

Pembrokeshire County Council
Cyngor Sir Penfro



INVESTOR IN PEOPLE

Education and Children's Services

ADDYSG A GWASANAETHAU PLANT

**CHILDREN MISSING EDUCATION IN
PEMBROKESHIRE**

**GUIDANCE FOR SCHOOLS
AND PARTNER
AGENCIES**

Governance of Protocol			
Protocol owner		Integrated Safeguarding & QA Service	
Key protocol contributors		Pembs Safeguarding Children agencies	
	Status of document		
	Final version	Issued	June 2014
	Review	Completed	September 2015
	Review	Completed	July 2016
	Review		August 2017

Contents

1. Introduction	3
2. Why do children go missing from education?	4
3. Local responsibilities - Schools	6
4. Local Responsibilities - Pupil Support Service.....	8
5. Local Responsibilities - Role of Other Agencies	9
6. The Role of Schools Admissions Service.....	10
7. Overview	12
Appendix 1. Children Missing Education School Checklist.....	11
Appendix 2. Children Missing Education Checklist.....	15
Appendix 3. Elective Home Education.....	17
Appendix 4. The use of School to School Data Transfer Website (s2s).	22
Appendix 5. Children Missing Education Notification of Removal from school Roll	24
Appendix 6. Enquiry Form – Movement of Children / Young People	26
Appendix 7. Notification to the Pupil Support Service of a Child/Young Person Missing Education	27
Appendix 8. Assessing vulnerability as part of the referral process	29
Appendix 9. Information Sharing and Data Processes.....	30
Appendix 10 Children Missing in education – New School or New LA confirmation Form	31

1. Introduction

From 1st September 2009 the Welsh Assembly Government commenced Section 436A of the Education & Inspections Act 2006 which requires local authorities to make arrangements to enable them to establish the identities of children residing in their area who are not receiving a 'suitable education'.

The Welsh Assembly Government published "Statutory guidance to help prevent children and young people from missing education"¹ a practical toolkit to help identify children and young people missing education.

This guidance is intended to inform the Local Authority, all Schools and Partner agencies about the protocols and processes in order to:

- Ensure that all children and young people have access to appropriate education.
- Identify, maintain contact and re-engage children living in Pembrokeshire who are missing education (or are at risk of missing education).
- Track children that move out of Pembrokeshire until such a time as they are in a known destination.

If a child or young person is receiving an education, not only do they have the opportunity to fulfil their potential, they are also in an environment which enables local agencies to safeguard and promote their welfare. If a child goes missing from education they could be at risk of significant harm which may require locally agreed child protection procedures to be followed.

This guidance aims to ensure the local authority meets its statutory duties relating to the provision of education and safeguarding and promoting the welfare of children.

The Children's Act 2004 and Welsh Assembly Government's Safeguarding Children Working Together under the Children's Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. As a result there is an expectation on all agencies that they will subscribe to the protocol and procedures in order to ensure children are safely on a school roll.

This guidance will be reviewed on an annual basis by the Inclusion Service.

¹ WAG Circular No: 6/2010 "Statutory guidance to help prevent children and young people from missing education" April 2010

2. Why do children go missing from education?

For the purposes of this document, Children Missing from Education (CME), refers to all children of compulsory school age who are **not on a school roll**, or 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 and young people go missing from education for a wide variety of reasons such as

- never enter the education system because they fail to start appropriate provision at the start of compulsory school age;
- stop attending school at some time during their school career, perhaps because they have been excluded or withdrawn;
- are 'excluded' on an unofficial basis and are particularly vulnerable to dropping out of education permanently;
- fail to complete a transition between providers, for example from primary to secondary school or from a school to alternative provision;
- move into a local-authority area from another and do not register with a local school, or inform either local authority that they have moved;
- are withdrawn by parents who elect to educate at home and cease any contact with the local authority;
- are fleeing domestic violence;
- are excluded or withdrawn from independent schools; or
- enter the country and do not register with a school.

There are groups of vulnerable children who are more likely to be affected by the factors listed above and who have experienced certain life events that make them more at risk of going missing from education:

- young people within the criminal justice system;
- children living in women's 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/Traveller background;
- young carers;
- children from transient families;

- children who are taken on extended holidays or heritage visits by their family;
- teenage mothers;
- children who are permanently excluded from school;
- migrant children whether in families seeking asylum or economic migrants.

It is often the case that another agency is aware of the arrival or existence of a family living in the Authority but not in education before the LA becomes aware of them. This protocol identifies the practical steps to be taken by all partner agencies to locate, register, monitor and track children and young people missing from education (or at risk of going missing from education), to assess their needs and allocate appropriate provision; and then to monitor and track their progress.

Sharing information is vital for early intervention to ensure that children and young people get the services they require, including education support. Agencies and professionals have an individual and collective responsibility to provide a duty of care to them which includes the duty to share and exchange information. Further information can be found in Welsh Assembly Government “Statutory Guidance to help prevent children and young people from missing education”.²

The Local Authority (LA) will ensure that all agencies are properly supported to meet their responsibilities.

from missing education” April 2010

3. Local responsibilities - Schools

Schools have a vital role to play when children go missing from the education system. This may either occur when

- the child is withdrawn from the school without the parent / carer giving notice or being advised of a new school or
- the child/children does not start at the school when admission has been agreed.

Schools must undertake immediate actions to try and identify the whereabouts of the child/children. A record of their efforts made to trace the child should be recorded using “Children Missing Education School Checklist” (Appendix 1).

If the school has existing concerns of a child protection nature the matter must be immediately referred to the Child Care Assessment Team (CCAT) and/or the police. Further guidance on Assessing Vulnerability can be found in Appendix 10 or “Statutory guidance to help prevent children and young people from missing education”³

If the schools initial enquiries fail to establish the whereabouts of the child/children a referral must be made to the Pupil Support Service (PSS) to undertake further tracking. The Child Care Assessment Team should be informed where

- the child is looked after
- the child is on the Child Protection Register
- there is current Social Services involvement, for example children in need cases
- there are any concerns that a child or young person is in danger of forced marriage
- the whereabouts of the child are unclear or there is a suspicion that the child may have run away
- it is otherwise suspected or known that a child or young person is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity.

The Child Care Assessment Team Duty Officer can be contacted on 01437 764551 or 01437 776444.

If a pupil goes missing they must remain on the school roll until all reasonable enquires have been completed and the PSS agree that they can be deleted from the school roll.

^{3& 4} WAG Circular No: 6/2010 “Statutory guidance to help prevent children and young people from missing education” April 2010

Reducing the Risk of Children Missing Education

Schools should monitor pupil attendance and refer children to their designated Pupil Support Officer where patterns or trends in absences suggest that the pupil may be at risk of going missing.

Family leave (holidays) during term time - parents should always be asked and expected to inform the school in advance of any proposed leave during term time e.g. family holiday, extended holiday or heritage visit. This information should include an anticipated return date and where possible schools should seek to obtain contact details for the visit as well as details of a relative or friend who could be contacted for information in the UK if this was required. Suggested actions to raise awareness and better identification of risks around forced marriage can be found in “Statutory guidance to help prevent children and young people from missing education”⁴

Elective Home Education by Parents – schools should ensure that the Local Authority is informed when pupils are withdrawn from school to be educated by parents and when pupils return to school after being electively home educated. (Appendix 5 – Elective Home Education).

All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) for England and Wales to transfer specific information electronically, via the ‘school2school – s2s’ website when a pupil joins or leaves a school (Appendix 6). If a pupil goes missing they must remain on the school roll until all reasonable enquires have been completed and the PSS agree that they can be deleted from the school roll and the Notification of Removal from School Roll form completed (Appendix 7).

4. Local Responsibilities - Pupil Support Service

When the Pupil Support Service is notified of a child missing education the designated Pupil Support Officer (PSO) will undertake further enquiries which will include home visiting, approaching neighbours and contacting partner and other agencies to try to establish the whereabouts of the child/children. A record of the child should be made on the Children Missing Education Database (Education Service) and a record of the efforts made to trace the child should be recorded using “Children Missing Education School Checklist” (Appendix 1) or “Children Missing Education Checklist” (Appendix 2).

If there is no evidence of education being provided, the parents will then be contacted by letter requesting that they contact the Pupil Support Service regarding their intentions to education their child / children.

If there is no response within 10 working days a Pupil Support Officer will visit the parents at home to check circumstances or assist with the admission process and/or assess need/additional support if required.

If information is received that establishes where the child/children have moved to another authority but there is no clear information about whether they have registered at new schools, the PSO should complete the ‘Movement of Children / Young People’ form (Appendix 8) and send to the receiving authority so that contact can be made to ensure a fast and smooth transition into local schools. (A copy of the form should be placed on the child’s file as well as a copy to the Senior PSO responsible for children missing from education).

If all attempts by the PSO to trace a child fail, then the ‘children missing from education’ checklist should be completed and passed to the Senior PSO responsible for children missing from education. The school will be advised to remove the child from roll and send a CTF to the Lost Pupil Database with the destination as XXX XXXX. The Senior PSO will initially make a county wide enquiry and also a targeted enquiry if it is believed a child may have moved or returned to a specific area. If such enquiries are unsuccessful then a national enquiry will be made. The school will be notified of the outcome of such enquiries.

During the course of investigations it is good practice to liaise with partner agencies i.e. Child Care Assessment Team (CCAT) or the Public Protection Unit (PPU) to ensure they have no relevant information about the whereabouts of the child/ren.

If at any point during the checking process staff become aware of issues that may indicate issues of a safeguarding/child protection nature or if the child/ren are on the child protection register, the Child Care Assessment Team and/or police should be notified immediately.

5. Local Responsibilities - Role of Other Agencies

Social Services Departments, Housing Departments, Accident and Emergency, School Nurses, Police, Health Visitors, Careers Wales, Voluntary Agencies, Youth Offending Team, Housing Departments, Homeless Hostels, Women's Refuges etc.

It is necessary to raise awareness amongst partner agencies about how to inform the LA about children missing from education, in order to ensure that agencies employ this route consistently and whenever necessary. It will often be the case that another agency is aware of the arrival or existence of a child, living in an LA but not in education, before the LA is aware of them. The Pupil Support Service will ensure that information outlining procedures is available by leaflet or on the Pembrokeshire County Council website.

In paragraph 17.97 of the report into the death of Victoria Climbié, Lord Laming recommended that: *“Front line staff in each of the agencies which regularly come into contact with 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.”*

Note: The relevant authority in Pembrokeshire is the Pupil Support Service.

It is the responsibility of all agencies to report to the Pupil Support Service where they believe a child or young person appears not to be on roll at a school, or is not attending school regularly.

A member of staff should complete the 'Notification to the Local Authority of a Child / Young Person Missing Education' Form (Appendix 9). This should be sent to the Pupil Support Service, County Hall, Haverfordwest SA61 1TP. Or emailed to ChildrenMissingEducation@pembrokeshire.gov.uk

The Pupil Support Service may contact other departments within Pembrokeshire County Council or external agencies to ascertain information about children / young people who have been identified as missing education. This information about the child's welfare can be requested under Section 47 of the Children Act 1989.

6. The Role of Schools Admissions Service

The School Admissions Officer has an important contribution to make in ensuring all pupils are on a school roll and attending school.

Children may not be on a school roll where a parent has not accepted a school place at phase transfer or failed to follow up an application after moving into the LA or unable to secure a place in their preferred school and fails to take up another offer.

When the Admissions Officer becomes aware that children / young people are living in Pembrokeshire and not attending school they will inform the Pupil Support Service who will then follow the checking process detailed above. A record of the child should be made on the Children Missing Education Database (Education Service).

When children / young people do not arrive at school following the offer of a place, the school will contact the Pupil Support Service who will then follow the checking process detailed above.

The Admissions Officer will work with the LA's Pupil Support Service (PSS) to ensure that advice about admissions and support with the application procedure is readily available for families recently arrived from abroad.

7. Overview

The local authority accepts its responsibility to locate, assess, monitor and track children missing from education in order for them to reach their full potential and is committed to providing an education of the highest quality for all children and young people.

Summary of Actions

The Local Authority will:

- Raise awareness of the Children Missing Education protocols and processes by:
 - Contacting Senior Managers in all agencies, to explain roles and responsibilities.
 - Give presentations to teams on referral routes if requested.
 - Raise awareness of the notification process and referral routes to all professionals and agencies on Pembrokeshire County Council's website and Pembrokeshire Portal.
- Ensure that all Pembrokeshire schools are appropriately supported to meet their responsibilities.
- Maintain a database within the Education Service to record when the Local Authority becomes aware of children missing education and the actions taken to locate them.
- Implement a range of preventative measures to ensure the reduction of the likelihood of children and young people missing their education which will also support the National Behaviour and Attendance Review recommendations regarding early intervention and appropriate support.

Schools will:

- Ensure that they are meeting their statutory responsibilities by using the Common Transfer System to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.
- Ensure that when a pupil moves that destinations are recorded on their Management Information System and if unknown confirm that the Pupil Support Service has been notified.
- Work with the Pupil Support Service to ensure more consistent referral processes for those children missing education and those at risk through their non-attendance.

Appendix 1. Children Missing Education School Checklist

Child is absent and school is unable to contact parents



Through registration, the school identifies that a child / young person is not in school. After completing First Day Contact procedures, the school identifies that the child / young person may be 'missing'. It is good practice to keep a record of efforts made to trace the child.

If the school has existing concerns of a child protection nature the matter must be immediately referred to the Child Care Assessment Team (CCAT) and/or the police. Further guidance on Assessing Vulnerability can be found in Appendix 10 or "Statutory guidance to help prevent children and young people from missing education"⁵
You must still proceed with the referral to the Pupil Support Officer, even if a child protection referral has been made.

Pupil Name(s):	Gender:	Date of Birth:	Year Group:
Name of Parents / primary carer:			
Address:		Telephone:	

SCHOOL ACTIONS – Within the first 10 school days that a pupil is missing the school should complete the following: (Keep any evidence; letters sent etc)

Actions	Date	By whom	Outcome
First day calling / contact carried out			
Attempt telephone contact with all emergency numbers			
Check with wider school community e.g. siblings, staff, other pupils, carers, school nurse, friends & any known relatives			
Write to last known address and address of emergency contacts if known			

⁵ WAG Circular No: 6/2010 "Statutory guidance to help prevent children and young people from missing education" April 2010

The school should notify the Pupil Support Officer on the tenth day of school absence. Send a copy of this checklist to the PSO and keep a copy in school. Continue to make efforts within the school and assist the PSO and other agencies in the search.

NB Do not remove child/young person from roll until PSO has concluded investigations and confirmation received.

Referral Details	
Date referred to Pupil Support Officer	
Name of School	
Name of Referrer	
Position of Referrer	
Contact Number of Referrer	

PUPIL SUPPORT OFFICER ACTIONS – After 10 school days that a pupil is missing the Pupil Support Officer should complete the following: (Keep any evidence; letters sent etc)

Actions	Date	By whom	Outcome
Attempt contact with emergency contacts, last known address, neighbours etc			
Check with friends, siblings and other relatives of the child (i.e. those who may attend a different school)			
Speak to appropriate agencies i.e. Careers Wales, youth workers, school nurse			
Neighbourhood Enquiries (<i>try to ascertain if property is council, housing association, private rental, owner occupied – note details</i>)			
Enquiries made with School Admissions (check for siblings)			
Enquiry made with Child Care Assessment Team			
Enquiries made with agencies with known involvement - e.g. Child Health if there are any children in the family under the age of 4, Youth Offending Service, etc			
Enquiry made with Housing			
Enquiries made with LA Revenues <ul style="list-style-type: none"> - Housing Benefit - Council Tax 			

Actions	Date	By whom	Outcome
- Electoral Register			
Any other contact / relevant information			
In cases where instances of Domestic Abuse are known the following enquiries should be made:			
Women's Aid			
Women's Safety Unit			

At any point in your investigation where there is reason to suspect that the child or young person is at risk, the local authority Child Protection Procedures should be followed.

If after completing the above checklist, concluded all enquiries and the child / young person remains missing, discuss the removal of the child / young person from the school register with the School and Pupil Support Manager.

1. Attach this checklist and any evidence e.g. letters sent / responses received etc to your referral sheets.
2. Send a copy of this completed checklist, with a copy of the child/'s Attendance Certificate to the Senior Pupil Support Officer who will keep a record of 'all missing children'.
3. Check that pupil's CTF have been uploaded onto the Lost Pupil Database in s2s with a file destination of XXX XXXX , and the Notification of Removal from School Roll form has been completed.

Name of School:	
Authorised by (Member of School SMT):	Designation:
Authorised by Pupil Support Officer:	Date removed:

Appendix 2. Children Missing Education Checklist

LA is notified of child in County missing education



Pupil Support Service is notified that a child is living in the County and not thought to be receiving education. It is good practice to keep a record of efforts made to trace the child.

If the school has existing concerns of a child protection nature the matter must be immediately referred to the Child Care Assessment Team (CCAT) and/or the police. Further guidance on Assessing Vulnerability can be found in Appendix 10 or “Statutory guidance to help prevent children and young people from missing education”⁶

You must still proceed with the referral to the Pupil Support Officer, even if a child protection referral has been made.

Pupil Name(s):	Gender:	Date of Birth:	Year Group:
Name of Parents / primary carer:			
Address:		Telephone:	

PUPIL SUPPORT OFFICER ACTIONS

Actions	Date	By whom	Outcome
Attempt contact with emergency contacts, last known address, neighbours etc			
Check with friends, siblings and other relatives of the child (i.e. those who may attend a different school)			
Speak to appropriate agencies i.e. Careers Wales, youth workers, school nurse			
Neighbourhood Enquiries (try to ascertain if property is council, housing association, private rental, owner occupied – note details)			
Enquiries made with School Admissions (check for siblings)			

⁶ WAG Circular No: 6/2010 “Statutory guidance to help prevent children and young people from missing education” April 2010

Actions	Date	By whom	Outcome
Enquiry made with Child Care Assessment Team			
Enquiries made with agencies with known involvement - e.g. Child Health if there are any children in the family under the age of 4, Youth Offending Service, etc			
Enquiry made with Housing			
Enquiries made with LA Revenues <ul style="list-style-type: none"> - Housing Benefit - Council Tax - Electoral Register 			
Any other contact / relevant information			
In cases where instances of Domestic Abuse are known the following enquiries should be made:			
Women's Aid			
Women's Safety Unit			

At any point in your investigation where there is reason to suspect that the child or young person is at risk, the local authority Child Protection Procedures should be followed.

If after completing the above checklist, concluded all enquiries and the child / young person remains missing, discuss with the Pupil Support Manager as soon as possible.

1. Attach this checklist and any evidence e.g. letters sent / responses received etc to your referral sheets.
2. Send a copy of this completed checklist, with a copy of the child's Attendance Certificate to the Senior Pupil Support Officer who will keep a record of 'all missing children'.



Appendix 3. Elective Home Education

Parents have a duty to ensure that their children receive 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.

When parents withdraw their child from school to do this, and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school where the parents inform the school in writing as provided by the *Education (Pupil Registration) Regulations 1995 under Regulation 9(1)(c)*: “that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school”. It is then the duty of school to inform the education department of the local authority giving the full name, address and date of birth of that pupil within the ten school days immediately following the date on which the pupil's name was deleted. The Elective Home Education Notification Form should be completed, signed by the Headteacher and sent together with a copy of the parent's letter to:

Safeguarding in Education Manager, County Hall, Haverfordwest, SA61 1TP

The child's name should then be removed from the school roll and recorded as electively home educated. A CTF should be created by the school using MMM MMMM, so that the CTF goes into the database of children and young people who have gone outside of the maintained system. If the parent informs the Local Authority in writing, they will then notify the school.

The school must record on their database when a pupil leaves a school to be electively home educated and should confirm in the information field that the 'Schools Admissions Service has been notified'. This will ensure more efficient central tracking of pupil movement. All pupils are entered on to the LA Elective Home Education database.

Although children and young people with statements of special educational needs can be home educated, the LA remains responsible for ensuring that the education the child receives is suitable. The statement must stay in force and the LA must ensure that parents can make suitable provision, including providing for their child's special educational needs. If the parent's arrangements are suitable, the LA is relieved of their duty to arrange the provision directly, but it still remains the LA's duty to ensure the child's needs are met.

The Education Psychology Service will invite families of electively home educated children with statements of special educational needs to attend an annual review.

NOTIFICATION OF PUPILS WITHDRAWN FROM SCHOOL TO BE ELECTIVELY HOME EDUCATED



Under the Education Pupil Registration Regulations, 1995, parents are required to inform schools in writing that they are educating their children at home. Immediately after a school receives a letter from the parent, the name of the child must be removed from the admissions register. The school must make a return to the Council within 10 school days of removal.

Pupil Name(s):	Gender:	Date of Birth:	Year Group:
Name of Parents / primary carer:			
Address:		Telephone:	

Is the pupil subject to a Statement of Special Educational Needs?

Yes / No

Has the pupil been permanently excluded?

Yes / No

Please give details of discussions with the parent's prior to notification of decision to educate at home.

--

Please give details of the involvement of the Pupil Support Service

--

Please confirm the date the pupil was taken off the school roll

--

Please attach a copy of the letter from the parents informing you of the decision to home educate.

SIGNED: _____ (Headteacher) **DATE:** _____

RETURN TO: Pupil Support Service, Education Department, County Hall,
Haverfordwest, Pembrokeshire, SA61 1TPTel; 01437 764551

Appendix 4. The use of School to School Data Transfer Website (s2s)

Currently, in Wales, there is a requirement under the Education (Pupil Information) Wales Regulations 2004 and the Education (School Records) Regulations 1989 for schools to maintain data on pupils who are on their roll and to pass that data to the receiving school when a child leaves to minimise the possibility of pupils falling into the category of being 'missing from education'.

All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) for England and Wales to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.

Procedures for Pembrokeshire Schools

When a school knows what school a pupil has moved to they must:

- Create a Common Transfer File (CTF) and send to the destination school through the School to School (s2s) secure website within 15 school days. If there are any problems creating or sending the file the school should contact Neil Morris (01437 775107)
- Send an email to the school nurse to inform them of the move
- After 10 school days the school should check that they have received an email confirming that the file has been picked up by the destination school

If CTF has not been picked up by destination school

- The school should contact the destination school.
- If the pupil has arrived at the school the destination school should pick up the CTF (or if it is not needed the original school should ask the LA to remove it from the s2s website).
- If the pupil has not arrived at the school, the original school should alert their Pupil Support Officer to enable them to make enquiries. The CTF file should be deleted by the original school (or ask the LA to delete it) and a new CTF file should be sent to the Lost Pupil section of the s2s website using XXX as the LA and XXXX as the school number
- If the pupil arrives at a new school they need to search the Lost Pupil area of the website to pick up the file.

If a school knows that a pupil has moved out of the maintained sector

- If the pupil is to be electively home educated (EHE) by parents the Pupil Support Officer should be informed
- Pupils who have moved out of the maintained sector (e.g. moved to independent school, abroad or EHE) should be removed from the school role and a CTF should be sent to the Lost Pupil section of the s2s website. The destination should be identified as MMM as the LA number and MMMM as the school number)

Destination unknown

- School to make initial enquires to existing contacts / friends / neighbours
- If no information is found the Pupil Support Officer should be informed
- If the destination of the pupil is not discovered after 4 weeks the CTF should be sent to the Lost Pupil section of the s2s website using XXX as the LA and XXXX as the school number
- If the new school that the pupil has moved to contacts the original school they should advise them to contact their LA to search the Lost Pupil area of the website to pick up the file.

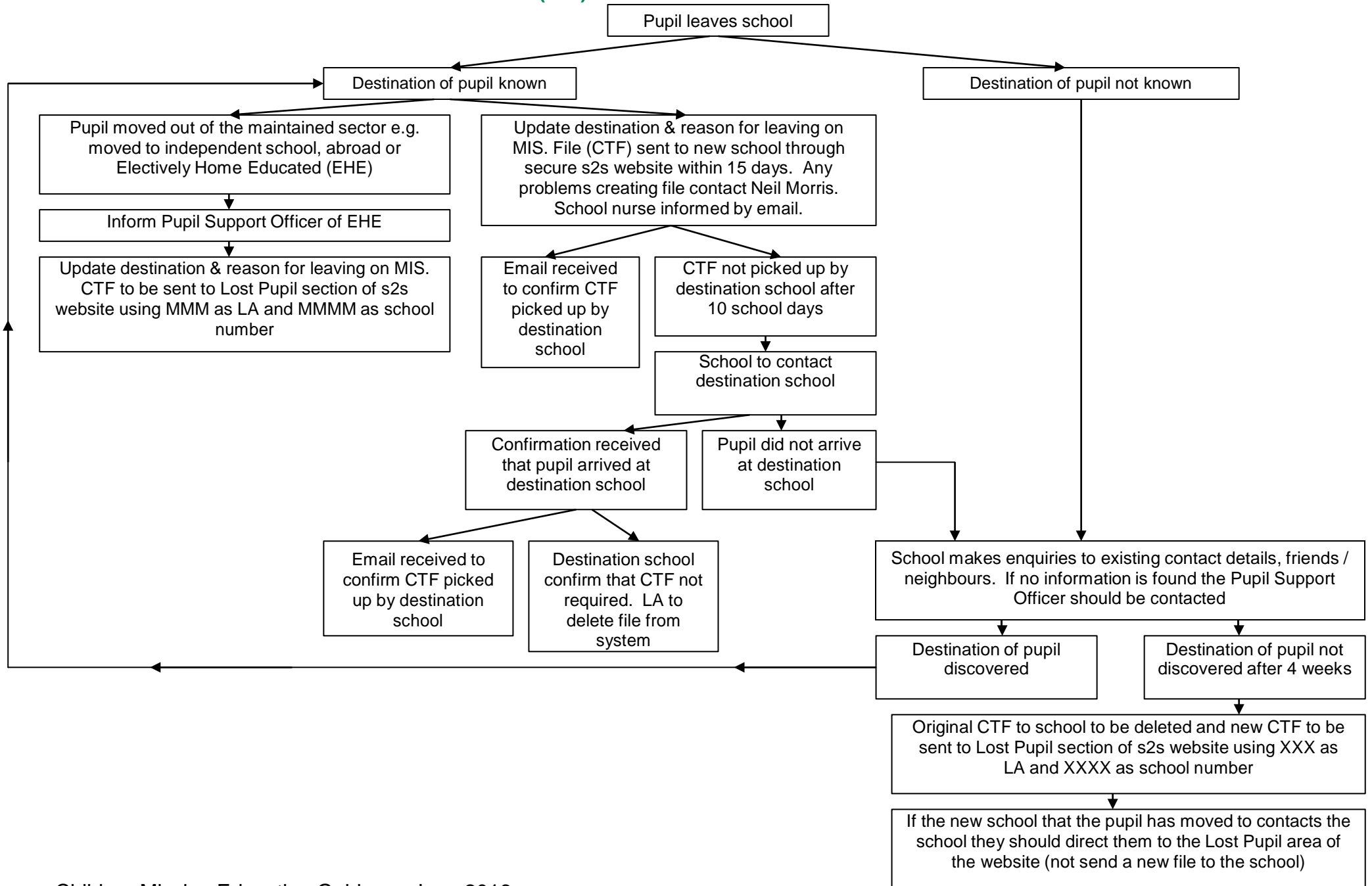
Pembrokeshire LA recognises that these procedures will only function effectively if ALL schools are committed to adhering to the principle that:

- ***Whenever a pupil joins or leaves a school then a common transfer file must accompany him/her.***

The Local Authority will:

- therefore ensure that all Pembrokeshire schools are properly supported to meet these responsibilities.
- closely monitor the operation of its missing/lost children procedures in order to ensure best practice with regard to child protection.

The use of School to School Data Transfer Website (s2s)



Appendix 5. Children Missing Education

Notification of Removal of a Child's Name from a School Roll



To comply with the statutory requirements of the Education (Pupil Information) (Wales) Regulations 1995.

To be completed when a pupil is to be removed from school roll (except when ending statutory education, when leaving as part of the normal admissions round, known to be on roll at another school or when permanently excluded).

Keep a copy for school records.

Pupil Name(s):	Gender:	Date of Birth:	Year Group:
Name of Parents / primary carer: Looked After:			
Address:		Telephone:	
Reason for removal from school roll:			Date pupil removed:
Any other relevant information concerning this pupil:			

When new destination is known

New address:	
New school:	
Date pupil's CTF file uploaded onto s2s for new school to collect: If moving to a non-maintained school or moving abroad code MMM MMMM should be used	
Date file was collected:	

Notification of decision to electively home educated

Has the school notified the Pupil Support Service Manager	
Date pupil's CTF file uploaded onto s2s Code MMM MMMM	

Where the pupil is missing the CME School PSO Checklist may be more appropriate to use than this form

Has the school notified the Pupil Support Officer and completed the checklist	
Date pupil's CTF file uploaded onto s2s Code XXX XXXX (Lost Pupil Database)	

Name of School:	
Authorised by (Member of School SMT):	Designation:
Authorised by Pupil Support Officer:	Date removed:

Appendix 6. Enquiry Form – Movement of Children / Young People



The children/young people below are reported to have moved into your Authority. Would you kindly make enquiries to establish if they are now resident in your area?

Where not known, please notify me as soon as possible

Please return to:	Date of enquiry
-------------------	-----------------

Name	DOB	Last school attended	School admitted to
Last known address			
Comments (Agency involvement etc)			
Parent/Carer			
Confirmation of current address			
Have school records been requested?			
Additional Comments			
Name of officer completing form			
Designation			
Contact details			
Date form completed			

Appendix 7. Notification to the Pupil Support Service of a Child/Young Person Missing Education



The children/young people below are reported to have moved into your Authority. Would you kindly make enquiries to establish if they are now resident in your area? This form should be completed by any professional or agency undertaking an assessment or being aware of a child or young person of compulsory school age who does not appear to be attending a school.

NAMES:	DOB	Male/Female
Address:		Telephone:
Parent(s) Carer(s) details:		
Relationship :		
Previous address if new to area:		
To the best of your knowledge is the child or young person:		
Refugee/Asylum Seeker	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On the Child Protection Register:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In Public Care:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason for referral:		
Not registered at a school <input type="checkbox"/>	Not known if registered at a school <input type="checkbox"/>	
How did this child/young person come to your attention and what are your concerns?		
Any additional information about previous educational provision: (<i>past or present: e.g. date of last education provision, known attendance difficulties etc</i>)		

Are any other agencies known to be involved with the child/young person concerned? <i>Please give details:</i>	
Any other relevant information including any safety factors to be acknowledged when visiting this family?	
Details of Agency Making the Referral:	
Referrer's Name:	
Designation:	
Address:	
Tel No:	Email:
Reason for involvement of professional making the referral and any other relevant information:	
Date that child/young person became known to agency as missing education:	

Appendix 8. Assessing vulnerability as part of the referral process



The level of vulnerability must be re-assessed regularly as it may increase depending on new information or lack of information, and the passage of time itself may lead to increased concern.

Through registration, the school identifies that a child or young person is not in school.

The school should:

1. Contact the parent / carer by phone to seek the reason for the child or young person's absence.
2. If the parent / carer answers the call and their child is not with them or known to be safe and they are concerned, they should be advised to contact all the people to whom their child is known in the locality, or places known that their child visits.
3. If there is no answer, or the person who answered was not the parent / carer and the school is not reassured that the child or young person is at home or known to be safe, or the parent / carer answered but their child is not with them and they are unconcerned, the school should consider, with the school's designated member of staff for Child Protection, the degree of vulnerability of the child or young person, to ascertain whether it is appropriate to make a referral to social services and / or the police.

The following issues and questions should be considered:

Higher Priority	
<p><i>Is there good reason to believe a crime may have been committed? The following questions could assist a judgement:</i></p> <ul style="list-style-type: none"> • Is this very sudden and unexpected behaviour? • Has the child/young person gone missing with their family? • Has the child/young person gone missing without their family? 	<p>If yes, then refer to police, allocated Social Worker (if relevant), Child Care Assessment Team and Pupil Support Service</p>
<ul style="list-style-type: none"> • Is there any reason related to the health, ethnicity or culture to believe the child/young person is at risk of harm? (e.g. forced marriages, female genital mutilation) • Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying? <p>Where there is genuine concern that young person's safety and / or well-being is at risk, it is essential to take action quickly, as delays can see problems escalate, and also hamper an effective investigation of the circumstances in which the child is living.</p>	<p>If yes, then refer to police, allocated Social Worker (if relevant), Child Care Assessment Team and Pupil Support Service</p>
<p><i>Is the child/young person subject of a child protection plan (on the Child Protection Register) or has there been past involvement with social services about matters of child protection concern?</i></p>	

<ul style="list-style-type: none"> • Are they looked after by the local authority? <p>The following may also may also assist judgement in making a referral:</p> <ul style="list-style-type: none"> • Is there current social care involvement? • Have there been recent life events within the family, which in light of this sudden disappearance may be significant? (for e.g. changes in the household, births or deaths, divorce, redundancy); • How old is the child/young person? (younger children are more at risk) • Has the child/young person been a victim of bullying or had disputes with staff? • Have there been suspicions in the past, which together with the sudden disappearance are worrying? • Have there been any concerns about the child / young person associating with significantly older young people or adults? • Are there health reasons to believe the child / young person is at risk? e.g.: essential medication • Have there been concerns in the past about the child and family, e.g.: drug/alcohol use or domestic violence? <p>If yes, the school must exercise judgement to decide action, speed of response, and need to use LSCB procedures.</p>	<p>If yes, then refer to police, allocated Social Worker (if relevant), Child Care Assessment Team and Pupil Support Service</p>
Lower Priority	
<p>The following may indicate the family may be avoiding contact and therefore the quicker the response the more likely they will be traced. Delay may well lead to longer periods of interrupted education for the child / young person.</p> <ul style="list-style-type: none"> • Has there been Team Around the Family (TAF) or Social Services involvement in the past? • Is there a history of mobility? • Are there immigration issues? • Is there a history of poor attendance? • Are there issues raised by the child/young person or by their family's immigration or asylum status? • Has there been school or local authority intervention in relation to attendance, e.g. visits by Pupil Support Service, parenting contracts and court convictions in relation to attendance? • Is the child/young person in the process of Statutory Assessment (of Special Educational Need)? 	<p>If yes, refer to Pupil Support Service</p>

Appendix 9. Information and data sharing processes



Local Authorities making enquiries about children missing education should state that they are asking for this information to assist in making enquiries about the child's welfare under Section 47 of the Children Act 1989.

Section 47 of the Children's Act 1989 states that all public agencies should work together to exchange and share information for the welfare and protection of children in the area.

The following are also useful in supporting the sharing of information around missing children:

Section 27 of the Children Act 1989 states that a local authority may request help from any local authority and other agencies in exercising their duty to provide support and services to children in need and that Education staff have a duty to gather information regarding concerns.

Section 25 of the Children Act 2004 imposes a specific duty to co-operate to improve children's well-being and implies a duty to share information for strategic planning, and to put in place arrangements to facilitate sharing information about individual children to improve their well-being.

Section 28 of the 2004 Act also contains a duty to safeguard and promote the well-being of children (also included in the Education Act 2002).

Sections 25 and 28 of the Children Act 2004 and 2006 Education and Inspections Act require the Authority and agencies to work together to improve the well-being of children and to safeguard and promote the welfare and well-being of all children. Children who are missing in education are at risk of social exclusion and are unlikely to be able to achieve in the future without having consistent educational provision

Section 2, Local Government Act 2000 places a responsibility on local authorities to promote the economic, social or environmental well-being of children and families in the area. This includes the elimination or reduction of risk factors.

Section 115, The Crime and Disorder Act 1998 authorises (but does not require) relevant authorities to disclose information where it is 'necessary or expedient' for the purposes of prevention or reduction of crime and identification and apprehension of offenders or suspected offenders.

Appendix 10

CHILDREN MISSING IN EDUCATION



NAME:

D.O.B.

YR:

OLD ADDRESS:

TELEPHONE:

SCHOOL:

CONTACT WITH PARENT:

Date:

NEW ADDRESS:

NEW SCHOOL:

Contact with new authority:

Date:

Feedback from Authority:

t/c :

email:

letter:

Date closed case: