

Procedures and protocol for children missing from or not receiving a suitable education – Updated October 2014

This Guidance does not replace the Pan Lancashire Policy and Procedures for Safeguarding Children. Blackburn with Darwen Local Safeguarding Procedures should be implemented if there is a child protection concern regarding the missing child.

Introduction

“If no-one in authority knows what education these children and young people receive each week, or whether they even attend, they not only miss out on education but can be vulnerable to abuse. Everyone must take greater responsibility for knowing where they are.”

Sir Michael Wilshaw, Her Majesty’s Chief Inspector of Schools

Many thousands of children and young people in England do not attend full-time education. The Ofsted survey ‘Pupils Missing Out on Education’ (2013) identified stark findings about the failure of some local authorities to meet their statutory education.

Children who are not receiving suitable education are potentially exposed to higher degrees of risk, and this can include engagement in anti-social or criminal behaviour, social disengagement and/or sexual exploitation.

Duty to Identify Children Missing from Education

Section 4 of The Education and Inspection Act 2006 places a duty on local authorities to have in place arrangements that will identify children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age (5-16) who are not on a school roll and are not receiving suitable education.

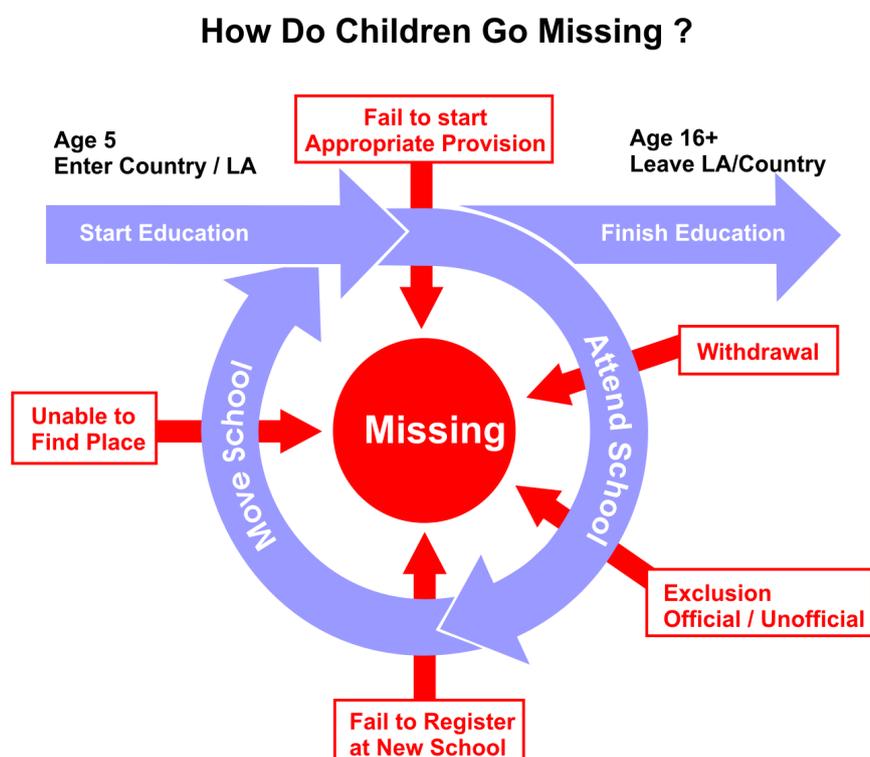
The Local Authority (LA) must put in place arrangements for joint working and appropriate information sharing with other agencies and LAs which come into contact with families and children. The following are the relevant agencies:

- All schools – including Maintained schools, Academies, Free schools, Independent schools, Special schools and Studio schools
- Health
- Police
- Youth Justice Service
- Housing
- Council for Voluntary Services

Children who go missing

Children can go missing from education for a variety of reasons. These 'identified' reasons have helped the LA to put in place a robust tracking system to (i) check that appropriate educational provision is in place and (ii) ensure the safety and welfare of potentially 'missing' children.

The diagram below illustrates some of the major reasons for children going missing from education.



Below is a list of children who are likely to go missing from education.

- Children at risk of forced marriage;
- Young people who have committed criminal offences and/are returning from custody;
- Children living in women's refuges;
- Children in homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation;
- Young runaways;
- Children with long-term medical or mental health needs, e.g. accessing ELCAS support;

- Have particular social and behavioural difficulties and have personalised learning plans: this means that, by arrangement, they do not attend their usual school full-time;
- Have complex needs and no suitable school place is available;
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families;
- Looked after children;
- Children from Gypsy/Roma/Traveller background and alternative provision has not been made;
- Young carers;
- Children and young people from transient families, i.e. pupils who have experienced high levels of mobility between different education providers;
- Teenage mothers of compulsory school age;
- Children permanently excluded from school;
- Children informally excluded from school and/or those placed on long-term part-time timetables;
- Children and young people of statutory school age who rarely attend school and have personalised learning plans as part of attempts to reintegrate them into full-time education;
- Children taken off their school roll following a lengthy absence due to an unapproved extended family holiday taken in term-time;
- Children entering or leaving the independent schools sector;
- EC nationals who have the right of abode in the UK – this now includes a significant number of asylum seekers granted status by other EC countries and who have subsequently moved to the UK;
- Others who have come from abroad to live and/or work in the Borough are waiting a school place;
- Children in private fostering arrangements.

The Policy for Children Missing from Education

The LA and its partners are committed to ensuring that:

- There are secure pathways, procedures and monitoring systems in place for ensuring that all children and young people aged 0 – 16 are known to Health and Children’s Services & Education;
- Partner services will bring any children and young people who they support to the attention of Blackburn with Darwen’s Pupil Tracking & Licencing Officer when such children are not attending/accessing education or training;
- There are secure arrangements for sharing information when children and young people aged 0 – 16 move across locality areas, including unknown destinations.

This policy recognises the importance of reducing the risk of children missing from education, and it is envisaged that this will be best achieved by establishing, implementing and maintaining:

- Awareness raising with the general public regarding our need to know about any children missing from education – this to include publicising details of the LA’s

- nominated person for Children Missing from Education (the Learning Access Manager supported by the Schools & Education Pupil Tracking & Licencing Officer).
- Procedures for submitting prompt notifications to the Pupil Tracking and Licencing Officer
 - Procedures to identify and locate children who go missing from education – through liaison with the other services and agencies who are most likely to come into contact with such children and young people.
 - Procedures to identify children missing education through liaison with other LAs and access to national databases, e.g. the UK Border Agency's North West Intel Operation Unit, the North West CME Network and DfE 'missing pupils' on s2s.
 - Maintaining a regularly updated central database of all local children known to be missing from education.
 - Procedures to re-engage missing children & young people with appropriate educational provision through a lead professional and action planning process, e.g. education may be provided in a PRU or through suitable vocational alternative provision.
 - Other existing systems to identify those pupils most at risk of becoming children missing out on education.

Maintaining and developing systems for identifying those at risk of becoming Children Missing from Education

Attendance Strategy

The LA's attendance strategy defines the different roles and responsibilities of all those concerned in ensuring that children attend school regularly and the actions that may be taken to achieve this. The LA has also produced a Discretionary Leave of Absence Policy (covering family holidays taken in term-time) which advises schools on procedures that must be followed if a child fails to return to school by the date agreed with parents/carers.

Common Transfer Form (CTF)

The law requires that CTF data is sent to a pupil's "new" maintained school by the former school within 15 days after the pupil ceases to be registered at the "old" school. The unique pupil number (UPN) needs to be included in the CTF as a unique identifier for the pupil. If a child's destination is not known, schools are advised not to post the CTF to the s2s 'Lost Pupil Database' (LPD) without first contacting the LA's Pupil Tracking & Licencing Officer.

Further guidance about CTF & s2s is available for schools on www.teachernet.gov.uk or from the LA's Research & Planning team.

Tribal Database

The Schools & Education Tribal database is the central LA recording mechanism that is used to ensure that a central record of all missing pupils is established and maintained. The Pupil Tracking and Licencing Officer is responsible for ensuring this is kept fully up-to-date and accurate.

Extended Leave E–Tracker System

The Children Act 2004 places a duty on local authorities to make arrangements through key agencies to co-operate, safeguard and improve the well-being of children and young people.

Over the past few years, concerns have been raised not only about the impact of term time holidays on children's attendance and attainment, but also around the welfare and safety of children and young people who go abroad on extended leave – especially girls visiting southern Asia. This worry increases even further if children do not return to school on their expected date.

The implementation of our e-tracker system (developed in partnership with Contact Group) demonstrates a clear commitment towards safeguarding a potentially large group of especially vulnerable children. It also complements our existing LA procedures for locating children missing from or not receiving a suitable education, and provides both schools and the local authority with a coherent and systematic approach to monitoring whether pupils who go abroad actually come back into the country.

Once a child's name is entered on the e-tracking system, it:

- Generates a letter to the parents/carers;
- Produces an individual business/calling card for each secondary pupil, with a unique identification number they can use to contact us should they encounter any problems;
- Automatically runs daily checks.

On the first 'approved' day of the leave of absence, parents/carers receive a text message to their mobile phone, confirming the date their son/daughter is due back in school and reminding them that they should contact the Education Welfare team if, for any reason, the family will be returning later from their extended holiday than was agreed with the Headteacher.

In addition, any child in Year 6 or above also receives a text message to their mobile telephone, confirming the date they are due back in school and giving them a number to text into whilst abroad should they encounter any problems or are unable to make their due return date for any reason.

Should a child encounter any problems whilst away, they can simply send a text message to the Education Welfare team and will automatically receive a confirmation receipt for this message.

The Headteacher of the school the child attends also receives an e-mail copy of the above message.

When a message is received from a child, the tracking system generates an automatic e-mail to an identified person in the Education Welfare team, informing them that a new message has arrived. The Pupil Tracking & Licencing Officer can then access a secure web interface, view the message and text a reply back (the school the child attends also receives an e-mail copy of this reply) and/or phone the child and add typed notes next to the child's message for future reference – thus building up an evidential time & dated record of how a message from a child who has encountered problems is dealt with.

The e-tracking system also creates a daily report of all those children who are due back in school on each day and send this in an e-mail to the Pupil Tracking & Licencing Officer who will then contact the child's school to check if he/she has returned from their holiday.

If it's discovered that a child hasn't returned, then the Pupil Tracking & Licencing Officer can activate a standard reminder that sends a text message to both the parent(s) and child, requesting they get in touch to provide an update on their expected return to school.

Admissions and Leavers

All schools are required to inform the LA of children who are admitted to their school. They also need to inform the LA with details of children who are no longer on roll at their school. The information is shared with the Schools Health Team and local Health Centres.

Choice Advisor

The 'Choice Advisor' who is employed by the Council for Voluntary Services supports the LA's Admissions, Planning & Participation team by offering impartial advice to parents applying for their child's school admission. The parents/carers of children who fail to apply for school place are contacted by the Choice Advisor.

Admissions, Planning & Participation

The LA's Admissions, Planning & Participation team are provided with details by the Council's Legal Services Team of those children whose admission appeals have not been successful. This information and details of those children who fail to attend school either in their reception year group or Year 7 transition are provided to the LA's Education Welfare team.

The LA also has protocols in place for identifying and reintegrating children permanently excluded, together with fair access protocols (formerly known as hard to place pupils) and protocols for managed moves and transfers between schools.

The LA has also established specialist Home-School Liaison Officer posts for Asylum Seekers & Refugees and children and young people of Gypsy /Roma /Traveller heritage. These officers' duties include helping to support new international arrivals and identify any Gypsy, Roma and Traveller children who move into the borough, so that their prompt access to suitable education can be secured.

National Asylum Support Service (NASS)

The NASS provide details to the LA's new international arrivals & GRT team of any asylum seeking families moving into the borough. This information is shared with the LA's Admissions, Planning & Participation team and Education Welfare team.

Elective Home Education

The law allows parents to arrange for their children to be educated at home, rather than at school. The LA has a robust system in place for monitoring the quality of education of children that are being educated at home. The Learning Access Service will undertake welfare visits and evaluations of those children who are being educated other than at school, e.g. appointments offered at home on a bi-annual basis; however this is part of a continuum of provision and not an end in itself. The Council's aim is to develop effective, consensual and positive relationships with home educators.

Academies, Free and Independent Schools

All schools, including academies, free schools and independent schools located in the Borough are legally required to inform the LA about the details of:

- All children and young people admitted or removed from the roll of their school; and
- Any children and young people who have been out of school without the schools' permission (i.e. marked unauthorised) for a continuous period of 15 days or more.
- Any children and young people on part-time education arrangements.

Academies, Free and Independent schools are also still required to complete a Common Transfer Form where appropriate.

Education Welfare Officers

Education Welfare Officers (EWOs) will work closely with the LA's Admissions, Planning & Participation team when dealing with parents/carers who have failed to register their children at school.

EWOs actively monitor their allocated neighbourhood areas for any new families, while conducting home visits. They also follow up enquiries or concerns from members of the public who suspect children are being kept away from school.

EWOs carry out half-termly audits of school registers (maintained schools only) to ensure correct attendance and absence codes have been used and pupils who have been absent for more than fifteen days are known to them, and those on alternative educational activities are appropriately monitored by their schools.

If a school is unable to contact parents /carers of a child who has been absent for more than fifteen days, they should contact their 'neighbourhood' EWO and jointly complete the checklist on CME Form 1. If following these checks the whereabouts of the child are still not discovered, a fully-completed CME Form 2 must be sent to the LA's Pupil Tracking and Licencing Officer in the Learning Access Service to enable further follow-up enquiries to be made.

DfE Lost Pupil Database (s2s)

The LA will regularly check the national 'Lost Pupil Database' for children who are missing. It will also respond and send notifications to other LAs about Blackburn with Darwen children missing from education.

Housing

The Pupil Tracking & Licencing Officer will regularly check with housing when trying to establish the whereabouts of a child/young person reported as CME to identify if they are still within the borough and to obtain new addresses if necessary. Colleagues in Housing will also inform the Pupil Tracking Officer of any homeless families or families that have moved in to temporary accommodation so that checks can be made to ensure their education is not disturbed.

Pupil Referral Units – Sunnyhurst / St Thomas' Centre

The LA's Assistant Manager for Admissions, Planning & Participation normally refers all permanently excluded children requiring admission to either the St Thomas' Centre (secondary age) or the Sunnyhurst Centre (primary age) PRUs. The St Thomas' Centre and Sunnyhurst Centre will retain responsibility for ensuring their pupils regular attendance and where required take the necessary steps for informing others (e.g. the Pupil Tracking and Licensing Officer and the Engage team) whenever children leave or go missing from their establishments.

The Engage Team

Engage are the specialist multi-agency team which has local strategic responsibility for children missing from home and care, including undertaking formal missing from home return interviews and improving awareness of missing from home risk management.

Members of the Engage team will meet with the Pupil Tracking and Licencing Officer on a termly basis to discuss individual cases and help close the gap between 'missing from home and care' and 'missing out on education'. The Pupil Tracking Officer will also seek to obtain and share relevant information on cases where it has proved hard to establish the current whereabouts of children, including where they attend school and/or how they are accessing educational provision. The intention is to deliver end to end targeted prevention, monitoring and support.

Lancashire Care NHS Foundation Trust (LCFT)

Lancashire Care NHS Foundation Trust (LCFT) have developed a Children and Families Health Team 'Care Pathway for Children Missing from Education' to improve the identification, communication and support of any children who are missing from education. The aim is to ensure that children who are not receiving, or at risk of not receiving, a suitable education are identified quickly, and arrangements put in place to assess their health needs and provide intervention where necessary.

Multi-Agency Safeguarding Hub (MASH)

The Multi-Agency Safeguarding Hub (MASH) facilitates information sharing across all organisations involved in safeguarding – statutory, non-statutory and the third sector. Essentially the hub coherently analyses information that is already known within separate organisations in a design to inform all safeguarding decisions.

The Pupil Tracking & Licencing Officer may be required to obtain information from the MASH following difficulties in establishing the whereabouts of a child or young person where there has previously been children's social care involvement or where there are safeguarding concerns. In such circumstances, the Pupil Tracking & Licencing Officer will liaise closely with the Education Safeguarding Officer located with the MASH to ensure that intervention is timely, proportionate and necessary

The MASH will also share information with the Pupil Tracking & Licencing Officer if they identify any children & young people of statutory school age who are not in receipt of a suitable education, so that the relevant agencies are able to work together to offer appropriate support.

Other Agencies

Staff from other departments and external agencies who come across any children who they believe may not be accessing educational provision are requested to contact the LA's Pupil Tracking and Licencing Officer by completing CME Referral Form 4. These may involve Housing Officers, Neighbourhood Wardens, Community Safety Officers, Police etc.

Experian Investigator Online

The Pupil Tracking and Licencing Officer will conduct data information searches using Experian's web-based Investigator Online service in attempts to trace the whereabouts of any families where there are children still classed as missing from education.

Open Source Media and Social Network Sites

The Learning Access Service may request that searches are conducted on social network sites (e.g. Facebook) if a family's location remains unidentified using other means. A search may also be conducted on open source media, i.e. Google and BT phone disc.

Blackburn with Darwen's nominated persons for Children Missing Education are:

Lawrence Warburton

Learning Access Manager
Children's Services and Education
5th Floor
10 Duke Street
Blackburn
Lancashire
BB2 1DH

Tel: 01254 666862
Mobile: 07736029157
Email: cme@blackburn.gov.uk

Laura-Jo Popland

Pupil Tracking & Licencing Officer
Children's Services and Education
5th Floor
10 Duke Street
Blackburn
Lancashire
BB2 1DH

Tel: 01254 666515
Mobile: 07816146488
Email: cme@blackburn.gov.uk

Children Missing from Education

Procedures to be followed by schools and education staff when young people go missing from education

Procedures for Schools:

- 1) Respond quickly to any concerns;
- 2) Ask the friends of missing pupils for any current information;
- 3) Check with the pupil's named emergency contacts/telephone numbers;
- 4) Check all school records to see if a change of address has been entered;
- 5) Check the pupil's records to see if there are any siblings at another school – if so, ring the school to make further related enquiries;
- 6) If a voluntary aided or faith school, check with the appropriate local faith leader;
- 7) Check information with the school nurse;
- 8) Discuss with your school's neighbourhood EWO and complete CME Form 2 (in partnership with EWO for maintained schools) 'Checklist for Children who's Whereabouts are Unknown' **or** use CME Form 3 (please complete all sections) for any children who's whereabouts are "known" and forward ASAP to cme@blackburn.gov.uk
- 9) Complete CTF and upload pupil information onto the DfE s2s (school to school) 'Lost Pupil Database.'
- 10) The school needs to maintain ownership of the 'missing' pupil's records until requested by either the new recording school or advised by the LA's Pupil Tracking and Licencing Officer or the Learning Access Manager.

Procedures for EWOs and Home-School Liaison Officers:

- 1) Assist school with completing the CME1 checklist;
- 2) If necessary, undertake a home visit ASAP (when whereabouts are unknown);
- 3) Make enquiries with neighbours;
- 4) Check with colleagues in the school Admissions, Planning & Participation team;
- 5) Seek out any other local knowledge, e.g. youth clubs / madrassah / Sunday schools etc.
- 6) Check and where appropriate help complete (in partnership with school) and co-sign CME Form 2 and then forward ASAP to the LA's Pupil Tracking and Licencing Officer via cme@blackburn.gov.uk

Procedures for Pupil Tracking and Licencing Officer:

- 1) Check with Housing / Housing Association / Estate Agents if known;
- 2) Check Council Tax and Benefits at Blackburn with Darwen Council.
- 3) Conduct additional home visits if necessary;
- 4) Inform colleagues in Children's Social Care, e.g. the Engage Team;
- 5) Check with the Youth Justice Service;
- 6) Check with local contacts in 'safe' houses / refuges;
- 7) Notify the CME nominated person in the LA where information suggests the child may have moved to;
- 8) Input information onto the 'CME Tribal Database.';
- 9) Carry out regular follow-up checks and/or home visits in an ongoing effort to try and ascertain the child's / family's whereabouts;
- 10) Notify where appropriate our Police 'Missing Persons Co-ordinator' located in the Engage Team, using enquiry form 6 (b)
- 11) Continue to liaise with other agencies as and when necessary, e.g. UK Border Agency and the Foreign & Commonwealth Office Forced Marriage Unit.
- 12) Use Investigator Online to try and trace the families whereabouts of children that are still classed as missing from education
- 13) Continue to use open source media and social network sites to try and trace families that have been un-located at the above stages.

Tracking missing pupil checklist

Schools have a statutory responsibility to secure good attendance and to involve appropriate external agencies if poor attendance occurs. After a maximum of 10 days of continuous non-school attendance and where the school has been unable to contact parents/carers, the school should inform their neighbourhood Education Welfare Officer. The following checks also need to be carried out:

By School

Ask the friends of the missing pupil(s) for any current information	<input type="checkbox"/>
Check emergency contact numbers	<input type="checkbox"/>
Check free school meals database	<input type="checkbox"/>
If a voluntary aided faith school, check with the faith leader to see if has knowledge of family	<input type="checkbox"/>
Check records to see if siblings at another school - if so, ring the school to see if present	<input type="checkbox"/>
Check with the school nurse	<input type="checkbox"/>

By Education Welfare Officer

Undertake home visit	<input type="checkbox"/>
Speak to neighbours	<input type="checkbox"/>
Check with the School Admissions team	<input type="checkbox"/>
Check with Council's Benefit's & Revenues team	<input type="checkbox"/>
Check with Housing / housing association / estate agents, if known	<input type="checkbox"/>
Contact Children's Social Care and Supporting Families Program	<input type="checkbox"/>
Contact Youth Justice Support and Community Safety Teams	<input type="checkbox"/>
Check with local contact in safe houses / refuges / shelters	<input type="checkbox"/>
Check with Connexions for pupils aged 13 - 16	<input type="checkbox"/>
Any other local knowledge e.g. Youth Club/ Madaris / Sunday School	<input type="checkbox"/>

If following the above checks, the whereabouts of the child and family are not discovered, then the 'School checklist for children whose whereabouts are unknown' form (Form 2) should be completed by the school's and securely emailed to the Pupil Tracking & Licencing Officer in the local authority's Learning Access Service, Children's Services and Education Department, Floor 5, 10 Duke Street, Blackburn BB2 1DH.

School checklist for children whose whereabouts are unknown

To be completed for pupils who have gone 'missing' or where a forwarding school or new home address is not known.

Name of pupil	
DOB	
Age	
UPN	
Gender	
Ethnicity	

Percentage school attendance		Date last attended school	
-------------------------------------	--	----------------------------------	--

Country of origin if entry to UK within last 6 months	
Home address	
Any previous address	
Full name of parent / carer	
Tel no. of parent / carer	
Name of any Siblings and DOB	

Checklist of action taken by school staff to locate the missing pupil[s]

	Week 1 - Action Taken	Who & When	Outcome
1	Check internal school records, class teacher, SENCO, HOY, school nurse, learning mentor etc		
2	Checks with friends, siblings and relatives of the child		
3	Telephone calls made / letters sent to family home (please attach all relevant copies, log-records etc)		
4	If Social Care are involved, notify named contact as soon as concern arises		

	Action Taken – Week 2 / 3	Who & When	Outcome
5	Discussion / referral made to designated Education Welfare Officer or, where appropriate, GRT Home-School liaison		
6	Upload completed CTF to DfE s2s website		

- A. If after all enquiries have been exhausted the whereabouts of the pupil is still unknown, discuss the removal of the pupil from the school roll with your allocated neighbourhood EWO. The school must still maintain ownership of the pupil's records until advised by the local authority's Pupil Tracking and Licensing Officer acting on behalf of the Learning Access Manager.

Removal from roll must fully comply with the appropriate DfE Registration Regulations and the Local Authority's related safeguarding procedures for CME.

- B. The school must also create a Common Transfer File (CTF) and post it electronically on the DfE 'Lost Pupil Database' via the s2s website.

Signature of Head Teacher School

Signature of EWO Date

Once completed, this form should be returned by secure email to: cme@blackburn.gov.uk

If you have any related enquiries, please contact the Pupil Tracking & Licensing Officer, Learning Access Services, 10 Duke Street – 5th Floor, Blackburn, Lancashire, BB2 1DH
Tel: 01254 666743

Children who have moved out the Borough and whose whereabouts are known

To be completed for pupils who have moved out of the borough or where a forwarding school and/or new home address is known.

Name of pupil	
DOB	
Age	
UPN	
Gender	
Ethnicity	

Last known address	
Postcode	
Full name of parent / carer	
Tel no. of parent / carer	
Name of Siblings and DOB	

Previous school attended	
New address (or relocation area)	
School to which going to be admitted (if known?)	
Comments	

- A. Although the whereabouts of the above child is known, schools should still discuss the removal of the pupil from the school roll with the education welfare service. The school must also maintain ownership of the pupil's records until advised otherwise by the local authority's Pupil Tracking & Licensing Officer acting on behalf of the Learning Access.

Removal from roll must fully comply with appropriate DfE Registration Regulations and the LA's related safeguarding procedures for CME.

- B. The school must also create a Common Transfer File (CTF) and post it electronically on the DfE s2s (School to School) website. In cases of transfer between schools in England, the pupil's name must be deleted from the school roll from the day they are expected to start at the new school.

Signature of Head Teacher

School Date

Once completed, this form should be returned by secure email to: cme@blackburn.gov.uk
 If you have any related enquiries, please contact the Pupil Tracking & Licensing Officer, Learning Access Services, 10 Duke Street – 5th Floor, Blackburn, Lancashire, BB2 1DH. Tel: 01254 666743.

Children Missing Education (CME) Referral Form

To be completed for children who are resident in Blackburn with Darwen but not on the roll of any school

Date: _____

Name of referrer: _____

Organisation: _____ Contact Tel Number: _____

Name(s) of child(ren)

_____ DOB _____ Yr Group ____ M/F ____ SEN ____ LAC _____

_____ DOB _____ Yr Group ____ M/F ____ SEN ____ LAC _____

_____ DOB _____ Yr Group ____ M/F ____ SEN ____ LAC _____

Full name of primary / carer: _____ Relationship: _____

Current Address: _____

_____ Postcode: _____

Contact number 1: _____ Contact number 2: _____

Name of GP: _____ Contact number: _____

Previous school name (if known): _____

Town/City/Country: _____

Length of time on roll: _____ Date of leaving: _____

Other relevant info:

Any safety factors to be acknowledged when visiting this family:

Signature of referrer: _____

Completed forms to be returned to:

Laura-Jo Popland, Pupil Tracking and Licensing Officer, Schools and Education, 10 Duke Street – 5th Floor, Blackburn, Lancashire, BB2 1DH Tel: 01254 666515 email: cme@blackburn.gov.uk

Office use only:

Date admissions checked

Date S2S checked

Lead agency

Key worker

Contact number

RESTRICTED DATA: BwD CME Form 5 (a) (Revised September 2014 version)

Children Missing Education (CME) Acknowledgment Notification

FAO: The Head teacher

You advised Blackburn with Darwen Council's Learning Access Service that the child/ren identified below had been absent for more than 10 continuous school days.

If you receive any further information that will help with this enquiry then please forward to the Pupil Tracking and Licencing Officer using the details below:

Telephone 01254 666515
 Fax: 01254 666884
 E-mail: cme@blackburn.gov.uk

Blackburn with Darwen Learning Access Service notified on:

Number of days absent from school when reported:

Full names of children	DOB	Date last attended	Relocation area if known?

Thank you for your notification regarding the above child/young person missing education.

I will keep you informed of any progress/outcome in due course.

RESTRICTED DATA: BwD CME Form 5 (b) (Revised September 2014 version)

Children Missing Education (CME) Notification of Outcome

FAO: The Head teacher

You advised Blackburn with Darwen Council's Learning Access Service that the child/ren identified below had been absent for more than 10 continuous school days.

If you receive any further information that will help with this enquiry then please forward to the Pupil Tracking and Licencing Officer using the details below:

Telephone 01254 666515

Fax: 01254 666884

E-mail: cme@blackburn.gov.uk

Blackburn with Darwen Learning Access Service notified on:

Number of days absent from school when reported:

Full names of children	DOB	School last attended	School to which now admitted	Start date	Unable to trace	Remove from roll on:

Thank you for your notification regarding the above child/young person missing education.

Following your notification please be informed that the educational provision with regards to the above child/ren is as above.

The case has now been closed by the Pupil Tracking & Licencing Officer.

MOVEMENT OF CHILDREN – OUTGOING ENQUIRY FORM TO ANOTHER LOCAL AUTHORITY

<p>The children below are reported to have moved into your authority. Would you kindly make enquiries to establish if they are now resident in your borough? If known, please respond by completing the grey boxes. Where not known, please contact me ASAP.</p>				<p>Reply: Name of Officer:</p>	
				<p>Designation:</p>	
<p>Enquiry from:</p>		<p>Telephone</p> <p>Fax: 01254 666884</p> <p>E-mail: cme@blackburn.gov.uk</p>		<p>Signed:</p>	
		<p>Date of Enquiry 20</p>		<p>Phone & E-mail:</p>	
<p>Date:</p>					
Full names of children		DOB	UPN	School & date last attended	School to which now admitted
Parent / carer's full name					Have school records been requested?
Last known address					Medical records should be forwarded to:
New address to which removed					Confirmation of current address:
Further comments, including any other related concerns					Comments:

MOVEMENT OF CHILDREN – OUTGOING POLICE ENQUIRY FORM

School Checklist (Form 2) Completed and attached

FAO Missing from Home Co-ordinator: Blackburn with Darwen Children’s Services and Education Department has been unable to find the child/children listed below through routine enquiries with other Local Authorities and Primary Care Trust. We would therefore like to formally request your assistance in helping to locate them. Please respond (completing the grey boxes) as soon as possible.				Reply: Name of Officer:	
				Designation:	
Enquiry from:	Telephone Fax: 01254 666884 E-mail: cme@blackburn.gov.uk			Signed:	
	Date of Enquiry 20			Phone & E-mail:	
				Date:	
Full names of children	DOB	M/F	School & date last attended	Country of origin if entry to UK within last 6 months	
Parent / carer’s full name					
Last known address					
Confirmation of current address					
Further comments, including any other related concerns					

CHILDREN MISSING FROM EDUCATION
INDIVIDUAL PUPIL ACTION PLAN

This action plan should be completed by the Local Authority's nominated tracking officer for children missing education **every time a child or young person** is confirmed as missing from education (CME). The action plan should identify all those agencies involved in supporting/ensuring that the child is in receipt of suitable education.

Pupil Details

Name: _____ DOB _____ Year Group _____

Address: _____

Name of key worker / agency: _____ Date of Action Plan _____

Last known School: _____ Date Removed from roll: _____

Brief reason for having no school place: _____

Key worker/Agency Future Action

<u>Action to be taken</u>	<u>Deadline Date</u>
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

Outcome of action taken: _____

Agency/key worker name (please print) _____

Signature: _____

Date: _____

CHILDREN MISSING FROM EDUCATION
POLICE PROTOCOL

(Explanatory notes)

Relevant checks will include:

- PNC – Police National Computer
- C3PO – Custody based computer
- CASEMAN – Lancashire Police case-management system
- SLEUTH INTL, DV, FP databases – Lancashire Police intelligence databases
- PND – Police National Data (if known to have lived elsewhere and have a former address)

CHILDREN MISSING FROM EDUCATION (POLICE PROTOCOL)

