

Carew Academy Child Missing Education Policy

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Carew Academy Child Missing Education Policy

INTRODUCTION

OHC&AT and Carew Academy are committed to providing outstanding educational opportunities for all our pupils and students. The safety and welfare of our pupils and students is of the utmost importance. All adults working in OHC&AT settings must protect children and vulnerable adults from abuse and be aware that any pupil or student may be abused or be at risk of abuse. Any child missing education is extremely concerning, not only in the way that it impacts on the individual's potential achievement, but also in relation to their safety and welfare.

Carew Academy follows the Child Protection, Adult Protection & Safeguarding Policy and Procedures, the Attendance Policy and the Student Mental Wealth, Health & Wellbeing Policy as agreed by the OHC&AT Board of Directors.

This policy is written with reference to 'Children Missing Education: Statutory guidance for local authorities' (DfE, 2016), 'School attendance: Guidance for maintained schools, academies, independent schools and local authorities' (DfE, 2022), 'Keeping Children Safe in Education (DfE, updated September 2022) and Sutton LSCP CME Protocol (2021).

PURPOSE

The purpose of this policy is to ensure that all Carew Academy Stakeholders, including pupils/students and parents/carers understand the process that is followed when a Child is Missing Education, (CME).

DEFINITIONS

A child 'Missing Education' is a child of compulsory school age (a child reaches compulsory school age on or after their fifth birthday i.e. They should be in full-time education at the start of the term following their fifth birthday), who is not a registered pupil at a school and is not receiving suitable education otherwise than at a school (e.g. home educated or receiving paid for tuition). A 'suitable education' means efficient full-time education suitable to the child's age. There are certain vulnerable groups who are more likely than others to become children missing education. They are as follows:

- young people who have committed offences
- children living in domestic abuse refuges
- children of homeless families perhaps living in temporary accommodation
- young runaways
- children with long-term medical or emotional problems
- looked after children
- children with a Gypsy/Roma/Traveller background
- young carers

- children from transient families
- teenage mothers
- children who are permanently excluded from school
- migrant children whether in families seeking asylum or economic migrants
- children moving out of independent schools/academies/free schools
- children whose parent(s) are in the Armed Forces

Children Missing from Education should not be confused with:

- Children who are on roll at a school but are not in regular attendance, as this is dealt with through the school's attendance procedures
- Children who are receiving Home Education (known as Elective Home Education), as this is recorded and monitored separately
- Children whose parents have applied for a school place, and the application is being dealt with via the Admissions procedures.

Schools do not need to make a CME referral if a child is on roll of an alternative school within the UK or has left the UK permanently with no additional safeguarding concerns and if satisfied with, travel details, new address and or new school.

REPORTING A CHILD MISSING EDUCATION (CME)

The Attendance Lead must complete the below process prior to a CME referral:

- Inform the DSL of all concerns
- Check there are grounds for removing the child from roll (as listed in DFE Children Missing Education 2016 Annex A) and no onward education destination is known
- Complete reasonable checks to establish whereabouts or destination of the CME: telephone and email contact, home visit, contact with schools of known siblings and contact with any other agencies involved with the child.

When the above process has been followed the Attendance Officer needs to complete a CME referral form (included in Appendix A) and email it to cme@cognus.org.uk.

If the Attendance Lead feels the child is at risk of significant harm they need to discuss this with the DSL who may wish to speak to a Social Worker for general advice or make a referral to Children's First Contact Service, (contact details included in Appendix B).

Appendix A

Children Missing Education-Referral form

A child ‘**Missing Education**’ is a child of compulsory school age who is NOT a registered pupil at a school and is NOT receiving suitable education otherwise than at a school (e.g. home educated or receiving paid for tuition)

INSTRUCTIONS FOR COMPLETING

To be completed by anyone concerned that a child is ‘**Missing Education**’.

Please complete this referral with as much detail as possible showing all enquiries you have taken including phone calls and e mails.

SCHOOLS must complete the below prior to this referral:

- Check there are grounds for removing the child from roll (as listed in *Children Missing Education 2016 Annex A*) and no onward education destination is known
- Basic reasonable checks have been completed to establish whereabouts or destination; please include all details of telephone and email contacts, home visits, contact with schools of known siblings and contact with any other agencies involved with the child.
- Inform the Designated Safeguarding Lead of this referral
- **Schools do not complete if the child left the UK permanently with no additional safeguarding concerns AND if satisfied with travel details, new address and new school**
- **Schools must also complete the Statutory Off-Roll Notification Form**

If the child may be at risk of significant harm and if you have immediate concerns for a child, please contact the police.

If you wish to speak to a Social Worker for general advice or make a referral to **Children's First Contact Service** please contact them on:

- Mon-Fri 09:00-17:00 on 0208 770 6001
- (Mon-Fri outside of the above hours please contact the police and then the After-Hours Duty Service on 020 8770 5000
- Weekends/Bank Holidays please contact the police
- Non secure email (please password protect documents): CFCS@sutton.gov.uk

Child Details

Surname		Date of Birth	
First Names		Gender	
Address in Sutton			
New Address			
School			

Date Last Attended	Click or tap to enter a date.	Date Last Seen	Click or tap to enter a date.
Date on roll		Attendance this term %	

Siblings (If Known)

Surname		Date of Birth	
First Names		Gender	
School			

Surname		Date of Birth	
First Names		Gender	
School			

Surname		Date of Birth	
First Names		Gender	
School			

Parents/Carers Details

Surname		Date of Birth	
First Names		Gender	
Address (If different to child)			
Email		Mobile	
Home Tel		Work Tel	

Surname		Date of Birth	
First Names		Gender	
Address (If different to child)			
Email		Mobile	
Home Tel		Work Tel	

Other Significant Contacts

Name		Relationship	
Email		Telephone	
Name		Relationship	
Email		Telephone	

Name		Relationship	
Email		Telephone	
Name		Relationship	
Email		Telephone	

Safeguarding Checklist (Assessing a child’s vulnerability)

Assessing vulnerability requires a combination of professional knowledge and experience of safeguarding and local circumstances. Agencies should follow their own safeguarding procedures and have regard to the London Continuum of Need

DSL Name		Date Notified	
Email		Telephone	

Child Protection / Child in Need Plan? If yes, attach worker details:

Name		Telephone		Email	
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Is the child ‘Looked After’ (CLA)

Care Authority	
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Please check the following and mark where known, including further information in the box below: *

- Is there a history of domestic violence, parental mental health, parental substance or alcohol misuse
- Is this child mixing with known offenders putting them at risk
- Is there a good reason to believe that the child may be a victim of a crime
- Is this child at risk of sexual exploitation (please refer to CSE risk assessment)
- Does the child have any health requirements that place the child at risk
- Was the child noted to be depressed/self harming prior to the absence
- Is there a person present in or visiting the family that has convictions for an offence against a child
- Are there wider concerns about this child or their family with regards to possible radicalisation (please refer to PREVENT guidance)

Are there religious or cultural reasons to believe that the child is at risk:

- Rites of passage or forced marriage planned for this child or historically for a sibling
- Female genital mutilation for this child or historically for a sibling
- Historical information relating to other siblings of any of the above

* Reason for Referral (If any of the above boxes are checked, please include full details)

Reasonable checks: (Must be completed)

Please list all action you have taken to establish whereabouts of this child since date child/children last seen. Include dates of all phone calls, letters, home visits, referral to Borough School Attendance, MASH and Police referrals.

	Click or tap to enter a date.
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	Click or tap to enter a date.

Referrer Details

Name		Organisation	
Email		Telephone	

Completed forms to be emailed to: cme@cognus.org.uk

Document: Children Missing Education – Referral Form

Author: Gill Bush/Peter Gasparelli

Creation Date: 18/07/2019

Version: 3.1

Revision Date: 12/02/2021

Appendix B

Sutton's CFCS can be contacted via the following routes:

- Referral form: sutton.gov.uk/cfcs
- Telephone (9:00-17:00): 0208 770 6001
- Email: childrensfirstcontactservice@sutton.gov.uk For out of hours, contact the Emergency Duty Team (EDT)