The Federation of Middleham Church of England (VA) Junior School and Spennithorne Church of England (VA) Infant school

NORTH YORKSHIRE
CME
Children Missing Education

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Please refer to *CYPSinfo - CME* to access links to the documents listed below:

- CME Referral Form
- CME 1 – Independent School in Year Leavers (non-standard transitions)
- CME 2 – Independent School in Year Admissions (non-standard transitions)
- Multi-Agency Risk Assessment
- Grounds for deleting a pupil from the school's register
- Legislation & Statutory Guidance

** 'Parent' also refers to a person having Parental Responsibility or having care of a child*

** Schools in North Yorkshire include Independent Schools, Academies, Free Schools, Pupil Referral Units and Alternative Provision providers.*

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Section 1 - Overview of Children Missing Education

1.0 Introduction

1.1 All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education suitable to their age, ability, aptitude and any Special Educational Needs they may have. This protocol addresses the requirements and responsibilities of the Local Authority from within the Children missing education – Statutory Guidance for local authorities (DfE Sept 2016).

1.2 To assist in determining the Authority's relevant response to CME referrals there are two separate pathways identified in NYCC's CME protocol as follows:

- CME – whereabouts or destination school not known. These are children who cease attending and whose families are likely to have left the county or have moved abroad (see Section 2, Pg 6 & Appendix 1 Pg 14)

- CME – not in receipt of a suitable education. These are children who are found to be living in the locality but are not registered at a school or have not taken up their offered place. This also includes children who are not in receipt of a suitable education otherwise (i.e. Elective Home Education). See Section 3, Pg 9 & Appendix 2 Pg 15; also ***CYPSinfo – Elective Home Education***

1.3 Other duties to support the LA's work with regard to CME include arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion. Further information can be found on ***CYPSinfo - Exclusions.***

1.4 All of the above children can be at significant risk of underachieving or later becoming NEET (Not In Education, Employment or Training). They are also vulnerable to neglect, abuse, or exploitation from within their family or from individuals they may come across in their day- to- day lives. These threats can take a variety of different forms, which can include; sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups, trafficking, on line abuse, sexual exploitation and the influences of extremism leading to radicalisation.

2.0 Legislative Framework

2.1 The Education (Pupil Registration) (England) Regulations 2006 are found at: http://www.legislation.gov.uk/uksi/2006/1751

2.2 Amendments to the above legislation came into force as of September 2016. The Children missing education - Statutory Guidance for local authorities (DfE Sept 2016) sets out the key principles to enable local authorities in England to implement their legal duty under Section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME) in their area.

2.3 The authority is committed to ensuring that:

- The welfare of all children living in North Yorkshire is safeguarded and the duty to cooperate with other agencies in promoting and improving children's wellbeing, including protection from harm and neglect is complied with

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- All children living in North Yorkshire are in receipt of a suitable education in accordance with their age, ability, aptitude and any special educational needs they may have
- Joint reasonable enquiries are made with all North Yorkshire Schools, designated Local Authority staff and other agencies, to identify children, wherever possible, who are missing education in order to secure a school placement and/or re-engage them in their learning as soon as possible
- Support is given to other Local Authorities to locate missing children who may have moved into North Yorkshire
- Use is made of the DfE's central School2School (s2s)/Key to Success database and HMRC to identify children who may have left the area but their whereabouts are not known

3.0 Admissions and Deletions

3.1 **ALL** NY schools must notify the local authority within **five days** of **adding** a new pupil's name to the admission register or **deleting** a pupil at a non-standard transition point under any of the fifteen grounds for deletion listed in the above regulations. This is irrespective of whether their home address is within the authority or not ***(see CYPSinfo website – CME – Grounds for Deletion)***

3.2 Data regarding in year admissions and leavers is collected automatically from schools on a daily basis through Group call and is transferred onto the LA's database (Synergy). Daily reports are sent to the CME Co-ordinator when children without a destination school can be identified.

3.3 In the case of Independent Schools, including Academies and Free Schools, and any mainstream schools who are not signed up to Group call, returns regarding In-Year Leavers and Admissions are required to be sent to the CME Co-ordinator **within five days*.***

3.4 Prior to a deletion under regulation 8 (1), sub-paragraphs (f) (iii) and (h) (iii) of the (Pupil Registration) (England) Regulations 2006, schools, the Local Authority (and other agencies where necessary) need to act as soon as possible to make joint reasonable enquiries to establish the whereabouts of the child and establish that educational provision is in place.

3.5 It is our duty, wherever possible, to confirm that a child who has left a North Yorkshire school arrives at their new school safely.

4.0 Tracking and Monitoring

4.1 North Yorkshire County Council has effective tracking and enquiry systems in place, with regard to children who may be missing education, with an appointed named person as a main contact – CME Co-ordinator.

4.2 The CME Co-ordinator has a dedicated secure e-mail address (CME.Coordinator@northyorks.gov.uk) to which schools, other agencies and the public can make referrals regarding children about who they may have concerns ***(see Appendix 3 - CME Referral Form).***

4.3 Initial enquires should be commenced by schools to establish if the child is still in the area and/or how the parent intends the child to be educated. This can include, for

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example, telephoning any numbers held on record, or making a home visit to the last known address. It can also include making enquiries with pupils and parents who are friends or relatives of the child to determine the family's whereabouts.

4.4 Where reasonably possible, schools should hold more than one emergency contact number for each pupil. This provides additional opportunities to make contact with a responsible adult when there are safeguarding concerns regarding a child who may be 'missing'. If the parent cannot be contacted immediately and/or there are concerns that the child may be at risk of significant harm, staff should inform the school's designated lead for safeguarding.

4.5 Following a referral, the CME Co-ordinator will log the child as CME on Synergy. This will ensure that a clear record is maintained of children whose whereabouts or destination school is not known or who are not in receipt of a suitable education. This will serve to highlight those cases where continued tracking and monitoring is necessary.

4.6 The CME Co-ordinator and the school will then work in partnership, without delay, to make joint reasonable enquiries as to the whereabouts of the child and keep each other regularly informed of progress made.

4.7 Enquiries by the LA can include checking databases within and outside the Local Authority or liaising with other LAs and/or safeguarding partners.

4.8 In line with the duty under Section 10 of the Children Act 2004, there are joint working arrangements with services and agencies such as; Children and Families Services, Health, Police, Housing/Council Tax, Military Welfare, Youth Justice, Probation, HMRC/UK Visas and Immigration, Immigration Enforcement and the Border Force, Voluntary, Charity, Social Enterprise & Faith Based Organisations and Private Sectors.

4.9 If a family has left the area, and their whereabouts are unknown, the pathway at Appendix 1 should be followed (***see Appendix 1 - Flowchart Pg 14***). If a child is found to be residing in North Yorkshire and is deemed not to be in receipt of a suitable education, the pathway at Appendix 2 should be followed. ***(see Appendix 2 - Flow Chart - Pg 15)***

4.10 If there have become any significant concerns at any time during the process the Police and/or NYCC Children and Families will be notified.

4.11 Practitioners to ensure they explore whether the child / young person is known to any other multi agency forums and information is appropriately shared via that systems referral pathway, for example sharing information within MACE 2 or through to MAST. More information can be located on the Local Children's Safeguarding Partnership on how to refer to multi agency forums.

4.12 Practitioners should have due regard to the relevant data protection principles which allow them to share personal information, as provided by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) to share information effectively.

5.0 Audit & Review

5.1 Regular information sharing processes will take place between the CME Co-ordinator, Attendance & Enforcement Officers, Locality Based Hub representatives

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and the Admissions Team to ensure that cases are dealt with in an appropriate and timely manner.

5.2 The CME Co-ordinator will maintain information held on the LA's database - Synergy for updating, reporting and review processes.

Section 2 - Children Missing Education – whereabouts or destination school not known

6.0 Meaning

6.1 Those children who have ceased attending the school where they are a registered pupil and whose whereabouts or destination school is not known following initial enquiries by the school. This can include families who may have left the area or left the country.

7.0 Joint Reasonable Enquiries

7.1 Should a child or family be found to have left the North Yorkshire area without notice being given to the school by the parents, or without the school being advised of the destination school the child is to attend, the school should immediately commence initial enquiries to try to establish the whereabouts of the child.

7.2 If initial enquiries by the school are unsuccessful in locating the child, form CME ***(Appendix 3 Pg 16***) should be completed and sent to the CME Co-ordinator without delay for further joint reasonable enquiries to be made and a Multi -Agency Risk Assessment to be commenced.

7.3 Where all reasonable enquiries have been made (***see 4.7; Pg 5*****)** and the child has not been found, the LA's Attendance and Enforcement Officers will continue completion of the Multi- Agency Risk Assessment which will be stored on Synergy (***see CYPSinfo – CME)***.

7.4 The CME Co-ordinator and the relevant Attendance and Enforcement Officer will make a joint decision with regard to when it is appropriate to cease active enquiries in the event of a child not being found.

7.5 Prior to closure of the case as 'not found' on Synergy, the completed Multi Agency Risk Assessment will be discussed by members of the LA's Inclusion Management Team (IMT) and signed off if all in agreement it is safe to do so.

7.6 If it is not deemed safe the case will be re-referred to the CME Co-ordinator for further action to be taken.

8.0 Removal from roll and use of the DfE schools2schools site

8.1 Children whose whereabouts or destination school is not known should not normally be removed from the school roll until they have been continuously absent for at least **20 school days and both the school and the LA have made joint reasonable enquiries to try to locate them without success.** A pupil should only be removed from the school roll at an earlier date in exceptional circumstances.

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8.2 The DfE maintains a central secure internet site for the transfer of information from School to School (s2s) from the Common Transfer File (CTF) when a child moves school. This provides a facility for secure messaging between local authorities which can be used for targeted messages about specific children who may be missing.

8.3 When a pupil meets the criteria for deletion from the school roll and joint reasonable enquiries between the school and the LA have failed to locate the child, the school should create a "lost pupil" Common Transfer File (CTF) with XXXXXXX as the destination. This CTF should be uploaded immediately onto the DfE s2s secure site where it will be held in the search area. Appropriate use of the secure messaging service to make enquiries of other local authorities can be made using this site.

8.4 All confidential Child Protection files for children who are missing from a school should be retained by the school until the child's 25th birthday in the event of a child not being found or a destination school not identified.

8.5 When a North Yorkshire school, has sent a missing child CTF to the s2s database and are subsequently contacted by a school at which the child has been registered, the receiving school should request the North Yorkshire school downloads the original CTF on their behalf. The North Yorkshire school should then contact the LA's CME Co-ordinator, passing on the new school details, including the DfE School Number and commencement date and a request that Synergy is updated accordingly.

8.6 If a child is removed from a school roll, without meeting the appropriate grounds set out in the Education (Pupil Registration) (England) Regulations 2006, then the LA will intervene, as appropriate.

9.0 When a pupil, who may have been a Child Missing Education in another area, registers at a North Yorkshire School

9.1 If the parent of a pupil from an unknown school applies for admission to a North Yorkshire school, the North Yorkshire school should initially make reasonable attempts to identify the source school.

9.2 Where the source school cannot be identified the CME Co-ordinator should be contacted and a request for a search to be made of the s2s/GIARP database for a matching record using names, akas, former names, dates of birth and gender in order to locate the CTF. Once the CTF has been located the file should be downloaded and sent to the North Yorkshire school.

9.3 The CME Co-ordinator should contact the previous school/LA to advise that the pupil is now attending a school in North Yorkshire and request that any other documentation be forwarded.

10.0 When the LA is informed of a Child Missing Education from another local authority

10.1 When another LA contacts North Yorkshire County Council to assist them in locating a child, all such enquiries should be forwarded to the CME Co-ordinator who will initially check Synergy and contact the Admissions Team to establish if the pupil has been admitted to a North Yorkshire school.

10.2 **Enquiry received from another LA & address given for child -** where an address has been given for the child and the child has not been admitted to a North Yorkshire

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school, the CME Co-ordinator may send a notification to the Children & Families Service - Early Help Team to request that reasonable enquiries be made to establish that the child has moved into the North Yorkshire area. Ongoing support to re-engage the child in their education can continue if consent is given by the child and/or family. This can include being allocated a Children & Families Worker who will complete an Early Help Assessment and agree a plan with the family. This may include a Team Around the Family (TAF) meeting being offered if help is required from other agencies or services ***(see CYPSinfo – Early Help).***

10.3 If the child is not located at the given address, or any other address following checks, the CME Co-ordinator will inform the enquiring LA that the child has not been located.

10.4 **Enquiry received from another LA and no address given -** Where an address has not been given for the child and the child has not been admitted to a North Yorkshire school, the CME Co-ordinator will contact the enquiring LA to inform them.

10.5 **Children from another LA who are traced** - If the child is traced the enquiring LA will be informed by the CME Co-ordinator and details of the new school and start date given.

11.0 When a child from the Independent Sector, including Academies and Free Schools, may be a Child Missing Education

11.1 If a child leaves an Independent school without a destination school being arranged, it is important that contact details for the family are left with the school and communication is maintained with the family in order to confirm a destination school when arranged.

11.2 If contact with parents is not successful, the CME form should be forwarded to the LA's CME Co-ordinator who will make joint reasonable enquiries with the Independent School in attempting to locate the child with due regard to any safeguarding concerns.

11.3 If the child is not found in the local area the CME pathway should continue to be followed with regard to a child whose whereabouts or destination school is not known. (***Appendix 1 – Flowchart, Pg 14***).

11.4 If the child resides in a different LA to where the school is situated, the CME Co-ordinator will inform the LA where the child resides and the case referred to them.

11.5 If the child is found to be residing in the North Yorkshire area and there are any delays in the child being registered at a new school, the CME pathway should continue to be followed for those children deemed not in receipt of a suitable education **(*Appendix 2 – Flowchart, Pg 15).***

12.0 When a child moves outside of the UK

12.1 When a child is to move outside of England, before leaving the school, school staff should always attempt to obtain a forwarding address and details of the new school the child is to attend. If not possible, contact should be maintained with the family by school and/or the LA until a destination school is confirmed.

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12.2 If contact is not successful with the family, the CME Co-ordinator will liaise with HMRC/Border Force to establish if the family have left the country. If confirmed, the Multi - Agency Risk Assessment will be forwarded to CYPLT for signing prior to closure of the case. If the family are found to be still living in the area the Child 'not in receipt of a suitable' Education pathway should be followed.

12.3 If there are significant safeguarding concerns then the Police and/or the Children & Families Service should be notified without delay.

SECTION 3 – Children Missing Education - not in receipt of a suitable education

13.0 Meaning

13.1 Children not in receipt of a suitable education are those children who have been identified as living in the locality but have not been registered at a school or have not taken up a school place they have been offered. They are also those children who have ceased attending the school or alternative provision where they are a registered pupil or who are not being suitably educated otherwise (e.g Elective Home Education).

14.0 When a child has failed to be registered or taken up an offered place at a North Yorkshire School

14.1 If a child of compulsory school age is found to be residing in the area without a school place having been arranged, the parent is required to inform the Local Authoity how they intend their child to be educated.

14.2 If a school place is required, an application to the Admissions Team should be submitted, by the parent, stating which schools they would like their child to attend in order of preference. The Admissions Team will then proceed to assist in securing a place at a suitable school for the child. This may not always be the parent's first preference.

14.3 An 'Offer Letter' is sent to the parent by the Admissions Team on the National Offer Day for bulk admissions or following receipt of a Mid- Year Application Form for a non-standard transition. This letter confirms which school has been allocated based on the preferences submitted by the parent. A parent can preference up to five schools on both the North Yorkshire Common Application Form (CAF) and the Mid-Year Application Form. The allocation letter also outlines the statutory right of appeal if the child has been turned down for a place at a higher preferenced school.

14.4 If a child fails to take up an offered place at a standard or non-standard transition point, the school are required to make contact with the family to ascertain the reason why and notify the Admissions Team **within 5 working days.**

14.5 If the parent indicates that they wish their child to attend a higher preference school that they have been turned down for, the Admissions Team will advise the parent on how to commence an appeal.

14.6 If the Admissions Team receives no contact from the parent, within a timely manner, the CME Co-ordinator will be informed. The CME Co-ordinator may consider a

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referral to the Children & Families Service for them to ascertain from the family how they intend their child to be educated. Further support can also be offered to assist in the child being registered at a school and re-engaging them with their education if consent is given.

14.7 Dependant on level of need, support can also be obtained from the Inclusion Service including the Locality SEND Hubs with regard to securing an appropriate educational provision as soon as possible.

14.8 When there are ongoing concerns regarding a child failing to be registered at a school, and the parent has **not** indicated that they wish the child to be educated otherwise, the relevant Attendance and Enforcement Officer will be notified to consider commencing the procedure toward a School Attendance Order (SAO). If the SAO has failed to secure registration of the child at a school, or alternative provision established, an Education Supervision Order may be pursued.

15.0 When a child has ceased to attend a North Yorkshire School and still resides within the locality.

15.1 When a child has ceased to attend a school that they are a registered pupil, the school should commence their own enquires to establish the reasons for absence, the Flowchart at Appendix 2 is available as guidance. ***(see Appendix 2 - Pg15)***

15.2 Schools are advised to offer support through a number of approaches such as supportive letters, meetings, NYCC Ladder of Intervention, an Early Help Assessment or referral to the Children & Families Service. All interventions should be logged by the school.

15.3 The Children & Families - Early Help Team may become involved if contact with the family is required. With the consent of the family, ongoing support can be offered to help the child to re-engage with their education. The child's name will be added to the appropriate database (LCS/EHM) and liaison maintained with the CME Co-ordinator.

15.4 The Police can be contacted to carry out a safe and well check if the child is known to be in the area but has not been seen and there are safeguarding concerns.

15.5 The CME Co-ordinator will track the progress of the case, and will only remove the child as CME on Synergy when the child is confirmed as attending a North Yorkshire school or, it is confirmed that the child is receiving a suitable education other than at school.

15.6 In the event that a child continues not to regularly attend the school where they are a registered pupil, and all supportive measures have been explored, the school may wish to commence the School/LA Formal Attendance Procedure (Fast track). Should there be no improvement achieved, the parent can be referred to the LA's Attendance & Enforcement Officers for consideration of legal action.

15.7 Consequences for those parents who fail, or knowingly fail, to ensure their child attends school regularly could result in a Prosecution under s444 (1) or s444(1A) of the Education Act 1996, a Penalty Notice being issued or an Education Supervision Order applied for when there are wider welfare issues as well as attendance.

NB: If the case has already been referred to the Attendance & Enforcement Officers for statutory intervention, there is no requirement to submit a CME Referral Form.

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16.0 When a child leaves a North Yorkshire school to be educated outside the Maintained Sector

16.1 If a parent informs a North Yorkshire school, verbally or in writing, that they are removing their child in order to Electively Home Educate (EHE), or attend an Independent School, the school should inform the LA prior to removing the child from the school roll.

Elective Home Education

16.2 In the case of a parent wishing to Electively Home Educate their child, schools should follow the LA's EHE Pathway**. (**See *Elective Home Education | CYPSinfo (northyorks.gov.uk)*

16.3 The CTF should be sent to the DfE s2s Database using MMMMMMM as a destination in order that it goes onto the database of pupils who have moved outside of the maintained system.

16.4 A home educated child should be in receipt of a suitable education in accordance with their age, ability, aptitude and any special educational needs they may have. If a child has an EHCP, which names a school, but the parent has chosen to home educate the child, the Local Authority must be satisfied that the education is suitable and review the plan annually.

16.5 If it comes to the attention of the Authority that a child may not be receiving a suitable education, in the first instance, the LA's EHE Advisor should be notified.

16.6 The EHE Advisor will follow the EHE Pathway. If the Advisor assesses the provision as continuing to be unsuitable following offers of support, the LA's Attendance and Enforcement Officers should be notified to consider commencing the procedure toward a School Attendance Order (SAO) by:

- Serving the first Notice on parents requiring them to satisfy the Local Authority that the child is receiving a suitable education
- Serving the Notice of Imminent Order on parents who continue to fail to satisfy the Local Authority that their child is receiving a suitable education and the Authority deems it appropriate that the child should attend school. Suitable schools are identified in the Notice
- Issuing an SAO on parents, naming the school the child is required to be registered at and subsequently prosecuting parents who do not comply with the requirements laid down in the Order or pursue an ESO

(See CYPSinfo – School Attendance or Elective Home Education | CYPSinfo (northyorks.gov.uk) for further information**)**

Independent Schools

16.6 When a child is to attend an Independent School, the school should seek the name and commencement date of the Independent School from parents prior to leaving.

With a new school place arranged - the school should contact the Independent School to confirm the commencement date and arrival of the child.

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Without a new school place arranged – Contact with the family should be maintained until the name of the Independent School is known and arrival is confirmed.

16.7 If, within 2 weeks, no confirmation of commencement is received, the CME Pathway should be followed where the whereabouts/destination school is not known **(*see Section 2 - Flowchart Pg 14*)**

SECTION 4 - Vulnerable groups

17. Children who are vulnerable and more at risk of missing education

17.1 Those children who are as follows:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance. This might include:
- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services or who have previously received support from children's social care services (as identified by local authorities
- adopted children or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- children and young people in a family circumstance presenting challenges for them, such as drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health
- children of Gypsy, Roma and Traveller (GRT) families
- children of Service Personnel
- children missing from home or care
- children and young people supervised by the Youth Justice system
- children who cease to attend a school

17.2 The Prevent duty – all schools and colleges are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism.

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17.3 The designated safeguarding lead (or their deputy) should be informed and will immediately contact the Children and Families Service and/or the Police if there is a risk of serious harm. The CME Co-ordinator will check that a referral has been made and, if not, will alert the relevant agency.

18.0 Contact Details:

Any concerns regarding children missing education should be referred to:

Julie Hodges: CME Co-ordinator; Tel: 01609 532477
Email: CME.Coordinator@northyorks.gov.uk

For advice:

Julie Parrish: Attendance and Enforcement Officer; Tel: 01609 798013
E-mail: Julie.Parrish@northyorks.gov.uk

Kate Flinton: Attendance and Enforcement Officer; Tel: 01609 797232
E-mail: Kate.Flinton@northyorks.gov.uk (East Coast and Ryedale)

or

Early Help Consultants;

East Team (Scarborough, Filey, Whitby & Ryedale)	01609 534852
West Team (Harrogate, Knaresborough, Ripon & Craven)	01609 534842
Central Team (Selby, Hambleton & Richmondshire)	01609 534829

Locality Hubs:

North Yorkshire House, Scarborough– (Scarborough, Filey, Whitby & Ryedale Hub)
Starbeck, Harrogate – (Harrogate, Craven, Knaresborough & Ripon Hub)
White Rose House, Northallerton – (Hambleton & Richmondshire Hub)
Sandpiper House, Selby – (Selby Hub)

EHE Advisors:

Telephone: 01609 533080
Email: electivehomeeducation@northyorks.gov.uk

For further information, see the CYPSinfo or NYCC website.

Please note that any meetings referred to in this document will be held by on-line communication wherever possible and home visits or face to face meetings will be held following all Covid-19 Secure guidance.

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Appendix 1

Children Missing Education – whereabouts and/or destination school not known

The following procedure should be followed in instances when a child has ceased attending and their whereabouts or destination school is not known.

A child is identified who has ceased attending and has left (or may have left) the school and/or the area without a destination school being known.

Schools should commence their own enquiries to try to identify the whereabouts of the child prior to deletion from the school roll.

- Contact the parents by TC or E-mail
- Contact emergency contact numbers
- Home visit
- Gather information from other agencies

All enquiries to be logged by the school

If **not** found a completed CME referral form should be e-mailed to the LA's CME Co-ordinator. All action taken by the school should be recorded on the referral form including all known contact numbers and addresses. The case will be logged and further joint reasonable enquiries will be made

Schools must continue to try to identify the whereabouts of the child to ensure safeguarding duties are fulfilled

The CME co-ordinator will continue to make enquiries from within the LA's risk assessment requirements and update the school regarding outcomes on a regular basis. The CME Co-ordinator must be informed if any further information is received by the school following the referral having been made.

If the child has left the area and not been found after 20 school days, following joint reasonable enquiries having been made, the school may delete the child's name from the school roll in accordance with Grounds for Deletion from a school's admissions register. The LA will continue to try to locate the child or a member of the leadership team will authorise closure of the case at CYPLT once the CME Coordinator has fulfilled all searches.

If the child is found to be still residing in North Yorkshire, the child should remain on the school roll until a destination school is identified. The CME – not in receipt of a suitable education pathway should then be followed.

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North Yorkshire County Council

Appendix 2

Children Missing Education - not in receipt of a suitable education

The following procedure should be followed when a child is not in receipt of a suitable education. This includes children who are of compulsory school age who continue to live in the locality and, although on a school roll, are not accessing their educational setting or are not being suitably educated otherwise (e.g EHE). This may also apply to children who are not registered at a school or have been offered a place at a school but not yet taken the place up.

School identify a child that is not accessing their education and commence their own investigations.

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If a child fails to attend their allocated setting following a successful application to NYCC Admissions i.e. In year transfer, please inform **Admissions 01609 533679 within 5 days from the expected date of arrival.**

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School to offer support to parents/carers and child to aid the smooth transition back into education.

- Supportive school letters & meetings
- Ladder of Intervention
- Early Help Assessment
  www.safeguardingchildren.co.uk
  All interventions to be logged by the school

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Continued offers of support and comprehensive Interventions have failed to ensure the child has returned to their educational setting.
Parents/carers may have failed to engage with the school.
Child remains on role at school

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School to consider commencing the School/LA Formal Attendance Procedure (Fast track) if parents/carers fail to ensure that their child attends their registered school

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School to email the CME Co-ordinator with the completed CME Referral Form**, in a timley manner, once all interventions and support have been explored.**
Case will then be logged by the Local Authority and further investigations will be undertaken.
School must continue to try to engage with child and parents/carers to ensure they fulfil their safeguarding duties.

North Yorkshire County Council

Appendix 3

CME Referral Form

Please tick the box with the most appropriate reason for this referral : - **Child not in receipt of a suitable education** ☐ **Child whose whereabouts/destination school is not known** ☐ *To be used immediately where there has been 10 days consecutive unauthorised absence/no response from parent/carer to enquiries made/a destination school is not known and/or there are welfare concerns regarding the child.*	
Name of School: **Telephone Number including Ext Number:**	
Name of Referrer & Position:	
Date of Referral:	
Name of Pupil:	
Date of Birth:	
UPN No. (if Known):	
Gender:	
Ethnicity:	

Date last attended school:	
Full name of parent(s) /carer(s):	
Last known home address:	
All known contact numbers:	
New Address from when (if known):	
Sibling details and school:	

Intervention Checklist:

Actions taken:	Dates:	Person Responsible:
• First Day Contact details		
• Telephone calls to all contact details held		
• Letter/s to parent/carers last known address		
• Contact with other schools with siblings		
• Enquiries made with friends of the pupil in the school and their family		
• Agencies/professionals working with the family (include dates of any referrals)		
• Ladder of Intervention ***Please list <u>all interventions</u> that have been implemented to support and re-engage the young person back into education*.**		
• Formal School Attendance Procedure commenced – Fast track ?	Yes ☐	No ☐

Is the status of the child/young person: (please tick those that are appropriate)

Child Protection (CP)		Looked After Child (LAC)	
Child In Need (CIN)		Early Help Assessment/TAF	
Refugee		Gypsy/Roma/Traveller	
Temporary Accommodation		EHCP	
Children of Service Personnel		SEND Support	
Open to Multi Agency Child Exploitation (MACE)		Open to Youth Justice Service (YJS)	

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Missing Children & Runaways		Free School Meals (FSM)	
Young Carer		Open to other agencies (please name)	

Any other relevant information:

If there is a significant risk of harm identified regarding a child in a school setting, the school's Designated Senior Person for Safeguarding should be informed. Other than a school setting, the Customer Service Centre should be contacted on Tel: 01609 780780. The CME Coordinator should be made aware to enable the situation to be logged and ensure action has been taken urgently.

Please email this referral to Julie Hodges at:-
CME.Co-ordinator@northyorks.gov.uk
Julie.Hodges@northyorks.gov.uk

For Office Use only:
Date received by CME Co-ordinator ……

Relevant AEO……

CME - not in receipt of a suitable education ☐

CME - whereabouts/destination school not known ☐

Updates/Feedback to referrer: -

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OFFICIAL - SENSITIVE