



in partnership with



Children Not Receiving a Suitable Education: Policy and Procedures

September 2010

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1. Scope

- 1.1. Islington's policy and procedures on identifying children who are not receiving a suitable education have been developed in partnership with key stakeholders including Children's Social Care; schools, PRUs and academies; police; and Young People's Division, including Islington's Youth Offending Service.
- 1.2. The policy and procedures apply to children of statutory school age who are resident in Islington and take account of London-wide protocols outlined in *Young London Matters: Supporting pan London cross-authority working* and local protocols on Children Missing from Home; Children Missing from School; Safeguarding; Admissions and Exclusions; Attendance, Elective Home Education and Off-rolling.
- 1.3. The policy will be reviewed annually by Children's Services Management Team to ensure it takes account of new requirements or local findings.

2. Statutory Duty

- 2.1 The duty to identify children not receiving a suitable education is made under section 436A, Part 6 of the Education Act, 1996 (school attendance) as amended by the Education and Inspections Act, 2006.
- 2.2 The duty applies to:
Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.
- 2.3 The duty does not apply to children who are registered at a school who are failing to attend regularly, as schools already have a duty to monitor attendance through daily registration procedures. Neither does it apply to children in receipt of elective home education (these children are monitored by the EWS through separate procedures).
- 2.4 The purpose of the duty is to ensure children not receiving suitable education are identified quickly and that effective systems are put in place to secure suitable education provision.
- 2.5 'Suitable education' is defined as 'efficient full-time education suitable to the child's age, ability and aptitude and to any special educational needs the child may have'.
- 2.6 'Full-time' means supervised education equivalent to that provided by mainstream schools. The recommended minimum hours per week of taught time are:
 - KS1 – 21 hrs;
 - KS2 – 23.5 hrs;
 - KS3/4 – 24 hrs;
 - KS4/Yr11 – 25 hrs.
- 2.7 The Revised Statutory Guidance for Local Authorities in England to Identify Children Not Receiving a Suitable Education, DCSF January 2009 requires all 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. This policy sets out the process for achieving this in Islington.

3. Guiding Principles

- 3.1 All children are entitled to receive full-time education provision appropriate to their age, needs and abilities as enshrined in law (Section 19, Education Act, 1996).
- 3.2 Children not receiving a suitable education are at increased risk of a range of negative outcomes that may have long term damaging consequences in respect of their life chances. For example, teenage pregnancy, crime and becoming NEET (Not in Education, Employment or Training).
- 3.3 The Children's Society's **Still Running II** (2005) survey estimates that around 100,000 children and young people under the age of 16 go missing each year. 52% return after one night away, while one in six sleep rough. One in twelve children are either hurt or harmed whilst running away from home or care.
- 3.4 Research from the Children's Society report **Stepping Up** (2008) states that as many as two-thirds of young people who run away are not reported to the police as missing and even fewer as having run away.
- 3.5 Evidence suggests that bullying, teenage pregnancy and sexual identity are factors that disproportionately contribute as reasons for children running away.
- 3.6 In 2004, the Department for Education and Skills (DfES, now Department for Children Schools and Families, DCSF) estimated that up to 10,000 children and young people in England were 'missing from education', the majority aged between 14-16 years. Figures also indicated that in excess of 9,000 pupils were being permanently excluded from school each year. Since then, new statutory regulations have been put in place to ensure that children who are excluded from school continue to receive full-time, supervised education from the sixth day of their exclusion.
- 3.7 The development of the Every Child Matters agenda and joint inspection processes have been key drivers in ensuring that children who are at risk of poor school attendance or exclusion are supported to stay in education and training, and that those who are out of school have access to high quality learning pathways which provide the opportunity to achieve their potential and where appropriate, return to school.
- 3.8 Ensuring that children receive a suitable education is also a crucial element of the Local Authority's duty to safeguard children and young people from harm. This policy therefore forms part of the local authority's response to ensure that no child slips through the net. It is also a key element of Islington's strategy to improve the life chances of its most vulnerable children and young people through the provision of a range of high quality learning pathways.
- 3.9 Where it is decided that a child needs support from several agencies, having a lead professional will help ensure the actions identified in the assessment process are fully coordinated.

4. Targets and Objectives

- 4.1 The objectives of this policy are to:
 - Inform strategic planning and commissioning arrangements;
 - Clarify operational processes, including: roles, responsibilities and procedures for identifying and tracking children not receiving a suitable education;
 - Ensure suitable provision is identified in the shortest time possible.
- 4.2 Partnership working is critical to achieving these objectives. The multi-agency Strategic Behaviour and Attendance Partnership will play a key role in scrutinising the

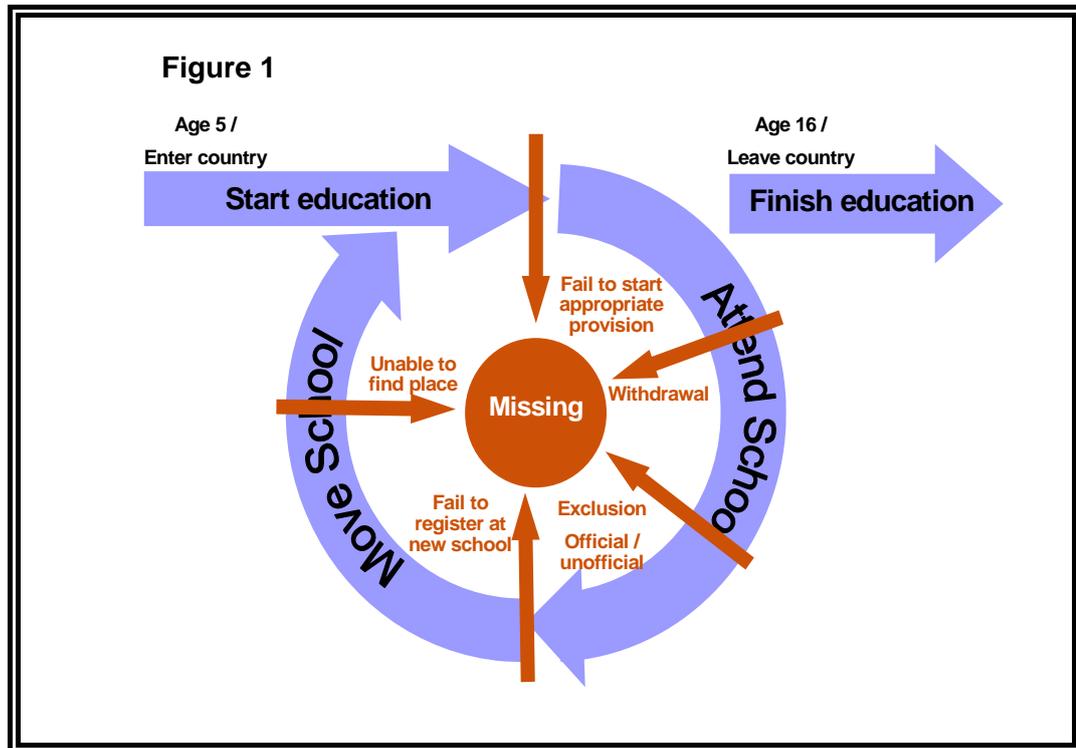
effectiveness of this policy and informing strategic direction.

- 4.3 In relation to specific targets, Cambridge Education @ Islington will notify the Home Authority within 10 school days of a child being reported as missing from education as outlined in the pan-London protocols of the Government Office for London's 'Attendance, Exclusions and Off-rolling Passport (2008)',
- 4.4 Cambridge Education @ Islington has also set itself a local target to secure education provision for children identified as missing education within 20 school days of notification.
- 4.5 These targets are monitored on a quarterly basis by Cambridge Education @ Islington's Directors Management Team and through contract monitoring arrangements with Islington Council.

5. Why Children Go Missing from Education

5.1 Children fall out of the education system for a variety of reasons which include:

- Failing to start appropriate provision and hence never entering the system at all;
- Ceasing to attend, due to exclusion (e.g. illegal unofficial exclusions) or withdrawal;
- Failing to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new local authority).



5.2 In response to statutory requirements and good practice guidelines, Islington has implemented a number of strategies to prevent children from missing education:

- A named contact (Head of Universal Services) for receiving details of children not receiving suitable education;
- A central pupil database (ONE) to facilitate identification and tracking of pupils;
- Fortnightly casework review meetings chaired by the Service Director (Education);
- Monthly multi-agency YOS Access to Education Panel meetings;
- Inter-service alert systems (e.g. School Admissions, EWS, Connexions);
- Formal notification procedures to alert home authorities of residents not receiving suitable education;
- Multi-agency Team Around the Child meetings to pool ideas and resources for resolving intractable cases;
- Reintegration and re-engagement support from a range of agencies including:
 - Rapid Response Team and Behaviour Support Service (Education)
 - Targeted Youth Support (Young People's Division)
 - Youth Engagement Team (Police)

5.3 As part of a new initiative, Children's Social Care has funded social workers in all schools. The role of the Social Workers in School is to:

- Attend Team Around the School meetings to offer advice, signposting to appropriate services;
- Assist in decision making about thresholds and appropriate interventions, including CAF and non-urgent child protection concerns;

- Check social care history for pupils of concern and assist with cross-borough negotiations with other local authorities where necessary subject to parental consent in non-urgent cases.

5.4 More specifically, in relation to each of the circumstances outlined in diagram 1, a range of systematic processes and procedures have been established to reduce the possibility of children going missing from education at these key points, for example:

A. Failing to start appropriate provision:

- Working in partnership with the Primary Care Trust, Children's Centres and Nurseries, to identify Islington children attending Early Years Provision who fail to start statutory education by cross-referencing birth data against Primary Transfer cohort, and also ensuring that any 'no shows' are referred to the EWS within two weeks of the designated start date;
- At Secondary Transfer, ensuring all Islington residents have a named destination, and tracking arrival at that destination by cross-referencing school attendance reports during the first two weeks of the new academic year to identify any "no-shows". The School Admissions Team take responsibility for liaising with home and schools during the first fortnight of the relevant year of entry, and refer all outstanding cases to the Education Welfare Service (EWS) for follow-up intervention thereafter;
- In the case of KS4 pupils, systematic procedures between schools and off-site providers for tracking pupils attending alternative provision who are marked with a 'B' code in the school attendance register, monitored on a regular basis by EWS.

B. Ceasing to attend, due to exclusion (e.g. illegal unofficial exclusions) or withdrawal:

- Local guidance is given to schools explaining the procedures for removing pupils from the attendance register, reinforced through a variety of internal communication mechanisms including the Schools' Circular, Safeguarding and Child Protection training, EWS visits and annual conferences for headteachers and School Admin Officers;
- Robust EWS procedures involving weekly, fortnightly or half-termly school register checks depending on the school's attendance banding;
- Requesting written confirmation regarding education arrangements from parents/carers who advise that they are moving out of the area, including the new address and a named destination school. If this is not provided and the pupil fails to attend school, the EWS or school notifies the Home Authority. Where this is not known, the 'Missing From School' procedures are instigated, including entering the pupil's name on the secure data transfer system known as School to School (s2s);
- Systematic tracking systems for monitoring exclusions through the ONE central pupil database, and internal procedures for escalating instances of unofficial exclusions (Appendix 4);
- Truancy patrols involving the police, EWS and senior school staff to identify pupils not in school during school hours are carried out at least once a term;
- Team Around the Child meetings which pull together the ideas and resources of a range of services in Islington.

C. Failing to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA):

- Systematic scrutiny of monthly reports of children taken off roll with no known or 'vague' destination (e.g. moved to France) which is then followed up by EWS following 'Missing From School' procedures;
- Systematic logging of all school admission enquiries from Islington residents without provision who fail to submit an application within two weeks of making an initial enquiry, thereafter tracked on a weekly basis by the School Admissions Team. For non-residents, the home Local Authority is notified at enquiry stage by the CME Coordinator.

6. Vulnerable Groups

- 6.1 There is a general agreement that some children who have experienced certain life events are more at risk of going missing from education as highlighted at paragraph 31 of the revised statutory guidance on children not receiving a suitable education.
- 6.2 The Revised School Admissions Code, 2009 allows admission authorities to prioritise the admission of a number of these groups through Fair Access protocol arrangements.
- 6.3 For each of the categories highlighted in the revised statutory guidance on children not receiving a suitable (plus two additional categories), Islington local authority has a number of mechanisms for identifying and resolving cases where children are at risk of falling out of education as indicated in the table below:

Risk group	Mechanism for Identification	Other
1. Children and young people under the supervision of the youth justice system;	YOS Access to Education Panel	Application of Fair Access Protocol for priority admission ('Children returning from the criminal justice system') Discussion with PULSE team
2. Children from families fleeing domestic violence;	Designated DV contact in every Children's Centre Head of School Admissions is the named DV contact to support school admissions Referral and Advice Team, children in Need Service (CSC)	Consider application of Fair Access Protocol for priority admission ('Children who have been out of education for longer than one school term')
3. Children and young people of homeless families, perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast;	Children's Housing protocols Referral and Advice Team, children in Need Service (CSC)	Application of Fair Access Protocol for priority admission ('Homeless children')
4. Young runaways	Police Notification Team Around the Child meetings Referral and Advice Team, Children in Need Service (CSC)	Instigation of Children Missing from Home procedures
5. Children in families involved in anti-social behaviour;	Anti-Social Behaviour Team Team Around the Child meetings	Consider application of Fair Access Protocol for priority admission ('Children from unsupportive family backgrounds, where a place has not been sought')
6. Children who are subject to Child Protection plans	Children in Need Service (CSC) Core Groups established as	Consider application of Fair Access Protocol for priority admission ('Children from unsupportive family

Risk group	Mechanism for Identification	Other
	part of the child protection process Team Around the Child meetings	backgrounds, where a place has not been sought')
7. Children affected by substance and/or alcohol misuse	Team Around the Child meetings Referral and Advice Team, Children in Need Service (CSC) Exclusion alert system	Referral to Islington Young Person's Drug and Alcohol Service (IYPDAS)
8. Unaccompanied asylum seekers; children of refugees and asylum seeking families;	Virtual School for Children Looked After Children's Asylum Team (CSC) Ethnic Minority Achievement Service Referral and Advice Team, Children in Need Service (CSC) No Recourse to Public Funds Teams (NRPFs)	Application Fair Access Protocol for priority admission ('Children of refugees and asylum seekers' or 'CLA') KS4 Access Programme Support from Virtual School for CLA, EMAS & Connexions Application of Fair Access Protocol for priority admission Support from Bilingual Community Officers (BCOs) Instigate Joint Working Protocol between NRPFs and CSC
9. Children in new immigrant families, who are not yet established in the UK and may not have fixed addresses;	Referral and Advice Team, Children in Need Service (CSC) No Recourse to Public Funds Teams (NRPFs) Home Office	Consider application of Fair Access Protocol for priority admission ('Homeless children') Instigate Joint Working Protocol between NRPFs and CSC
10. Children of migrant worker families (who may not be familiar with the education system);	Referral and Advice Team, Children in Need Service (CSC) No Recourse to Public Funds Teams (NRPFs) Ethnic Minority and Achievement Service	Consider application of Fair Access Protocol for priority admission ('Homeless children')
11. Children of families who can be highly mobile, e.g. parents in the armed forces, Gypsy, Roma and Traveller families;	Ethnic Minority and Achievement Service Referral and Advice Team, Children in Need Service (CSC)	Application Fair Access Protocol for priority admission ('Traveller children')

Risk group	Mechanism for Identification	Other
	UK Human Trafficking Centre Team Around the Child meetings	
12. Children who do not receive a suitable education whilst being educated at home;	Elective Home Education monitoring visits	Penalty Notices or Court Action (E.g. School Attendance Order, Education Supervision Order)
13. Children who have been bullied;	Education Welfare Service Team Around the Child meetings	Restorative Justice; Counselling or other support
14. Children who have suffered discrimination on the grounds of race, faith, gender, disability or sexuality;	Referral and Advice Team, Children in Need Service (CSC) Ethnic Minority and Achievement Service Education Welfare Service Team Around the Child meetings	Consider application of Fair Access Protocol for priority admission ('Children who have been out of education for longer than one school term') Support from Bilingual Community Officers (BCOs), SEN Parent Partnership and signposting to local services
15. Children at risk of sexual exploitation, including children who have been trafficked to, or within the UK;	Referral and Advice Team, Children in Need Service (CSC) UK Human Trafficking Centre	Domestic Violence Prevention Schools Training Programme; Solace Women's Aid support groups
16. Children at risk of "honour"-based violence including forced marriage or female genital mutilation;	Referral and Advice Team, Children in Need Service (CSC) UK Human Trafficking Centre Education Welfare Service Team Around the Child meetings	Domestic Violence Prevention Schools Training Programme; Solace Women's Aid support groups
17. Looked after children/children in care; children who go missing from care;	Virtual School for Children Looked After Children Looked After Service	Prioritisation on the waiting list (oversubscription criteria) or Application of Fair Access Protocol for priority admission Instigate Children Missing from Home and Care Procedures Support from Virtual School for CLA
18. Children who are privately fostered;	Admissions screening process	Referral to Referral and Advice Team, Children in Need Service (CSC)

Risk group	Mechanism for Identification	Other
19. Young carers;	Referral and Advice Team, Children in Need Service (CSC) Islington Family Action Young Carers' Service Team Around the Child meetings	Application Fair Access Protocol for priority admission ('Children who are carers')
20. Teenage parents;	Team Around the Child meetings Referral and Advice Team, Children in Need Service (CSC)	Support from Teenage Pregnancy Reintegration officer
21. Children who are permanently excluded from school, particularly those excluded unlawfully e.g. for problematic behaviour or offending;	Day 6 provision and exclusions tracking process	Provision through New River College Instigation of unofficial exclusion procedures (Appendix 4) EWS intervention
22. Children whose parents take them abroad for a prolonged period;	Education Welfare Service Team Around the Child meetings	Instigate Children Missing from School procedures (Appendix 6)
23. Children who were registered with a school that has closed, and have not made the transition to another school;	Education Welfare Service Team Around the Child meetings	Instigate Children Missing from School procedures (Appendix 6)
24. Children of parents with mental health problems;	Referral and Advice Team, Children in Need Service (CSC) Islington Family Action Young Carers' Service Team Around the Child meetings	Support from CAMHS Education Services
25. Children of parents with learning difficulties;	Referral and Advice Team, Children in Need Service (CSC) Islington Family Action Young Carers' Service Team Around the Child meetings Adult Services	
26. Children with long term medical or emotional problems;	Team Around the Child meetings	Application of Fair Access Protocol for priority admission to school

Risk group	Mechanism for Identification	Other
	Referral and Advice Team, Children in Need Service (CSC) Child and Adolescent Mental Health Service (CAMHS) Children with Disabilities Team	('Children with disabilities or medical conditions'), or with supporting professional evidence, to Whittington Hospital PRU
27. Pupils seen truanting during school hours;	Truancy patrols with police, EWS and senior school staff	EWS intervention & support, Penalty Notices, Education and Supervision Orders and prosecution
28. Pupils withdrawn from school by parents/carers without appropriately notifying the school.	Attendance register checks and meetings between school attendance lead and EWS	EWS intervention & support, Penalty Notices, Education and Supervision Orders and prosecution
29. Young People aged 16 to 18 who are homeless	Referral and Advice Team, Children in Need Service (CSC)	

7. Hidden Children

- 7.1 In Islington, the term '**hidden children**' refers to children who are deliberately concealed from authorities for a range of reasons including:
- Immigration issues - fear of deportation
 - Benefits issues - fear of benefit fraud being uncovered
 - Unregulated/Unknown private fostering arrangements either due to lack of awareness or fear of what registration might mean
 - Trafficking – where children are deliberately kept hidden with a view to exploiting children for financial, sexual or physical gain.
- 7.2 Steps taken in Islington to minimise the risks of children being hidden are:
- Working closely with partner agencies including GPs, No Recourse to Public Funds and UK Border Agency
 - Piloting a tracking database with these organisations
 - Education and Children's Social Care carrying out joint audits in respect of children's centres, schools and GPs
 - Checking ID documents and cross-referencing with Council databases (e.g. Council Tax) in relation to proof of address documents
 - Highlighting the definition of private fostering and making clear the duty to inform Children's Social Care of any private fostering arrangement – e.g. School Admissions Application form
 - Prominent communications strategy across the borough regarding children who may be missing from education or home
 - Working together through a series of multi-agency steering groups – e.g. Private Fostering, Missing from Home, Trafficked Children
 - Ensuring strategic planning is scrutinised by the Local Safeguarding Board.
- 7.3 Future developments include developing closer links with Housing through working protocols and policy development.

8. Islington Notification Process

- 8.1 All services working with children in Islington are required to notify the CME named officer without delay, of any child or young person who comes to their attention as not receiving suitable education. This also applies to school admission enquiries where it is established that a child or young person is not on the roll of a school or PRU.
- 8.2 A standard pro-forma attached as **Appendix 1** has been widely circulated to key services and is also available for download from:
<http://www.islington.gov.uk/Education/SchoolYears/cme/>
- 8.3 Upon receipt of the notification, the CME Coordinator will check whether the child is an Islington resident and investigate their educational history through the ONE pupil database.
- 8.4 Non-Islington residents will be referred to their Home LA, using the notification letter attached as **Appendix 2**. Home LAs are requested to confirm receipt and acknowledge that they will take responsibility for securing education provision. The child continues to be tracked by the CME Coordinator until formal confirmation is received from the Home LA.
- 8.5 Islington residents will be entered on the ONE database using one of the following categories:
- **CME** - not on the roll of a school or PRU;
 - **Concern** – failing to engage in designated provision despite EWS intervention via statutory action; on a part-time timetable; young offender due for release with no designated school;
 - **Monitoring** – awaiting confirmation of start date or attendance at designated provision. Pupils will be monitored for 2 weeks following confirmation of first attendance.
- 8.6 Children not receiving a suitable education are allocated a lead caseworker by the Head of Universal Services on the following basis:

New arrivals to Islington	School Admissions Team
Permanently Excluded Pupils	New River College or Rapid Response Team
Pupils awaiting a managed transfer	Rapid Response Team or Behaviour Support Service
Children with Statements	SEN / Education Psychology Service
Children Looked After	Virtual School for CLA
Young offenders and those returning from custody	Youth Offending Service and EWS
Non-attenders or those failing to engage in off-site provision	EWS and Connexions
Children missing from school (i.e. whereabouts of family unknown)	EWS/Children's Social Care/Police

- 8.7 The lead caseworker is responsible for driving the case forward in order to secure provision within 20 school days, and will be responsible for coordinating casework activity and communicating with the family.
- 8.8 Managers are responsible for supporting caseworkers and preventing 'case drift' through effective supervision arrangements.
- 8.9 The CME Coordinator is responsible for making weekly contact with the lead caseworker to prevent 'drift' and entering updates on the ONE pupil database. These updates are available for read-only purposes to services that have access to the ONE pupil

database. However, only the CME Coordinator has editing rights.

- 8.10 When the pupil is first entered on the database, an automated timeline is generated. Alerts are flagged up to the CME Coordinator at 5, 10 and 15 days.
- 8.11 Where provision is unlikely to be secured by Day 20, the pupil is referred to the Service Director's fortnightly Casework Review Meeting for further deliberation.
- 8.12 When provision is secured, the CME Coordinator notifies the lead caseworker that the pupil's name will be removed from the CME register and that future responsibility for tracking the pupil is being handed over to that service. The expectation is that the lead caseworker acknowledges this responsibility, and once confirmation is received, the pupil's name is removed from the CME register.
- 8.13 A monthly overview report is circulated to Service Managers for information and action as appropriate.
- 8.14 A quarterly report is circulated to Children's Services Management Team for scrutiny.

9. Roles and Responsibilities

- 9.1 All services within Cambridge Education @ Islington are responsible for ensuring that children and young people are in receipt of suitable, full-time education provision.
- 9.2 Lead caseworkers are required to keep detailed records of any children and young people for whom they are responsible. They are also responsible for notifying the lead CME officer of any children or young people who are not receiving suitable full-time education, and for providing weekly updates to the CME Coordinator as requested.
- 9.3 It is the lead caseworker's responsibility to track individual children for whom they hold casework responsibility to prevent 'case-drift'. Where caseworkers are unable to resolve a particular issue, they must refer the matter to their line-manager for advice. Where the line-manager is unable to provide a solution, the case must be notified to the CME Coordinator for referral to the Service Director's fortnightly Casework Review Meeting.
- 9.4 The CME Coordinator, Universal Services, is responsible for the maintenance of data relating to children not receiving a suitable education, as well as co-ordinating and monitoring action in relation to these children and young people.
- 9.5 The named contacts for children not receiving a suitable education are:
 - **Gabriella Di-Sciullo, Head of Universal Services – CME Lead Officer**
 - **Ainsley Morgan, CME Coordinator**
- 9.6 The Education Welfare Service is responsible for tracking pupils with a 'vague' or unknown destination and for tracing pupils through the 'Children Missing from School' procedures (Appendix 6). Schools are responsible for uploading details on School to School (s2s).
- 9.7 The EWS run fortnightly reports to track pupils who have been removed from the school/PRU roll to ensure local protocols on 'off-rolling' have been followed. In addition, the EWS have regular discussions with schools all pupils marked with a 'B' in the school attendance register.
- 9.8 Where schools fail to follow attendance guidelines, the school EWO will be responsible for contacting the School Attendance Lead to discuss further, escalating any concerns

as necessary.

10. Pupil Tracking

- 10.1 The details of all pupils attending an Islington school can be accessed via the Local Authority's central database known as **ONE** (Capita system). The information on the Children's Support Services module is fed directly by schools' SIMS system.
- 10.2 Protocols for obtaining data from Academies and schools not directly linked to ONE have also been agreed.
- 10.3 Any changes to pupil details are uploaded to ONE within 24 hours of the change being effected.
- 10.4 Clear data protection and security protocols are in place and access to information by appropriate professionals is on a 'need to know basis'.
- 10.5 The CME module is updated and maintained by Islington's CME Coordinator.
- 10.6 Other services have been provided with 'read only' access as appropriate. Caseworkers are able to enter updates for any children for whom they are responsible but they are not able to add or remove names from the CME register.
- 10.7 LAs are able to post messages about children believed to be missing education on *School to School (s2s)*. These messages are reviewed by the CME Coordinator on a weekly basis. Where it is established that a pupil is attending an Islington school, the Home LA is informed immediately.

11. Elective Home Education

- 11.1 Parents/carers of children who are of compulsory school age can decide, as they are entitled, to provide suitable education for their children by educating them at home. In such cases, parents/carers notify the school in writing about the decision to withdraw their child from the school roll, and the school must delete the child from the admissions register (Regulation 8 (1) (a) of the Education (Pupil Registration) England) Regulations 2006).
- 11.2 Schools need to forward a copy of the parent's letter to the EWS. It is only at this point that the child's name can be deleted from the school's register.
- 11.3 EWS maintains a database of all pupils who are on Elective Home Education (EHE) and the details are forwarded to Children's Social Care to ensure no child is put at risk.
- 11.4 An inspection is undertaken on all pupils to establish if the education being provided is suitable. If it is deemed unsatisfactory a second visit is arranged to see if the parent has taken on board the advice given. A second unsatisfactory report will result in the parent being advised to locate a school place or EWS will initiate a School Attendance Order. Schools must also inform the EWS without delay, even where written notification from the parent/carer has not yet been received. Once written notification has been received, schools need to provide the EWS with the following information *before* deleting the pupil's name from the school register:
 - child's name
 - address
 - grounds for removal

- 11.5 If it becomes apparent that a child identified as not receiving suitable education is being home educated, this will be recorded on the local authority's database and an inspection visit arranged.
- 11.6 If the inspection deems the education to be unsatisfactory or has a concern for the child's safety and welfare, the matter will be referred to the EWS who will instigate the necessary steps to safeguard the child's education entitlement and safety
- 11.7 For further information on Islington's monitoring arrangements for children receiving elective home education, please refer to Cambridge Education @ Islington's Elective Home Education Policy (currently under review).

12. Key Contacts

Gabriella Di-Sciullo

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E-mail: barbara.fraser-jones.camb-ed@islington.gov.uk
Tel: 020 7527 7053
Fax: 020 7527 7066

Sharon Wedderburn
Senior Social Worker Private Fostering and Trafficked Children
E-mail: sharon.wedderburn@islington.gov.uk
Tel: 020 7527 7856
Referral Line: 020 7527 7400
Fax: 0207 527 7042

Referral and Advice Team
Children in Need Service (CSC)
E-mail: CSCreferrals@islington.gov.uk
Referral Line: 020 7527 7400
Fax: 0207 527 7042

Michael Mackay
Head of Targeted Youth Service
E-mail: michael.mackay@islington.gov.uk
Tel: 020 7527 3603
Mobile: 07825 098 233

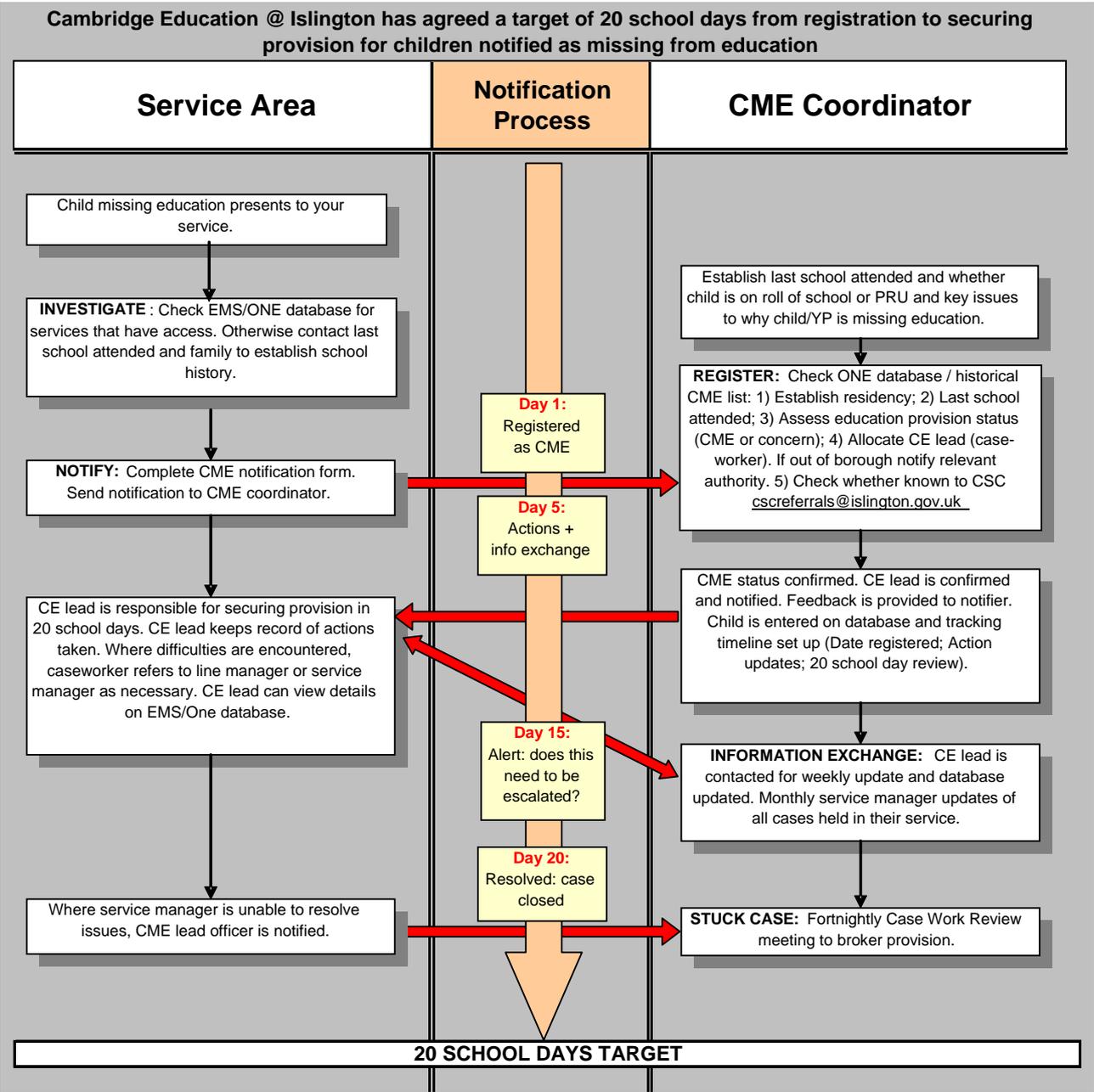
Paulina Ansah
Children's Asylum Team Manager
E-mail: paulina.ansah@islington.gov.uk
Tel: 020 7527 7104

Appendices

Appendix 1: Notification Form

<p>FAO: Gabriella Di-Sciuolo, Head of Universal Services Cambridge Education @ Islington Social Inclusion Unit Lough Road N7 8RH Tel: 020 7527 5744</p> <p>Email: gabriella.di-sciullo.camb-ed@islington.gov.uk Cc.: socialinclusion.camb-ed@islington.gov.uk</p>		<p>Children Missing From Education (CME)</p> <p><i>Children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise than being at school</i></p> <p>Statutory Guidance, Feb 2007</p>																					
<h1 style="margin: 0;">CME Notification</h1>																							
<p>Date of notification: <input style="width: 100px;" type="text"/></p>																							
<p>Notifier Details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Name: <input style="width: 90%;" type="text"/></td> <td style="width: 50%; border: none;">E-mail: <input style="width: 90%;" type="text"/></td> </tr> <tr> <td style="border: none;">Service: <input style="width: 90%;" type="text"/></td> <td style="border: none;">Phone: <input style="width: 90%;" type="text"/></td> </tr> </table>			Name: <input style="width: 90%;" type="text"/>	E-mail: <input style="width: 90%;" type="text"/>	Service: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>																	
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<p>Child/Young Person Details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Surname: <input style="width: 95%;" type="text"/></td> <td style="width: 33%; border: none;">Sex: <input style="width: 50px;" type="text" value="Please choose"/></td> <td style="width: 33%; border: none;">SEN: (Statement) <input style="width: 50px;" type="text" value="Please choose"/></td> </tr> <tr> <td style="border: none;">Forename: <input style="width: 95%;" type="text"/></td> <td style="border: none;">DoB: <input style="width: 50px;" type="text"/></td> <td style="border: none;">LAC: <input style="width: 50px;" type="text" value="Please choose"/></td> </tr> <tr> <td style="border: none;">Home address: <input style="width: 95%; height: 30px;" type="text"/></td> <td style="border: none;">Home postcode: <input style="width: 50px;" type="text"/></td> <td style="border: none;">Refugee/IAS: <input style="width: 50px;" type="text" value="Please choose"/></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Telephone: <input style="width: 95%;" type="text"/></td> <td style="border: none;"></td> </tr> </table>			Surname: <input style="width: 95%;" type="text"/>	Sex: <input style="width: 50px;" type="text" value="Please choose"/>	SEN: (Statement) <input style="width: 50px;" type="text" value="Please choose"/>	Forename: <input style="width: 95%;" type="text"/>	DoB: <input style="width: 50px;" type="text"/>	LAC: <input style="width: 50px;" type="text" value="Please choose"/>	Home address: <input style="width: 95%; height: 30px;" type="text"/>	Home postcode: <input style="width: 50px;" type="text"/>	Refugee/IAS: <input style="width: 50px;" type="text" value="Please choose"/>		Telephone: <input style="width: 95%;" type="text"/>										
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	Telephone: <input style="width: 95%;" type="text"/>																						
<p>1. Is this child/young person of compulsory school age? <input style="width: 50px;" type="text" value="Please choose"/></p>																							
<p>2. What information do you have about the last school this child/young person attended?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>																							
<p>3. Date of last attendance: <input style="width: 100px;" type="text" value="DD/MM/YY"/></p>																							
<p>4. How did this child/young person come to your attention and what are your concerns?</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>																							
<p>5. Has a CAF been initiated? <input style="width: 50px;" type="text" value="Please choose"/> If yes, who is the lead professional? <input style="width: 95%;" type="text"/></p>																							
<p>6. What other agencies do you know of that are involved with this child/young person?</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>																							
<p>7. What steps have been taken to secure <u>education</u> provision for this child/young person?</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>																							
<p>Thank you. We will notify you of outcome of this notification within 5 working days.</p>																							
<p>FOR OFFICE USE - Please Leave Blank</p>																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Date received: <input style="width: 50px;" type="text"/></td> <td style="width: 33%; border: none;">Date feedback given to notifier: <input style="width: 50px;" type="text"/></td> <td style="width: 33%; border: none;"></td> </tr> <tr> <td style="border: none;">Status: <input style="width: 50px;" type="text" value="Please choose"/></td> <td style="border: none;">CE lead: (Caseworker) <input style="width: 95%;" type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">If CME, date registered: <input style="width: 50px;" type="text"/></td> <td style="border: none;">Key Issue: <input style="width: 95%;" type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Borough of residence: <input style="width: 95%;" type="text"/></td> <td style="border: none;">Child Category: <input style="width: 95%;" type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">If non-Islington resident, who has been alerted in relevant borough and date of notification:</td> <td style="border: none;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border: none;"></td> </tr> <tr> <td colspan="3" style="border: none;">Other comments/notes:</td> </tr> <tr> <td colspan="3" style="border: none;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> </table>			Date received: <input style="width: 50px;" type="text"/>	Date feedback given to notifier: <input style="width: 50px;" type="text"/>		Status: <input style="width: 50px;" type="text" value="Please choose"/>	CE lead: (Caseworker) <input style="width: 95%;" type="text"/>		If CME, date registered: <input style="width: 50px;" type="text"/>	Key Issue: <input style="width: 95%;" type="text"/>		Borough of residence: <input style="width: 95%;" type="text"/>	Child Category: <input style="width: 95%;" type="text"/>		If non-Islington resident, who has been alerted in relevant borough and date of notification:	<input style="width: 95%; height: 20px;" type="text"/>		Other comments/notes:			<input style="width: 95%; height: 20px;" type="text"/>		
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Other comments/notes:																							
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Appendix 2: Notification Process



Terms: CE lead = case-worker

Appendix 3: Notification Letter to Home LA



Reference: GDS/ Non-resident CME Notification - Home Borough
Date

Name of Out-borough CME Officer
Address
Borough
London
Post Code

Cambridge Education @ Islington
Social Inclusion Unit, Universal Services
Lough Road
London N7 8RH
Tel: 020 7527 5779
Fax: 020 7527 5694
Email:
gabriella.di-sciullo.camb-ed@islington.gov.uk

Dear [Insert CME Officer Name],

RE: First name, Surname (DoB)
NOTIFICATION OF [insert name of LA] RESIDENT MISSING EDUCATION

As you will be aware, the Home Authority has responsibility for securing education provision for any child resident in its borough.

I have recently received notification that [insert child's name], formally resident in the London Borough of Islington, moved to [insert borough] on [insert date]. As far as I am aware, [insert child's name] is neither on the roll of a school/PRU nor receiving suitable full-time education.

I am therefore writing to notify you that as [insert child's name] is no longer resident in Islington, I am officially handing over responsibility to [insert borough] for securing [his/her] education provision.

I would appreciate confirmation that you have registered [insert child's name] as missing from education and are taking steps to secure [his/her] education provision as a matter of urgency.

If you have any concerns or queries regarding this notification, please feel free to contact me on 020 7527 5779 or email gabriella.di-sciullo.camb-ed@islington.gov.uk.

Yours sincerely

Gabriella Di-Sciullo
Head of Universal Services

Cc. [Insert name], Case-worker
Cc. [Insert name], [Team/Service] Manager

A I M P r o c e d u r e s

Step 1: **A**lert

Cambridge Education @ Islington is alerted to a possible **unofficial exclusion**. An unofficial exclusion is a result of a headteacher breaching **statutory** components of the DCSF 'Guidance on Exclusion from Schools and PRUs, 2008' as outlined in paragraphs 27-30.

Examples of unofficial exclusions include:

- Failing to notify the parent/carer **in writing** that the pupil has been excluded;
- Asking the parent/carer to keep their child at home until further notice for a 'cooling off' period following a disciplinary offence;
- Advising the parent/carer that the pupil must remain at home until alternative education arrangements can be organised;
- Advising the parent/carer to keep their child at home in order to avoid a permanent exclusion;
- Failing to include an end-date in the case of a fixed term exclusion.

Obtaining the parent/carer's consent does not legitimise this action.

Step 2: **I**nvestigate

- Contact the school to ascertain facts.
- If it is clear that an **unofficial exclusion** has taken place and child is not back in school:
 - Confirm the action school is intending to take;
 - Notify the '**Children Missing Education**' Lead Officer (Head of Universal Services);
 - A Cambridge Education @ Islington lead caseworker is identified;
 - The Cambridge Education @ Islington lead caseworker confirms the agreed position with school **in writing**;
 - If unresolved, draft letter using **Unofficial Exclusions Letter Template** (attached) and send to Service Manager for approval;
 - Approved letter should be sent to relevant headteacher and Chair of Governors with an electronic copy to relevant Cambridge Education @ Islington Service Manager, Education Welfare Officer, Complaints Officer, School Improvement Officer and Head of Universal Services.

Step 3: **M**onitor

- Take action to ensure school has taken child back into school or has made arrangements for child to be provided with a suitable full-time education;
- Monitor and review progress and update CME Lead Officer monthly.

Date

Name of Headteacher
School
Address

Cambridge Education @ Islington
Service Name
Address
Tel: 020 7527 XXXX
Fax: 020 7527 XXXX
Email:
Firstname.surname.cambed@islington.gov.uk

Dear

RE: (Pupil's name and DOB)

I have been made aware of the following information:

- XXXX
- XXXX
- XXXX

Please can I ask you to confirm the formal position? If the information were to be accurate then this would be deemed an unofficial exclusion.

As you know, paragraph 27 of the DCSF 'Guidance on Exclusion from Schools and Pupil Referral Units', 2008 states:

'If the headteacher/teacher in charge is satisfied that, on the balance of probabilities, a pupil has committed a disciplinary offence and needs to be removed from the school site for that reason, formal exclusion is the only legal method of removal. Informal or unofficial exclusions are illegal regardless of whether they are done with the agreement of parents or carers'.

Please can you provide the information requested above within 5 working days in order to support the local authority to meet its duty to ensure children are receiving full-time education.

Yours sincerely

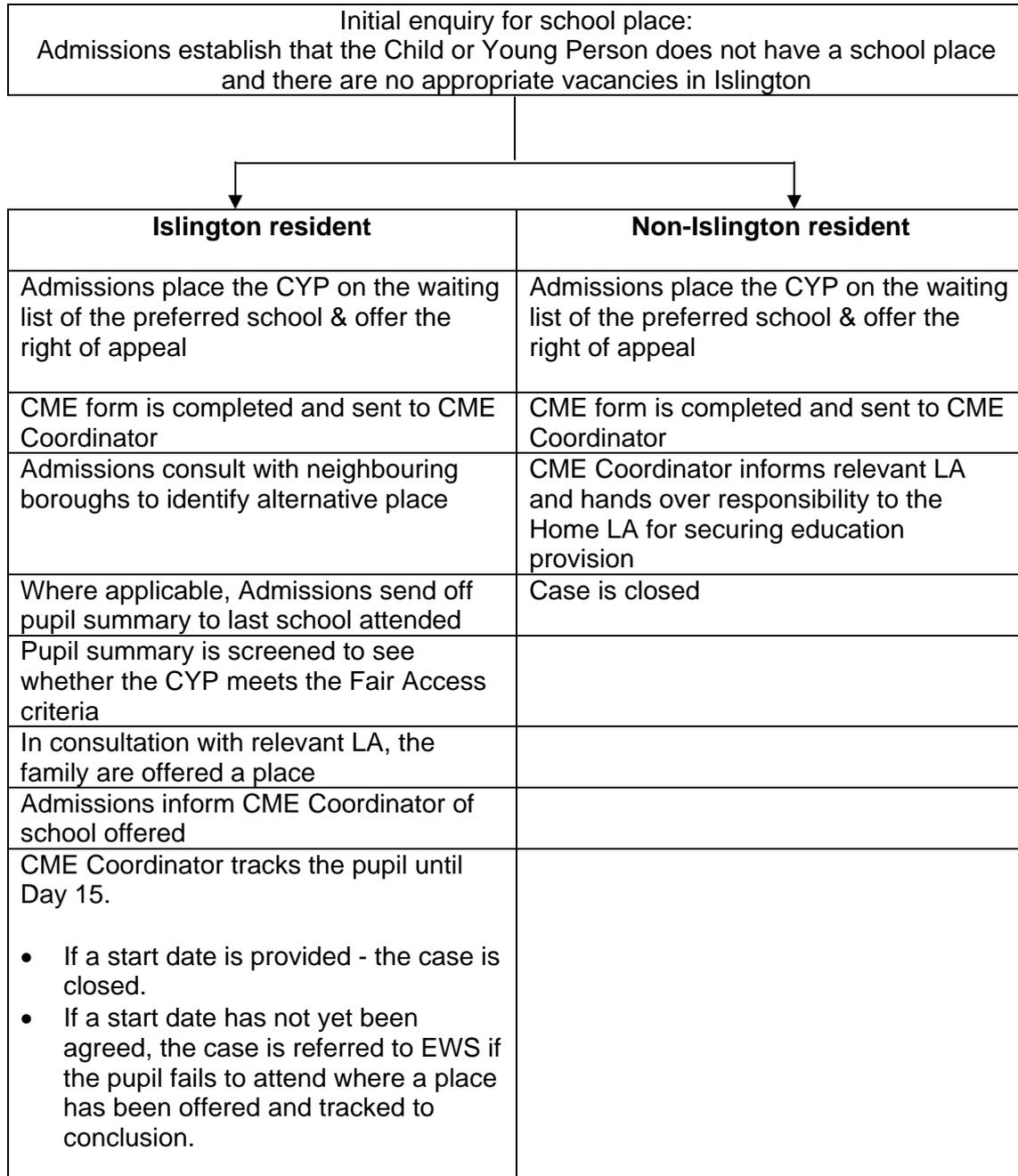
Service/Team Manager's Signature

(Insert Service/Team Manager's name and job title)

cc (Name), Chair of Governors
(Name), Education Welfare Officer
Mervin Ellis, Complaints Officer
Gabiella Di-Sciullo, Head of Universal Services
Karen Ainley, Head of School Improvement Secondary

Appendix 5: Safeguarding CME/Admissions

Safeguarding – Admissions/CME



Appendix 6: Children Missing from School Procedures

Education Welfare Service

Guidance and Procedures for tracing Islington Pupils Missing from School

When pupils in Islington schools go missing, or move schools without informing their previous school of where they have moved to, the school must inform the Education Welfare Service (EWS). If the school has any Child Protection concerns, the Education Welfare Officer (EWO) should advise the school to make a Child Protection referral to Children's Social Care on 0207 527 7400. The following procedures should then be followed. The usual administrative procedures for newly opened cases will be followed, i.e. the EWO linked to child's last known school will send a work request to the Administration team (Admin) to find or create an e-file and open the case on the ONE database with the referral reason as 'Lost'. The EWO will then oversee a residency enquiry. The school must not remove the pupil from their roll until the enquiry has been completed and the EWO has agreed that they should be removed from roll.

Initial Enquiries

Step 1

The **EWO** will try and contact the family on available phone numbers, by letter and/or via a home visit within **10 working days** of being notified by the school, in order to see if they still reside as the same address.

Step 2

If there is no response, The EWO will ask Admin to conduct a residency enquiry.

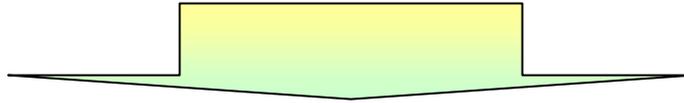
Residency Enquiry

Until there is formal notification from an official source (e.g. Council Tax, Housing Benefits, Letting agents etc) we cannot assume the family no longer live at the last known address.

The EWS will be exempt under the Data Protection Act, under the clause of investigating an offence of non-attendance at school under the Education Act 1996. Various departments will therefore be in a position to share information to assist with the EWS investigation for tracing a missing child.

Step 1

Admin will log the details on the 'Islington Children Missing from School' spreadsheet in the **Children Missing From School** Excel workbook found in **S:\EWS\EWS\Admin\Children Missing from School**. As further information is received, this spreadsheet will be updated.



Step 2

Admin will conduct a residency enquiry, filling all information into the pupil's e-file running sheet and completing the timeline on the ONE database within **two weeks (10 working days)**. **Admin** will send out standard communication to Children's Social Care, Housing, Health and Council Tax, using the templates and details found in the Lost Children folder and on the ONE database. These letters will be saved into the pupil's e-file (in the 'Correspondence' folder). These are asking:

- Whether the family are still registered at the address or have ever been registered at the address, and
- If the family was formally registered as resident at the address, whether the family has moved, the date they moved and whether they have a forwarding address.

Admin should ensure all replies are received and recorded **within 10 working days**

Step 3

Admin will send and email to the **EWO and Team Manager** within **10 working days** of residency enquiries being sent out, when:

- Pupil/s are located and on roll at another school.
- Pupil/s are located but no information is available about where they are being educated.
- After the EWO has pursued all avenues and pupil/s have not been located. **Admin** to add this information to the Risk Assessment tab on the ONE database.

Contact will be made with the following services:

- **Children's Social Care:** request contact information about current school and address.
Referral and Assessment Team Duty, 2nd Floor, 222 Upper Street, N1 1XR
Tel: 020 7527 7400
- **Housing:** send written requests to relevant Customer Services Manager at a Housing Office (see Area Housing Offices spreadsheet located in S:\EWS\EWS\Admin\Children Missing From School).
- **Health:** Children's Health Department, Northern Health Centre, 580 Holloway Road, London N7 6LB Tel: 020 7445 8000
- **Council Tax:** Send an email to council.tax@islington.gov.uk
If you need to contact them for any reason (e.g. if you have no response to your email), the contact details are:
Head of Revenues: Ext. 2707
Council Tax Manager: Ext. 2125

Enquiries with other services

The following can also be contacted by the EWO to see if the family were known to them:

School Health Advisors	Tel: 020 7527 1103
The Asylum Seekers Service	Tel: 020 7527 7129
The Homeless Persons Unit	Tel: 020 7527 6321 / 6371 Address: 38 Devonian Road, N1 8UY
The Temporary Accommodation Section	
Out of Borough Education Welfare Service	
Out of Borough Admissions Department	

Where any specific information has been provided on the child, for example a possible school or borough the child may have moved to, further checks can be carried out. Examples would be contacting the school, or the Admission department in the borough, where they may have moved.

If the family were never registered as living at the address

In cases where the family were not known to Council Tax, it has often been found that letting agents or landlords have been aware of the named families and the date they left the property. **Admin** should therefore ask the following questions of the Council Tax department:

- Whether the property is let by the Council, a Housing Association, privately let by a landlord or managed by letting agents.
- If you have been informed of name of the property owner, request confirmation from the owner asking whether the property is being let to the family. If it is the Council or Housing Association then this can be done via email, but if it is privately let then contact should be via other means (e.g. fax) as their systems may not be secure.

In order to get a comprehensive answer about residents, it is important to ask the above specific questions.

If the family are still legally registered as living at the address

EWO case work will continue on the basis that the family are still legally resident and failing to engage with the EWS. A written referral should be made to the Police Missing Person's Unit using the standard template, and a copy of this emailed to Children's Social Care under separate cover on CSCreferrals@islington.gov.uk

If the family are legally registered as living at the address but have disappeared

Follow the procedures detailed below in 'Follow-up if the child is not located'.

Follow-up if the child is located

a) If the family have moved within the borough

The **EWO** will arrange an urgent home visit within **5 working days** to establish the reason for the child's non-attendance and to ascertain whether the travelling distance from the new address is an issue in enabling a return to the original school.

If the travelling distance is an issue:

Contact the School Admissions Team for information on the nearest vacancies, provide the parent with the names and addresses of the schools closest to the family home, and support the family to complete the application form. If the family wish to apply for a place at an over-subscribed school, they should also be advised of the Appeal process. Please note, however, that pupils should continue to attend their current school until they start attending their new school, and there should be no absence in between.

Regulations regarding 'reasonable distance' are contained in *Guidance on The Education (Pupil Registration) (England) Regulation 2006*. These state that children under 8 are not expected to walk further than 3.219km (2 miles), whilst those over 8 no more than 4.82km (3 miles).

Please note: currently, travel by bus is free whilst of statutory school age (over 14 with identification), and travel by train or tube is free for children up to 11 if with an adult.

b) If the family have moved outside of the borough

The pupil will remain under Cambridge Education @ Islington's responsibility if the child has moved to a neighbouring authority covered under the inter-borough protocol (see the '*Attendance, Exclusions & Off-rolling Passport: enabling children & young people to stay in education*') and continues to be registered at an Islington School. If the parent confirms that they wish for their child to remain at the school in Islington or has not made a concerted effort to secure a school place closer to home, the school EWO should initiate statutory action procedures if the child's attendance remains poor due to unauthorised absence.

If the distance from home to school is prohibitive then the EWO should liaise with and make a formal referral to the Education Welfare Service of the new borough of residence, and follow this up until the matter is resolved.

Follow-up if the child is not located

Step 1

The **EWO** will inform the school that the child has not been located. They will ensure that all the necessary checks have been carried out and a clear record has been made in the case file confirming the date of contact, person spoken to and information received.

Step 2

Within 5 working days of informing the school, the **EWO** will ensure the child has been removed from roll from the date they last attended, and transferred their school file onto the school-to-school database (S2S) as having left school without a destination.

Step 3

The **EWO** will complete and send the standard forms to inform the Police and Children's Social Care.

Step 4

The **EWO** will complete a closing summary on the file.

Once this is completed, the **EWO** will inform their Team Manager.

Step 5

The **Team Manager** will close the EWS pupil file.

Follow up/advice to schools about pupils never formally registered at an address

In the event that the family was never formally registered as resident for the council tax and they were not living with friends or relatives, the EWO should advise schools to request proof of residency (e.g. utility bill, tenancy agreement etc) at admission. A request for the proof of residency will ensure home contact details are accurate that the family are living at the given address.

The aim of using this strategy is to minimise the number of pupils who become untraceable as they were not ever formally registered as living at the given address. This will also contribute to local authority's aim in providing robust systems to safeguard pupils from being at risk of missing education by ensuring that there are accurate residency details.

Date: 2nd March 2009

Soola Georgiou (Senior EWS Team Manager (Safeguarding and Statutory Action) and Laurel Oettlé (EWS Systems Manager

NATIONAL GUIDANCE

Revised Statutory Guidance for Local Authorities in England to Identify Children Not Receiving a Suitable Education, DCSF 2009

Attendance, Exclusions & Off-Rolling Passport: Enabling Children & Young People to Stay in Education, Young London Matters, Government Office for London, 2008
www.younglondonmatters.org

Out of school: A Survey of the Educational Support and Provision for Pupils Not in School, Ofsted 2004

School Admissions Code, DCSF 2009

Improving Behaviour and Attendance: Guidance on Exclusion from Schools and PRUs, DCSF 2008

Back On Track: A Strategy For Modernising Alternative Provision For Young People, DCSF 2008

Statutory Guidance on Children Who Run Away or Go Missing From Home or Care, DCSF 2009

Drugs: Guidance for schools (DfES, 2004).

LOCAL GUIDANCE

- | | |
|----------------------------------|--|
| • Off-rolling Guidance | Please contact EWS |
| • Children Missing From Home | Please contact the CME Coordinator |
| • Elective Home Education | Please contact EWS |
| • Alternative Provision Guidance | Please contact the Head of Alternative Provision |