shield Team
- MASH
- Early Help
- Family First
- Shield
- Sensory Impaired Service
- Private Children's Homes (**Appendix 3**)
- Other Local Authorities

In addition, it is part of the wider responsibilities of the Local Safeguarding Children Partnership to raise the awareness levels of the community, ensuring that individuals and organisations are clear that action will be taken if Knowsley Council is contacted by them.

In paragraph 17.97 of the Victoria Climbié Inquiry Report, Lord Laming recommended that: "Front line staff in each of the agencies which regularly meet families with children must ensure that in each new contact, basic information about the child is recorded. This must include the child's name, address, age, the name of the child's primary carer, the child's GP, **and the name of the child's school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangements.**"

Department for Education issued statutory guidance under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with unless exceptional circumstances arise. (Keeping Children Safe in Education 2024)

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An information sharing agreement has been created with the partners within CME so that the information sharing within agencies complies with the General Data Protection Regulation (GDPR) and the information Commissioner's guidance. The Children Missing Education Privacy Notice is published on the Knowsley Council, website [Children missing education privacy notice | Knowsley Council](#).

Governance:

The sharing and storing of parents and students' personal information will be guided by the Information Commissioners Statutory Guidance on information sharing which can be accessed via this link:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Knowsley has identified the School Attendance Service Manger to receive referrals and to actively seek and identify those children missing through multi-agency approach and partnership work.

2. Children at Risk of Going Missing from Education

Knowsley Council operates a range of policies that identify and support children at risk of becoming missing from education. Outlined below are groups of children who are most identified as being at risk of becoming missing from education and the system currently in place to help minimise the opportunity of this happening:

- ***Children who have committed offences***
- ***Families who experience domestic abuse or children living in women's refuges***
- ***Children of homeless families living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation and unaccompanied asylum seekers and refugees or children of asylum seeker families***
- ***Children with long-term medical or emotional problems***
- ***Children Looked After***
- ***Children with a Gypsy/Traveller background and children from transient families***
- ***SEND (Special Educational Needs & Disability)***
- ***Teenage parents***
- ***Permanent Exclusions***
- ***Children with poor attendance***
- ***Children on roll at Alternative Education Providers e.g. early college placements or on specific timetables not in line with the general population***
- ***Children for whom English is an additional language (EAL)***
- ***Children identified with specific child protection issues and those whose names are placed on Child Protection Plans***
- ***Prolonged absence***
- ***Child Exploitation***
- ***Missing from home and care***
- ***New arrivals in the borough, either from another Local Authority (LA) or from abroad***
- ***Failure to start appropriate provision and never enter the system***
- ***Stopped attending, due to illegal exclusion or withdrawal by parents/carers***
- ***Failure to complete a transition between schools***

3. Identifying a Child as Missing from Education

The process by which Knowsley Council determines that the child is not registered with an educational provider:

Knowsley CME uses a centrally held Liquid Logic database – EYES system which flags alerts on the Early Help/ICS system.

i) Children not on any school roll

When information regarding a child thought to be missing education is received by the School Attendance Service Manager and Statutory Support Officers, they will check the centrally held databases for any details. Checks will also be made on the admissions module (Appeals and FAP), Get Information About a Pupil (GIAP) and the Children Out of School Register. If there is no evidence of education being provided, the parents will then be contacted requesting that they inform Knowsley Council of the arrangements made for the educational provision for their child or completion of an admissions application form which will be flagged on EYES as a Child Missing Education and designated a Category of CME (Appendix 4). If unresolved within 5 School days, a request to complete a Missing Pupil Checklist (Appendix 10) is allocated through EYES to a Statutory School Attendance Officer who will visit the parents at home to check their circumstances and assess the support required to assist in reintegration into school. A fortnightly key agency meeting (High Risk Pupil Mobility Meeting) is held to discuss the CME children to ensure tight timescales are maintained and matters logged.

ii) Children whose parents/carers elect to home educate

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 (Appendix 5).

Parents do not have to inform the Local Authority if they do not intend for their child to take up a school place. If the child's name is provided to Knowsley Council as a child who may be missing education, the council is required to contact the parents to find out if the child is receiving an education. Procedures for children not on any school roll will then be followed (Appendices 2, 3, 7 and 8).

When parents withdraw their child from school to electively home educate, and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school when the parents inform the school in writing. This is stated in the Education (Pupil Registration) Regulations 2024 under Regulation 9(1)(a): "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" (Appendix 14).

It is then the duty of the proprietor (Headteacher) of the school to inform Knowsley Council prior to the child being removed from roll: "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⁾), as prescribed by the Education (Pupil Registration) (England) Regulations 2024 (Appendix 14)

1. Regulation 9 of the Education (Pupil Registration) (England) Regulations 2024

Although children with Education Health Care Plans (EHCP) can be home educated, Knowsley Council remains responsible for ensuring that the education the child receives is suitable. The EHCP must stay in force and Knowsley Council must ensure that parents can make suitable provision, including providing for their child's Special Educational Needs.

Knowsley already has clear policies in place for monitoring these arrangements. Statutory School Attendance Officers and Educational Improvement Officers have responsibility for following up these children and in ensuring that they are receiving an appropriate education. The families are offered a visit at home and appropriate advice is given.

Local Authorities can intervene if 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). Local Authorities may also apply to court for a child assessment order under S. 43 of the Children Act 1989, if they have reasonable cause to do so (in cases where there is believed to be a risk of significant harm to the child).

If the EHE child is on a Child Protection Plan every attempt should be made to contact the family as a matter of urgency. If the professional is unable to make contact or locate the family, then contact should be made with Knowsley MASH team's Education Officer to report the issue and seek advice.

In Knowsley these children are clearly tracked and monitored using the EHE database, Pupil Mobility database and their educational provision is reviewed annually.

ii) Other professionals

If professionals are aware of a child missing from education (in whatever capacity), they should notify the School Attendance Service Manager and Statutory Support Officers by email at cme@knowsley.gov.uk using the referral form appendix 6.

Alternatively, if no access to email is available, contact can be made to the School Attendance Service on 0151 443 5118.

All cases of children missing education or at risk of doing so should be reported to the School Attendance Service Manager to ensure that comprehensive information in the issues is recorded. This process needs adhering to despite cases when the professional is ensuring the child or young person moves swiftly into appropriate provision.

The EYES Portal is how schools make a referral for a child believed to be missing education. Within the system there is an online form to be completed which automatically logs the child as a Child Missing Education and alerts the CME staff to the referral, (Appendix 6), we also receive referrals via email. The process map for identifying children at risk of going missing from education is shown as (Appendix 7).

4. Log Child's Details on Database

When a child or young person is referred to the School Attendance Service as missing education, or at risk of missing education, details are logged on to the EYES system as an active referral and the CME Working Document. All cases are monitored by the service and timelines are used to track the referrals and ensure that appropriate action is being taken. Data is held in line with the GDPR 2018 and current Child Protection legislation (See Annex A).

5. Locate, Track and Contact Parents to Determine Child's Needs

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 Knowsley Council carries out checks to determine whether a referred child is still resident in the authority. For those children, who are not located after completion of these checks i.e. who go lost or missing from maintained schools, the following process is followed:

- The School Attendance Service, in liaison with the Admission Team, will track the movement of all pupils on roll at Knowsley schools to reduce the number of pupils who become CME. This will be completed with a weekly notification of admissions and deletions from every school's Admissions Register (Appendix 9).
- Should a child leave a Knowsley maintained school without notice being given by the parent or without the school being advised by the parent which new school the child is to attend – that is, should the child go “missing” or become “lost”. The school should promptly attempt to visit the home address and if the family have vacated the address the school should notify the School Attendance Service and begin a joint CME investigation prior to removal from roll. If the child is on the Child Protection Plan or if the school has child protection concerns about the child, the school should also immediately notify the MASH Team and complete a MARF. The SAS monitors this through their regular visits to schools.
- After 10 school days should such efforts prove unsuccessful then the school should inform the Local Authority and initiate a joint CME investigation to try and locate the child's current whereabouts prior to removing the child's name from the Admissions Register.
- The School Attendance Service will then work with the school and make reasonable efforts to try and identify the child's current whereabouts/destination. The School Attendance Service uses a check list (Appendix 10) to ensure that all appropriate checks have been made to try and ascertain the whereabouts of any child. The details of any child found to be resident outside the Knowsley area are referred to their responsible Council via the identified CME representative.
- The School Attendance Service will make use of Government Databases to try and locate whereabouts unknown children and families, the School Attendance Service will liaise with Health to confirm if the children have access medical provisions within England. If a country of destination has been identified, then the School Attendance Service will contact the country's Embassy located in the UK via the Embassy CME enquiry form (Appendix 13). If a location is found outside the UK and the use of a translation service is required to translate letters (Appendix 12) or act as an interpreter during conference calls or Microsoft Teams Meetings this will be resourced.

- If all enquiries have been exhausted, then the School Attendance Service will apply for Non-RIPA Directed Surveillance and search Social Media platforms to try and located the children access the public domains. (Appendix 11)
- The School Attendance Service Manager regularly receives messages from other Local Authorities searching for lost pupils. A search of the EYES and GIAP Databases will be carried out and Local Authorities notified if any pupils are located. All confirmations of admission will be forwarded to the School Attendance Service or Admissions team who will then contact all Knowsley maintained schools via email enquiring if any of the lost pupils' families have made contact.
- Any children believed to be of school age who become known to the School Attendance Service and who are not currently registered at any school will be added to the EYES system with as much information as possible.

6. Identify Available Provision and Places

Working in close collaboration with Knowsley Admissions Team and those from other neighbouring authorities, to ensure all enquiries regarding Knowsley's children missing from education are followed up.

Accessing Appropriate Provision

Knowsley identifies educational places in several ways:

School Admissions

The Knowsley Admissions Team is the first point of contact for all queries on admissions to Knowsley primary and secondary schools. They provide a valuable service to parents offering information and answering questions. The team's work includes:

- Publishing statutory annual Primary and Secondary composite prospectus, detailing the admissions process and application details.
- Coordinating coordinated admissions to Year 7 and reception classes.
- Coordinating the In Year Applications for Secondary Schools.
- Coordinating the Fair Access Panel
- Representing community schools in independent appeal meetings.
- Supporting schools and parents in respect of the In Year Admissions process for Primary and secondary applications.
- Working in close partnership with other services such as the Education Support Team, Youth Offending Service, School Attendance Service and Special Educational Needs and Disability Teams to promote access to education.

Special Educational Needs and Disabilities

Around 20% of school-aged children in Knowsley have been identified as having SEND; this is one of the highest rates of SEND across the country and is 6 percentage points higher than the national average of 14%. However, national data shows that the proportion of children who are eligible for Free School Meals (FSM) and the proportion of children who have SEND are usually similar. Department for Education (DfE) data shows that in Knowsley around 28% of school age children are eligible for FSM, twice as high as the national average of 14%. This suggests that the proportion of SEND is largely as expected.

There is a graduated approach to identifying and supporting special educational needs and disabilities; starting with SEN Support and with statutory assessment which may lead to an Education Health and Care (EHC) Plan at the most complex end of our responsibilities. SEN

Support is how schools and other settings support the majority of children and young people with SEND. Most special educational needs will be met through SEN Support and in Knowsley this applies to 15.8% of children.

An Education, Health and Care Plan is for children and young people aged up to 25 who need more support than is available through SEN support. EHC Plans identify educational, health and social needs and set out the additional support that must be made to meet those needs. Currently 3.8% of children with SEND locally have an EHC Plan or a statement of SEND compared to 2.8% nationally

Assessment for pupils with SEND should be an ongoing and continuous process and should not be seen as confined to formal statutory assessment. The LA expects that all pupils, not only those with SEND will have their attainment monitored and their needs assessed. The LA expects assessment to lead to effective teaching and management which meets the child's needs appropriately.

Identification, provision and assessment of pupils with SEND is a matter for the school. All teachers and support staff have responsibility for identifying pupils' needs. In practice the way in which this responsibility is exercised is a matter for each individual school, but Knowsley LA expects that schools will have regard to the SEND Code of Practice and the local system and protocols which are described in the SEND (Knowsley Special Educational Needs and Disability) file.

Guidance on the levels of intervention appropriate for children with SEN can be found in the Code of Practice SEND.

To make the best use of resources the LA will undertake statutory assessment only for those pupils who have the most significant needs. The majority of pupils will have their needs met through the school-based stages of the Code of Practice. Knowsley LA is committed to reviewing and restructuring its finance system to ensure that funding is made available to schools to support pupils (Local Offer) with SEND without the need for an Education Health Care Plan.

The formal assessment panel meets regularly and considers all requests for formal assessment. Where formal assessment is not considered to be an appropriate route the panel will direct schools to other sources of advice and support and will make practical suggestions for the management of the pupils needs.

The Knowsley Placement and Provision Panel will consider requests for additional support for pupils who have behaviour difficulties but who do not meet the criteria for formal assessment. This panel will also discuss any pupils new to area with Education Health Care Plan and decide on the appropriate educational provision for each pupil.

7. Monitor Attendance for all Provisions

- The School Attendance Service checks attendance records and registers in all secondary and primary schools and PRUs regularly via Targeted Support Meetings. This ensures that any pupil who has been previously identified as missing or at risk of missing education is carefully monitored. The Service is now identifying, on a half termly basis, all pupils who have absence levels defined as persistent absence and Severe Absence by the DfE and

are ensuring that all pupils have an identified action plan in place to improve their attendance.

- Through Targeted Support meetings with schools each half term, the report for the meeting identifies vulnerable groups who have become a persistent absentee so schools can act and liaise with the agencies supporting that child to reduce the possibility of the child becoming CME.
- On a half termly basis the School Attendance Service Manager sends an email out to Head Teachers to remind them to inform the LA of any children who have been placed in offsite provision via the online referral form. These pupils are then discussed and assessed by the Partial Timetables Group on a half term basis.

8. Tracking & Cross Border Arrangements

Sharing of Information

Checks with other Council Directorates can be made based on 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

The School Attendance Service contacts other LAs, Schools outside the UK to ascertain if children missing from Knowsley schools have been taken on roll elsewhere. They also receive requests to search school roll from other local authorities.

Firm procedures are in place to ensure that children who move to other authorities are monitored carefully until the SAS is sure that they are registered at a residence in the new area and passed responsibility over to that LA or to the new school which has been confirmed in the new area.

The School Attendance Service is Notified of all house movements involving children via the Tell One Tell All system and initiated CME procedures when a child does not have a school.

The Admissions Team monitors all Admissions and Deletions from Knowsley School Roll on a weekly basis and the School Attendance service reviews school registers on a half termly basis to review any deletions from the school roll

If a child is believed to be Trafficked the officer must follow KMBC Safeguarding procedures and complete a MARF and refer to MASH.

There is an information sharing protocol agreed with national and local agencies to enable the sharing, storing and destroying of information.

Children Missing Education or at Risk of Doing so

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.

This policy is based on guidance issued by the DFE in November 2016.

Children Missing Education (CME) Relevant Legislation and Guidance

There are various statutory duties upon Local Authorities 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, broadly education which is 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)).

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 Children’s Services Authorities 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 Children’s Services Authorities 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 The Knowsley Council 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 and 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 (due to take effect on 1 October 2005); 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. (More information about the implications of the Children Act 2004 can be found on the Every Child Matters website www.everychildmatters.gov.uk)

Education and Inspections Act 2006 (section 4 & 38)

3 Duty to identify children not receiving education

- (1) In Chapter 2 of Part 6 of EA 1996 (school attendance) before the cross-heading preceding section 437 insert—

“Children not receiving suitable education

1996 Education Act section 436A Duty to make arrangements to identify children not receiving Education

- (1) A local education authority must make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age but—
 - (a) Are not registered pupils at a school, and
 - (b) Are not receiving suitable education otherwise than at a school.
- (2) In exercising their functions under this section, a local education authority must have regard to any guidance given from time to time by the Secretary of State.
- (3) In this Chapter, “suitable education”, in relation to a child, means efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have.”
- (2) In section 437 of EA 1996, in subsection (8) omit the definition of “suitable education”.
- (3) In section 580 of EA 1996 (index) for the entry in the second column which relates to the expression “suitable education (in Chapter 2 of Part 6)” substitute “section 436A (3)”.

38 General duties of governing body of maintained school

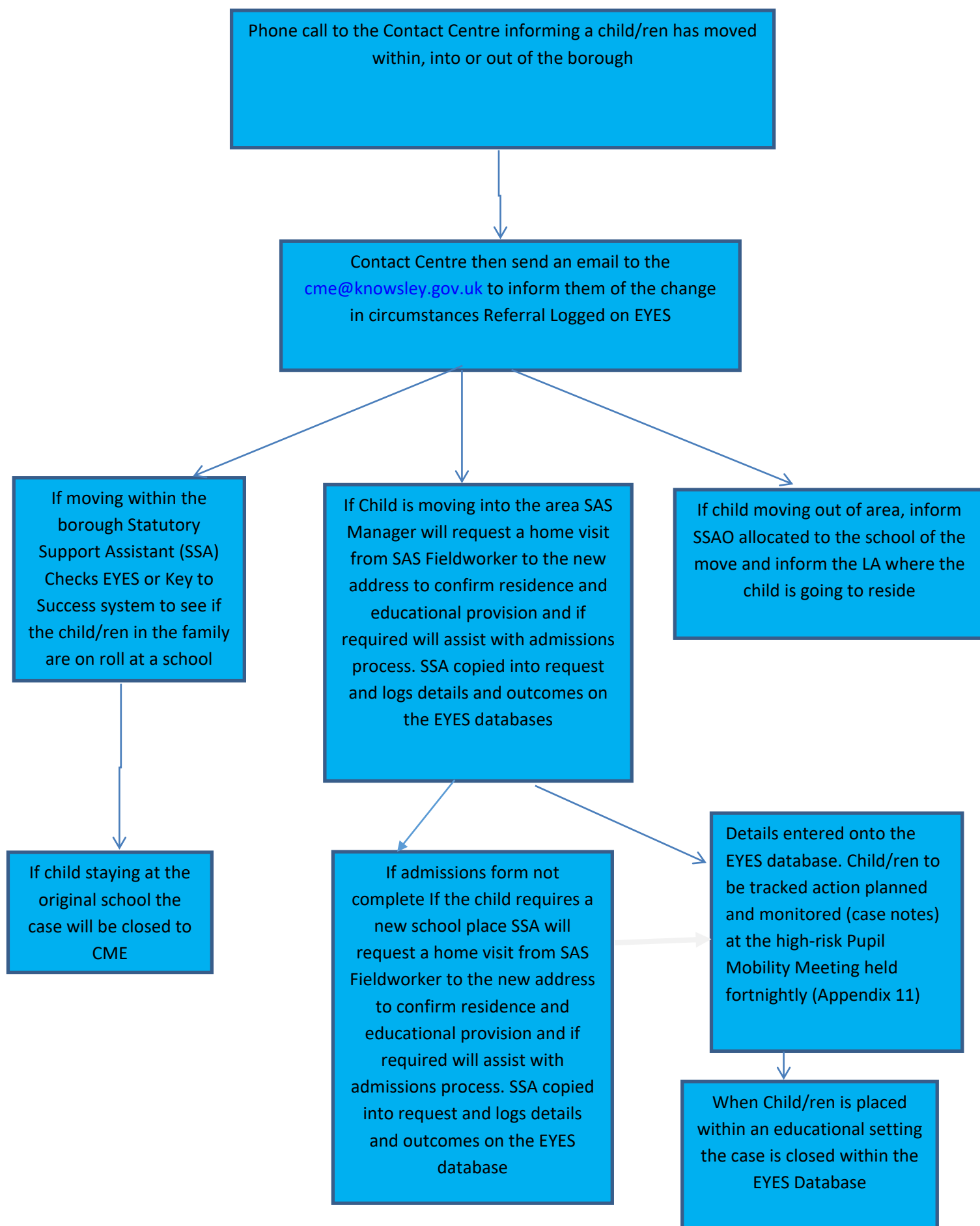
- (1) In section 21 of EA 2002 (general responsibility for conduct of school) after subsection (4) insert—
- “(5) The governing body of a maintained school shall, in discharging their functions relating to the conduct of the school—
 - (a) promote the well-being of pupils at the school, and
 - (b) in the case of a school in England, promote community cohesion.

The Education (Pupil Registration) (England) Regulations 2024
 The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5).

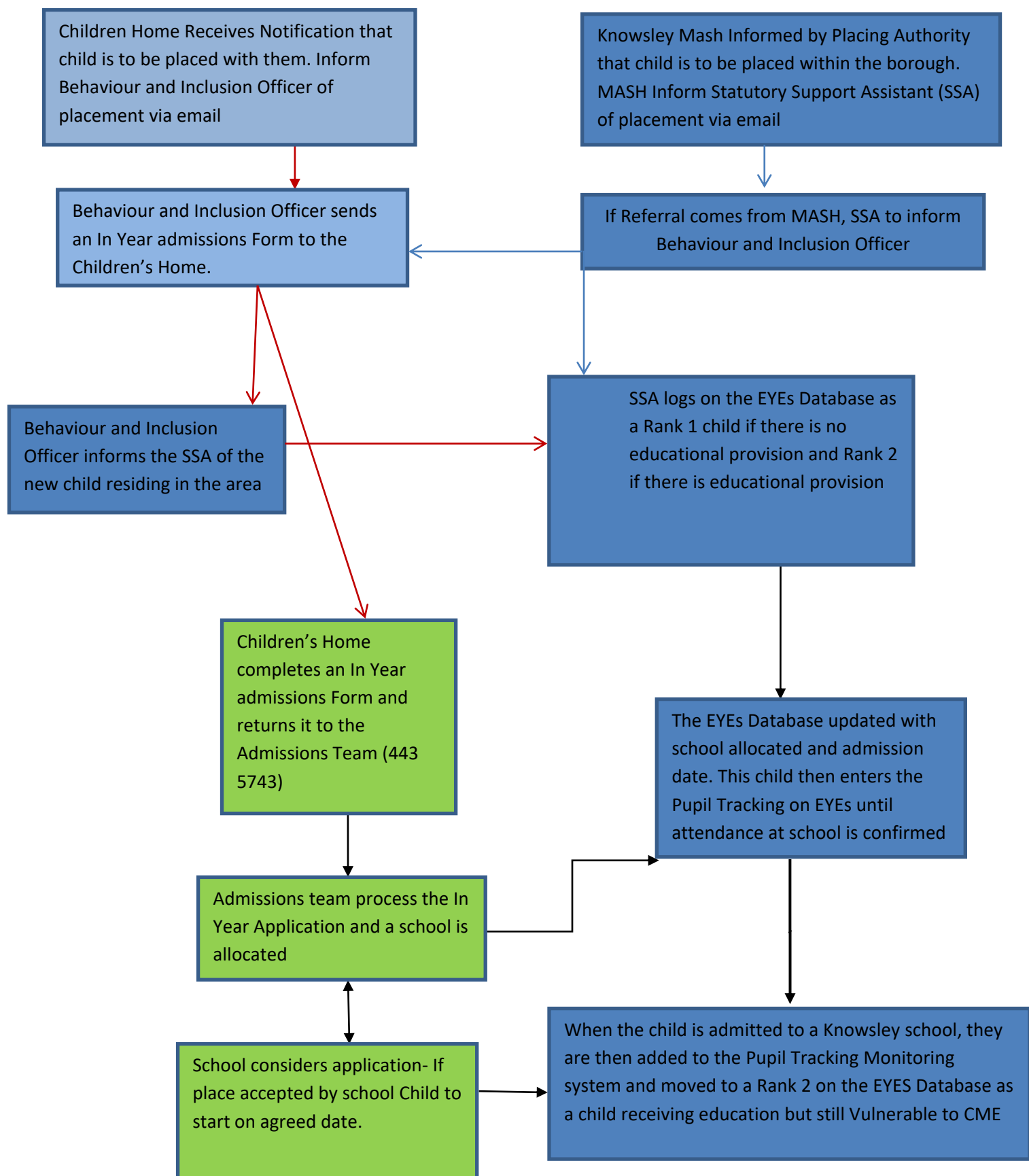
Appendix 1 Members of Staff Likely to make referrals

<i>TITLE</i>	<i>DEPT</i>
<i>Admissions Manager</i>	<i>School Improvement Team</i>
<i>School Improvement Officer with responsibility for EHE</i>	<i>School Improvement Team</i>
<i>EAL Coordinator</i>	<i>People's Services</i>
<i>Education Worker</i>	<i>YOS</i>
<i>Virtua School Attendance Officer</i>	<i>Virtual school</i>
<i>Integration Officers</i>	<i>Meadow Park</i>
<i>Health Practitioner</i>	<i>Knowsley 0-19 Service (NWBH)</i>
<i>Special Educational Needs & Disabilities Manager</i>	<i>People's Services</i>
<i>Home Hospital Tutor</i>	<i>People's Services</i>
<i>Behaviour and Inclusion Officer</i>	<i>People's Services</i>
<i>Family First</i>	<i>People's Services</i>
<i>MISPER Coordinator</i>	<i>Police</i>
<i>Child Exploitation</i>	<i>SHIELD/MASH Team</i>
<i>Criminal Exploitation</i>	<i>SHIELD/MASH Team</i>
<i>Early Help</i>	<i>Early Help Team</i>
<i>Safeguarding Officer</i>	<i>School Improvement Team</i>

Tell One Tell All Referrals



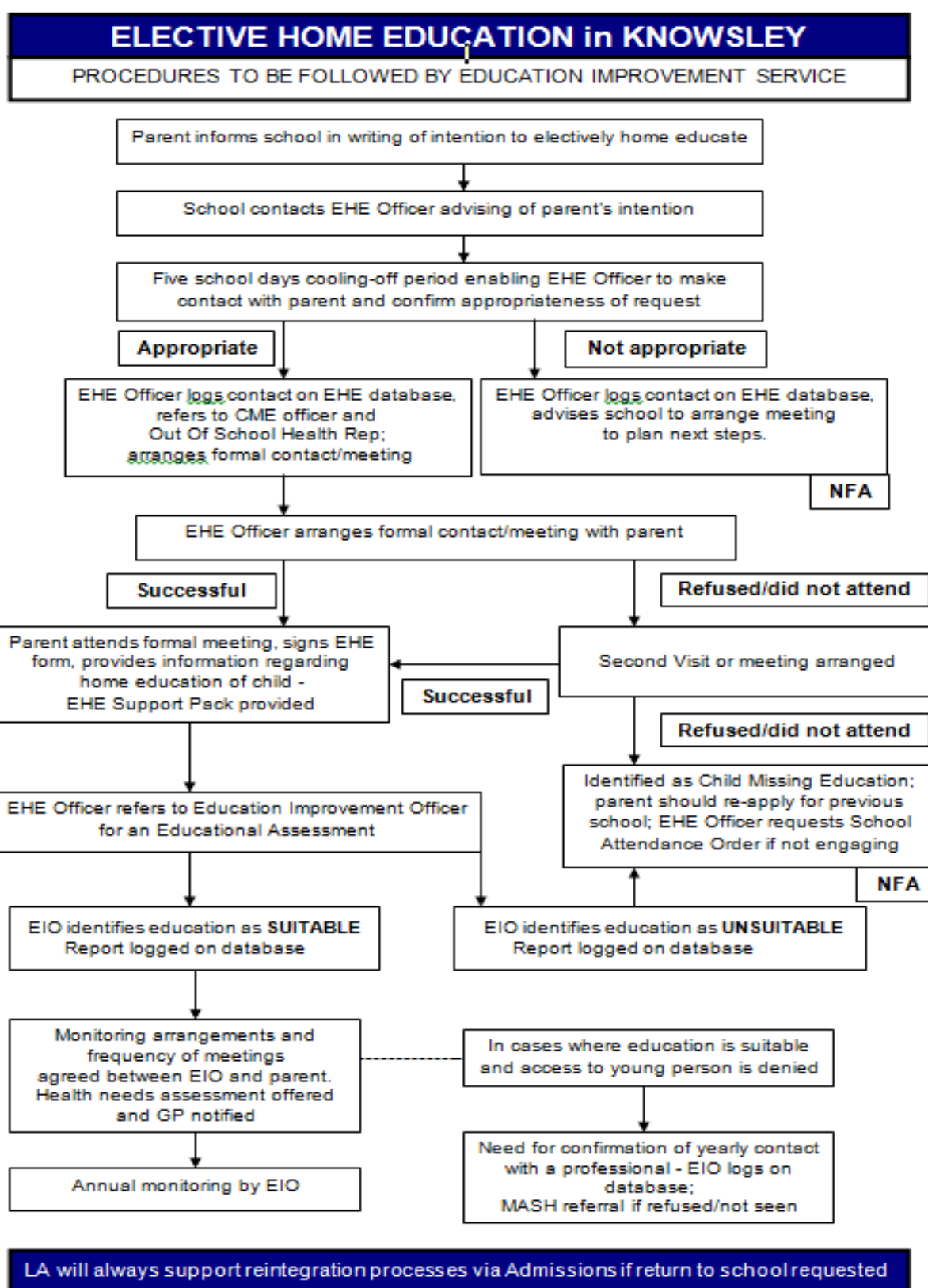
Children's Homes New Residents (Children Missing Education) Process (Appendix 3)



Appendix 4 CME Glossary

Category	Full Description
AS	Asylum Seeker
WNK	Whereabouts Not Known
WK	Whereabouts Known
DECEASED	Deceased
Monitor	Monitor (used to monitor Under Sch age children until they reach statutory school age)
NTB	New To Borough
PERM	Permanent Exclusion
PRU	Pupil Referral Unit
REC ADMISS/USSA	Reception Admission/Under Statutory School Age
MISPER	Runaway
MISS	Child Missing Education
TRAV	Traveller
MIGR	Left area awaiting confirmation
UNPL	Unplaced Pupil
YC	Youth Carers
YOS	Youth Offending Service

Elective Home Education Appendix 5



Appendix 6 CME Referral Form



KMBC SCHOOL MISSING PUPIL REFERRAL – CME

Portal Referral Details

First Name

Last Name

Date of Birth

Estimated DOB?

Gender

Building

Street No

Street

Locality

Town

County

Postcode

Referral Details

Date of Referral:

Child Rank

Reason for changing Child Rank (If applicable)

Name of School:

Telephone No:

UPN:

Home Phone No:

Mobile Phone No:

Email Address:

Young Carer

SEN

Youth Offending Service

Criminal Exploitation

Children in Public Care

Child Protection

Are there any risks at the address the child resides at?

Date last attended:

Siblings

Name	DOB	School	CLA	SEN	Young Carer
------	-----	--------	-----	-----	-------------

Parent/Carer's Details

Mother/Carer

First Name(s):

Last Name:

Date of Birth

National Insurance Number

Parental Responsibility

Address:

Postcode:

Home Phone No:

Mobile Phone No:

Email Address:

Father/Carer

First Name(s):

Last Name:

Date of Birth

National Insurance Number

Parental Responsibility

Address:

Postcode:

Home Phone No:

Mobile Phone No:

Email Address:

Additional Information (if applicable)

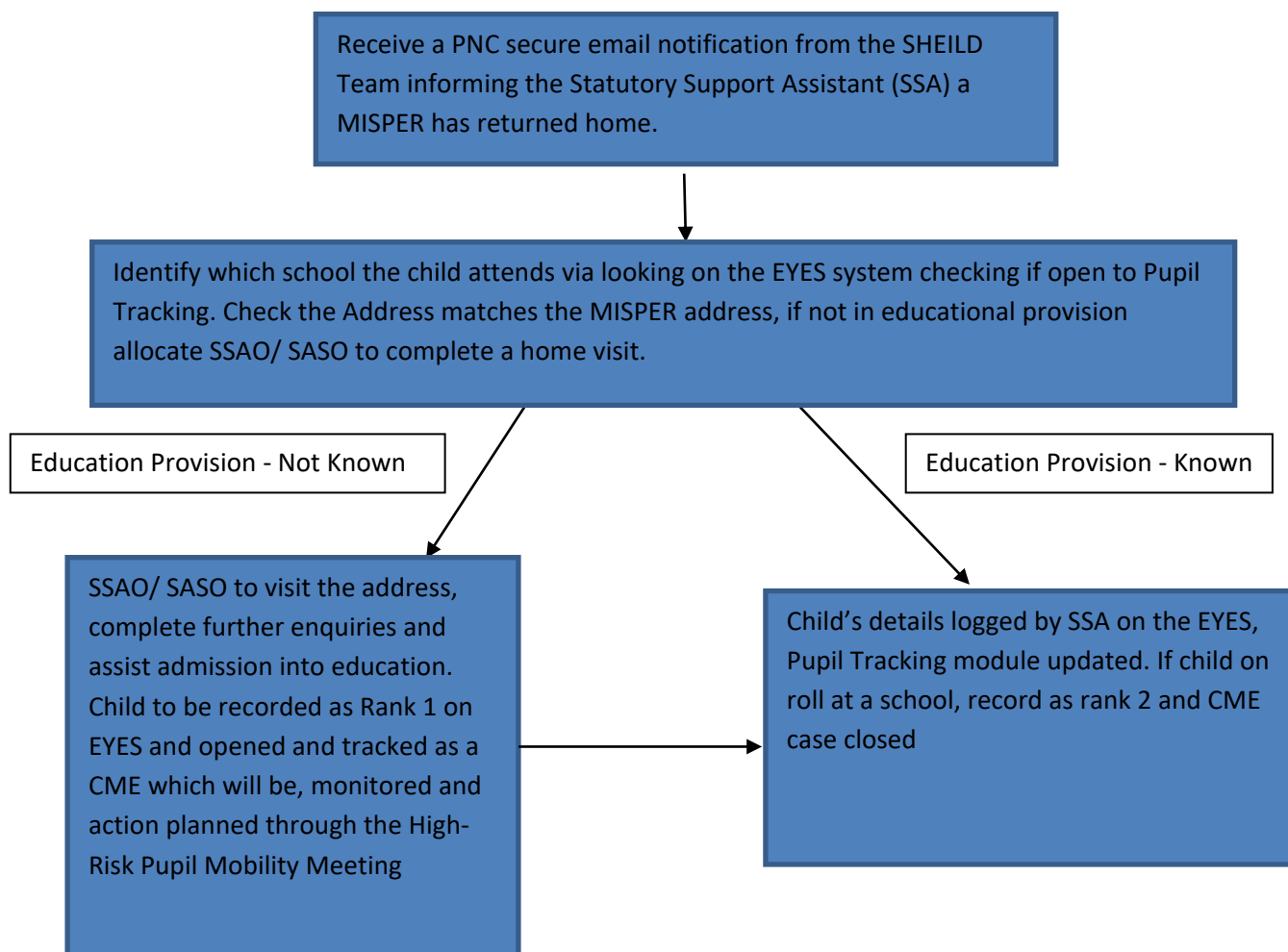
Suggested Outcomes



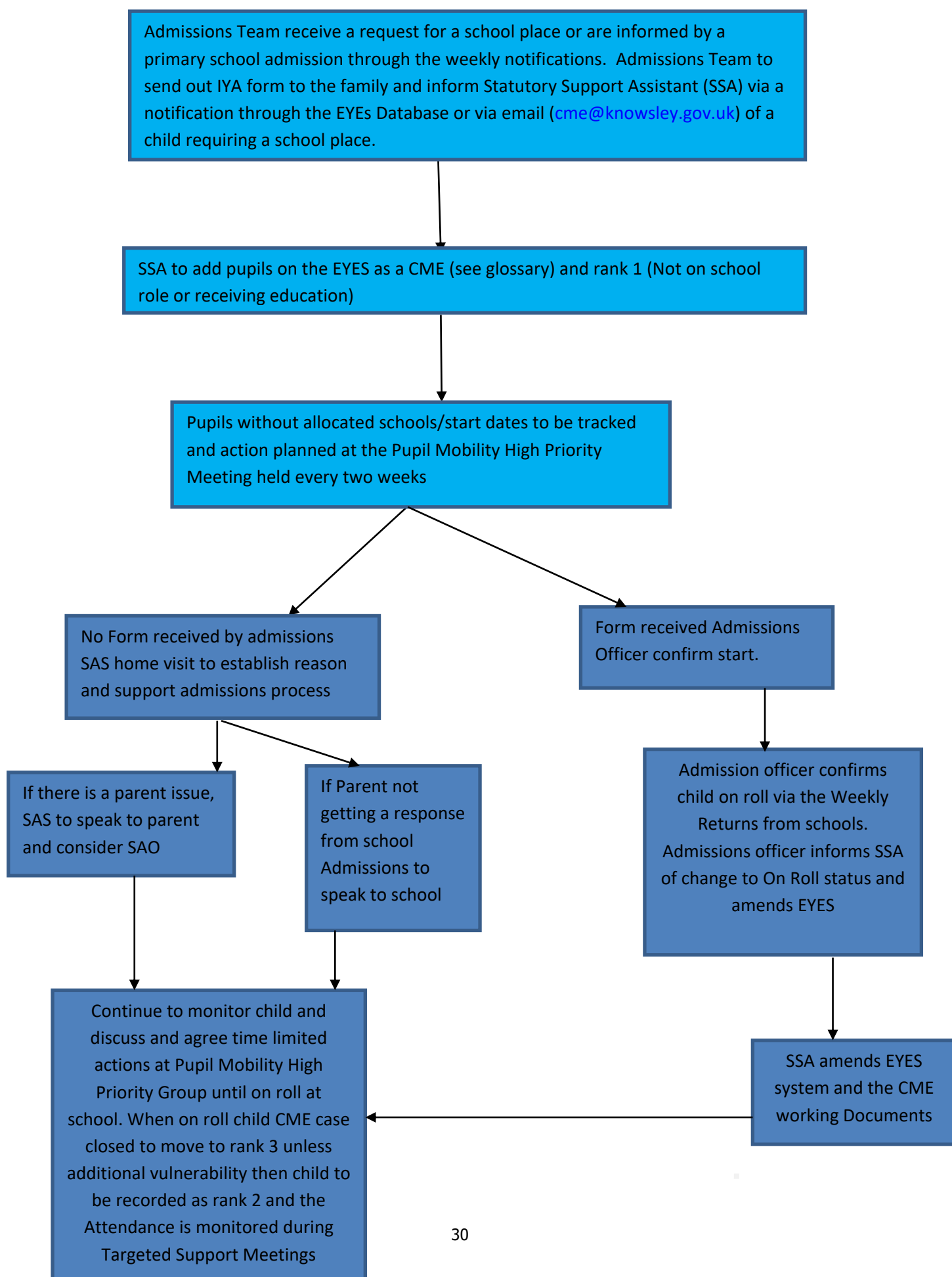
FLOW CHART FOR SCHOOLS – Children Missing Education PROCESS 2017 Appendix 7



Appendix 8- Missing from Home and Care Notifications



Appendix 9 Pupil Mobility Process with regards to new admissions



Children Missing Education Checklist (Appendix 10)



KMBC CME Checklist

This checklist is to be used in all cases with 10 consecutive days of unauthorised absence and it would seem that a child has moved from this area, and neither you nor the school at which the child is currently registered have been informed of either a new address or school.

Date:

Name of Referrer:

Name of Agency:

Contact Details

Child's Name:

Child's School:

Child's DOB:

Child's Address:

Length of time on roll

Date leaving

Children in Public Care

Yes

☐

No

☐

Special Educational Needs

Yes

☐

No

☐☐☐

Next CME Check Date**Date****Name of SSAO:**

Actions	Action By	Date	Outcome of check	Response/ Result	Named Person
(if appropriate)					
Has school checked possible whereabouts with staff and pupils? - What actions school have taken in the joint investigation					
Check with Council tax to see if family still reside at the address or if a forwarding address has been given					
Check with the SAS colleagues, files and Pupil Mobility Database					
Check with admissions to see if application received					
Check available Knowsley Borough Council Database					
Visit to address (es) given by school					
Check with neighbours and any known extended family.					
Check with Housing Department by telephone and/or Housing Association/Estate Agent by letter.					
Enquire on EH, LCS and LAS Databases					
Check with agencies with known involvement, e.g. Social Services Department, Probation, Police, GP, Health Visitor, Connexions, etc.					
Social Services					
Police					

*

Please advise Statutory Support Assistants when completed to be logged on EYES Database

CME Internal Checks for children who are not located following Missing Pupil Checklist (National and International) Every action is completed in a half term and the cycle begins again in the next half term (Appendix 11)

Any information is followed up to ensure we locate a missing child and may lead to contacts with other LA's or schools/LA abroad



Appendix 12 Letter to Schools and LA's in other countries



Knowsley Council

School Attendance Service

School Improvement Team

Children's Services

Knowsley Metropolitan Borough Council

Ground Floor Annex

Archway Road

Huyton

L36 9YU

Date

Dear Sir/Madam

My Name is Phil McCalliog I am responsible for confirming the educational provision of children within the Local Authority's Borders and confirm that they access educational provision when they have left the area. This is a Statutory Function under the section 436a Education and Inspections Act 2006 and the 1996 Education Act.

We believe that **Child's name**, **Address**, **DOB **/**/****** moved to **Country** in **Year**. Our Child Missing Education investigations for **Child's name** has led us to the above address.

Could you please confirm that the above child is attending a school and the name of the school, so I can close the Child Missing Education case to Knowsley Education Department. Please could you send me an email to phil.mccalliog@knowsley.gov.uk or telephone me on 0044 151 443 5118

Your Sincerely

Phil McCalliog

School Attendance Service Manager

Education Improvement Team

Knowsley MBC

0044 151 443 5118

0044 7799347820

Appendix 13 Form to Embassy's

Children Missing Education
www.knowsley.gov.uk

School Attendance Service
 Knowsley MBC
 PO Box 21
 C/O Huyton Municipal Building's
 Archway Road
 Huyton
 L36 9YU

Email Contact: cme@knowsley.gov.uk

Notification of Children Missing Education

Child Name Date of Birth

In line with Children Missing Education Legislation 1996 Education act (section 436A) to which local authority are required to follow, I am alerting your Embassy that Knowsley Metropolitan Borough Council have been unable to confirm/identify the following for the above child.

New Home Address & New Education Provision

We have been informed that the **XXX** has relocated to **COUNTRY** and we would request if you could confirm their residency address and/or new education provision.

The purpose of the form is so you can alert your Education Department of the child so that they are able to take steps to ensure they are in education.

Additional details for the child are below

Parent/Carer Name			
Parent/Carer contact details (phone/email)			
New Home Address		New Education Provision	

Knowsley Metropolitan Borough Council are not aware of any current Safeguarding concerns.

Removal from School Roll Explanation (Appendix 14)

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the School Attendance (Pupil Registration) (England) Regulations 2024
1	9(1)(a) the pupil has been registered at another school, unless— (i) a school attendance order naming the school is in force in relation to the pupil. (ii) the pupil is a mobile child, and the school is their main school; or (iii) the proprietor has agreed with a person with control of the pupil's attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school
2	9(1)(b) the pupil was admitted to the school for nursery education and— (i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but (ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;
3	9(1)(c) the pupil is also registered as a pupil at one or more other schools and— (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; (ii) the proprietor of each other school where the pupil is registered has consented to the deletion; (iii) there is no school attendance order naming the school in force in relation to the pupil; and (iv) the pupil is not a mobile child or, if they are, the school is not their main school;
4	9(1)(d) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school;
5	9(1)(e) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;
6	9(1)(f) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and— (i) that day has passed; and (ii) there is no school attendance order naming the school in force in relation to the pupil;
7	9(1)(g) the pupil no longer normally lives a reasonable distance from the school and— (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and (ii) the pupil is not a boarder;

8	<p>9(1)(h) the pupil has been given leave of absence and—</p> <ul style="list-style-type: none"> (i) the pupil has not attended the school within the ten school days immediately after the end of the period of leave; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but— <ul style="list-style-type: none"> (aa) they have not succeeded; or (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance;
9	<p>9(1)(i) the pupil has been continuously absent from the school for at least twenty school days and—</p> <ul style="list-style-type: none"> (i) none of the circumstances mentioned in Table 2 in regulation 10(3) or in any row of Table 3 in regulation 10(4) other than the final three rows applied to the pupil at any point during that period; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii) the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances but— <ul style="list-style-type: none"> (aa) they have not succeeded; or (bb) they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.
10	<p>9(1)(j) the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence.</p>
11	<p>9(1)(k) the pupil has died.</p>
12	<p>9(1)(l) the pupil will be over compulsory school age by the next time the school meets and—</p> <ul style="list-style-type: none"> (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or (ii) the pupil does not meet the academic entry requirements to be transferred to the school's sixth form
13	<p>9(1)(m) the pupil is a boarder at the school and—</p> <ul style="list-style-type: none"> (i) the school is a school maintained by a local authority or is an Academy. (ii) charges for the pupil's board and lodging are payable by a parent of the pupil; and (iii) those charges remain unpaid by the parent at the end of the school term to which they relate

14	9(1)(n) the pupil has ceased to be a pupil at the school and the school is not— (i) a school maintained by a local authority; or (ii) an Academy; or
15	9(1)(o) the pupil has been permanently excluded from the school.