

SERVICES FOR SCHOOLS

# Guidance for children on school roll but absent and at risk of missing in education

April 2016

# Contents

<b>Hampshire County Council guidance for children on school roll but absent and at risk of missing in education</b>	<b>1</b>
Definition	1
School action	1
If the child/family are located	2
Action for school staff if the child/family is not located	2
<b>Appendix 1</b>	<b>4</b>
Sample child at risk of missing education tracking form	4
<b>Appendix 2</b>	<b>6</b>
Children at risk of missing education flowchart	6

# Hampshire County Council guidance for children on school roll but absent and at risk of missing in education

*See the flow chart in the appendices for a quick overview of the steps.*

## Definition

A child becomes defined as *at risk of missing in education* when the child has missed 40 consecutive sessions (20 days) but is still on roll at a school, the school has been unable to contact the family; and the reason for absence has not been established by the school.

This would apply to a pupil:

- granted leave of absence by the headteacher, who then fails to return to school within 10 days immediately following the expiry of the agreed period
- that has been continuously absent from school for 20 school days and there is no reason to believe that they have been prevented from attending due to sickness or any other unavoidable reason
- where both the school and the local authority have failed, after reasonable enquiries, to ascertain their whereabouts
- who has accepted a place on roll but does not attend for the first day or subsequent 20 days (40 consecutive sessions in total).

## School action

In all these circumstances the school should download the electronic ***Child at risk of missing in education tracking form*** and ensure they record, in detail, all actions they have taken to try and locate the child. The tracking form is accessible from the admissions section of the Education intranet (EDDIE), at <http://education.hants.gov.uk> – see appendix 1 for example.

The school must:

- make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents either by telephone or text messaging
- make further attempts to contact the parents, either by letter or by home visiting
- contact any other schools where the pupil or their siblings are known to have been pupils
- check with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency
- contact any relevant agency, for example the family welfare officer in the relevant armed forces in the case of a service child.

For pupils known to be at risk or where safeguarding is a concern the school should action the above **and** contact the child's social worker at the relevant social care team directly.

If the child does not have a social worker then the school should action the above **and** contact the central reception team on:

Tel: 01329 225322.

If, despite these efforts, the pupil's absence continues and his/her whereabouts remains unknown, the school must (by day 11): 1 code the absence as an unauthorised O code

- 2 return the completed *Child at risk of missing in education tracking form* (Appendix 1) to the Children Missing in Education (CME) Officer in the Admissions Team:

E-mail: [cme@hants.gov.uk](mailto:cme@hants.gov.uk)

Tel: 03707 798165

- 3 the CME Officer will make contact with the locality team manager for the district where the child lives, for them to follow up using the details from the completed CME tracking form. They will treat the child as missing and put in place appropriate actions to try to locate the child
- 4 if a child lives out of county, the children's services department for that authority must be contacted by the school.

## **If the child/family are located**

Regardless of who the family are located by, that agency will:

- 1 ensure that the family is aware of their legal responsibilities regarding attendance and make contact with the school
- 2 inform the CME Officer of the whereabouts of the child – the CME Officer will contact the school and then monitor a return to school through the usual admission processes
- 3 inform the Children's Services Department of another county of the family's whereabouts if the family is located outside of the county and has no intention of returning to the school.

Once confirmation has been received that the home council is aware of the family, the school should expect to follow normal procedures for an in-year transfer unless otherwise informed. The expected procedure is that the school will keep the child on roll, code the absence as C, authorised, until the child has a new school place and the Common Transfer File (CTF) is requested. The school would also follow normal off-roll procedures and not return the CTF to Hampshire County Council's CME Officer.

## **Action for school staff if the child/family is not located**

The school will remove the child from roll and upload the Common Transfer File to the lost pupil section of the s2s (school2school) website, using the following procedure:

- upload the Common Transfer File (CTF) via the Schools Information Management System (SIMS), as usual
- use the destination code: **XXXXXXX** (seven Xs) – this seven Xs code will ensure the CTF is uploaded to the lost pupil section of the s2s website.

The child is officially missing in education and the local authority follows the internal *child known to be missing in education* procedures.

# Appendix 1

## Sample child at risk of missing education tracking form

Please follow the guidance found at

[www3.hants.gov.uk/education/hias/learningbehaviour-attendance/atten-guidance](http://www3.hants.gov.uk/education/hias/learningbehaviour-attendance/atten-guidance) and download the CME tracking form from the admissions section of EDDIE, the Education intranet, at <http://education.hants.gov.uk>.

**Child at risk of missing education tracking form**

<b>Name of school</b>
<b>Date child last attended</b>

**Child's details**

Surname	First names	Date of birth
Alternative surname(s)	Also known as	Unique pupil no

**Guardian's address details**

Name of guardian plus last known address, contact telephone/mobile number (plus last known address and contact details of absent parent if parents are separated):

**Circumstances/details of child going missing from your school:**

**Actions that should be taken by school** (as per children at risk of missing education flowchart). *Please describe and date to indicate completed.*

**Attempt to make contact with pupil/guardian on first day \_\_\_\_\_ (date) of absence and every day since by:**

**Checked with pupil's peers regarding whereabouts on \_\_\_\_\_ (date)**

**Sent letter to family home after 2 – 5 days of absence on \_\_\_\_\_ (date) (copy attached)**

**Following confirmation as missing from Locality Team**

Upload pupil record to s2s with a destination school of XXXXXXXX (taken off roll, subsequent whereabouts not known) or MMMMMMMM (taken off roll, subsequent whereabouts known, now attending non-maintained school in England or Wales).

Date completed \_\_\_\_\_

Please list any concerns about the child's welfare or known risks/difficulties that suggest that the child may be vulnerable (as per the DfE guidance).

**Name and contact details of person completing this form:**

Name (please print)

Job title

Signed

Date

Please return completed form electronically to [cme@hants.gov.uk](mailto:cme@hants.gov.uk)

Children Missing Education (CME) Tracking Officer  
Admissions Team  
Hampshire County Council  
Elizabeth II Court North (2<sup>nd</sup> Floor)  
The Castle  
WINCHESTER SO23 8UG

Tel: 01962 845363 Fax: 01962 845093

## Appendix 2

### Children at risk of missing education flowchart



## Overview of the reasonable steps prior to taking off roll

Child at risk of missing education is one who has missed 40 consecutive sessions (20 days) with no contact made by the family to the school or the school with the family. This includes failure to return from a holiday in term time or a pupil who has accepted a place on roll but does not attend on the first day or following 19 days.

**NB:** If this is a family where there are known safeguarding concerns or other high risk circumstances then this process should be fast tracked where contact cannot be made.

