



Merton's

Good Practice Guidance for

Identifying and Safeguarding

Children Missing from

Education

(CME)

Updated September 2024

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1. Introduction

This Merton Good Practice Guide is designed to support professionals who work with children, young people and families both within the Local Authority (LA) and in schools and other educational establishments, together with, the Metropolitan Police, Children's Social Care, those who provide services for children and young people and Health services in their combined efforts to safeguard children who are missing from education.

In Merton a child of statutory school age is considered to be a Child Missing Education (CME) under the following criteria:

- Not registered at an educational provision;
- Not registered as being Elective Home Education;
- Has been out of education for more than 20 calendar days;
- Has below 20% attendance.

Keeping Children safe in Education 2024 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118111/Keeping-children-safe-in-education-2024.pdf) and Working Together to Safeguard Children a guide to inter-agency working to safeguard and promote the welfare of children (2023) [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118111/Working-together-to-safeguard-children-2023.pdf) places a duty on all agencies to work together to promote and safeguard the welfare of children and to share information. This principal underpins this policy and there is an expectation that all agencies will work together to ensure that children do not “slip through the net” and become missing.

This Children Missing Education statutory guidance for Local Authorities (August 2024) [Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118111/Children-missing-education-2024.pdf) addresses the statutory duty placed on LA's to identify children not receiving a suitable education and to identify children missing from education in their area under section 436A of the Education Act 1996.

The Guidance is offered with the aim of providing a minimum standard of safety for children who live within the Borough of Merton or attend a Merton School, or for whom the Local Authority is the corporate parent who are or go missing from school and give rise to concern that they may be classified as missing whereabouts unknown.

It provides:

- a) A timescale for taking steps to safeguard a child who is missing from school;
- b) A description of the steps which can be taken; and
- c) A framework for consideration of relevant issues at each stage – with a view to helping practitioners to identify situations where a child is vulnerable to harm, or is being harmed, and in need of a specific safeguarding response.

Linked Guidance and Procedures

This Guidance should be read in conjunction with the All London Child Protection Procedures, Children Missing from Home and Care Policy and Protocol, the Elective Home Education Guidance, School Admissions Policy and Hard to Place Protocol. Children Missing Education guidance should be read alongside a range of other

safeguarding policies that affect each other:

- Prevention of Radicalisation
- Keeping Children Safe in Education
- Children Missing From Home and Care Policy and Protocol

Children Missing Education, children missing from home and care, children at risk of sexual exploitation and children at risk of radicalisation can all be identified through not being in school or on roll.

1. CME Chair also leads on Prevent in schools and the deputy Chair leads on MARAC and missing from Home and Care.
2. The panel checks if a child is at risk of CSE / missing from home or care and receives data at each panel to consider collective risk.

2. Principles

The principles, which should be adopted by all agencies (including the LA who are corporate parents for children in care), who are responsible for locating children who go missing from school, include that:

- The safety of the child is paramount;
- Parents/carers are the custodians of the welfare and well-being of their children when the children are not in school;
- The primary objective is for local (and other) agencies to work together to locate and return the child to a safe environment;
- Child protection procedures are triggered where there are any concerns that a child may be at risk of harm or suffering harm;
- Agency actions under this guidance will link as appropriate with actions required under related protocols, such as the London Child Protection Procedures;
- Services will be put in place to ensure that when a child is found s/he receives the necessary ongoing support to enable her/him to live in a stable, safe environment and attend school;
- Careful planning should avoid children missing education. This is especially important when placing children in care.

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of each individual to ensure that children are Reengaged back into education provision as a matter of priority. The cost of not identifying that a child is CME or notifying the appropriate professionals and responding quickly can put the child in immediate danger.

The London Child Protection Procedures

The London Child Protection Procedures and Keeping Children Safe in Education also contains essential information around safeguarding which may help staff to recognise and/or manage circumstances in which children that are missing from school may be experiencing harm or be at risk of harm. These include children subject to fabricated or induced illness, female genital mutilation, peer on peer abuse, domestic violence and abuse, missing children and families, sexually exploited children, trafficked children and asylum seeking children. For several of these circumstances there are supplementary, detailed London multi-agency procedures. There is also advice on cross borough liaison and sharing information. The London Procedures can be accessed on the website: www.londoncp.co.uk.

Research shows that children looked after by the LA are over-represented in the cohort of children who go missing from school and that is why the education lead for missing children in is also the Education Welfare Service Manager and Deputy Chair of CME Panel..

3. Why Children May Go Missing From Education

There are complex reasons why Children become missing from education

- Fail to start appropriate provision, and hence never enter the education system;
- Fail to complete a transition between providers, for example by being unable or not trying to find a suitable school place after moving between LA's;
- Do not complete transition between key stages/schools, particularly if parents are unsuccessful with preferred schools;
- Have a family/carer that does not alert the LA of the fact they are resident in borough or does not know how to access education provision;
- Cease to attend due to withdrawal from provision by parents and schools (e.g. parents no confidence in school, behaviour and truancy issues, fresh start);
- School transfer more difficult to achieve than parents thought (e.g. school places, term-time agreement, school reluctance to admit, timescale key; Stage 4, curriculum capacity);
- Are on the point of permanent exclusion from school and they leave or are persuaded to seek a fresh start in another school;
- Are permanently excluded from schools out of the borough, particularly independent schools;
- Are on alternative curriculum arrangements which are not monitored effectively;
- Have SEN placements that are not completed due to one or more parties not complying with arrangements or able to meet needs;
- Are looked after within family arrangements, unaccompanied from abroad, placed in Merton by other LA's and not known to the LAC team;
- Are in the youth justice system and returning from secure accommodation;
- Are made homeless due to social or economic issues including

domestic violence;

- Members of the Traveller or Gypsy community who move around frequently;
- Families with poor literacy skills or with EAL needs that find accessing information difficult;
- Have health needs or are disabled or where the child is a young carer;
- Are refugees or asylum seekers;
- Are involved in criminal activity;
- Families who live in poverty;
- Dependency on substances (alcohol and drugs);
- Are placed by other LA's without notification e.g. temporary housing, safety move and witness protection schemes;
- Are let down by system failures between partners where information is not shared effectively to support the child;
- "Dip in and out" of elective home education at the request of parent/carers;
- Have parents who take extended leave/holiday and schools take them off roll or families leave the UK or borough for a period;
- Are bullied in and around schools and difficulties cannot be resolved in school;
- Young runaways who leave their normal residence, to live on the streets or in temporary emergency situations;
- Children that are at risk of Child Sexual Exploitation;
- Children that are trafficked.

4. Roles and Responsibilities in Merton

Without an appropriate LA policy and strategy that is implemented in a systematic and methodical way there is the potential for children to be missing from education for considerable periods of time which puts their welfare at risk and significantly impacts on their ability to enjoy and achieve and consequently make an economic contribution into adulthood. In Merton we believe that all LA officers and employees as well as the community as a whole has a responsibility to safeguard and promote the welfare of children and young people who may be missing their education. (See appendix 2 and 3).

Elected Management and Corporate Management

Monitoring by Corporate and senior management as well as elected members are a key element of Merton's CME strategy and the Merton Children Safeguarding Partnership. The Board will be informed during the academic year as part of the monitoring process which allows the Board to develop strategies to support the identification of CME.

CME Panel

Where students meet the criteria to be defined as CME the LA representative who is the allocated caseworker/ lead professional will place the child's name on the Children Missing Education or the Secondary Heads Placement Panel (Fair Access).

The Children Missing Education Panel meets every four weeks to monitor children who are out of school due to not having been admitted to an education provider, non/poor

attendance (below 20%), exclusion, with an alternative provider, on medical grounds or where the parents have failed to show their child is receiving a suitable and efficient education whilst being electively home educated.

The Secondary Heads Placement Panel (Hard to Place/Fair Access) supports the collective admissions function to ensure all children are in school. It meets monthly and is chaired by schools.

Both panels aims are to ensure that the authority and partner agencies work together to share information to promote the welfare of children and ensure that a specific named worker takes action to reduce the amount of time a child remains out of education.

The panels comprise of level 3 and 4 managers, Head teachers at Schools, Academies, PRU and Virtual School and other relevant professionals within Education Inclusion, School Admissions, Education Welfare, SEN, Vulnerable Children, School Nursing, Inclusion, Alternative Education, YJS, Social Care, Family Wellbeing/Early Help and other agencies as appropriate. It will be chaired by the Education Inclusion Manager (Tier 3). The CSE Lead will attend bi-monthly to ensure effective join up with MACE cases/process.

Criteria for referral to CME Panel

- Not registered at an educational provision;
- Not registered as being Educated other Than at School;
- Has been out of education for more than 20 calendar days;
- On the roll of an education provider and has attendance of 20% or lower.

Children Missing From Education Named Officers – It is the responsibility of the named officers:

- To take the lead for the Authority on CME;
- To work with partner agencies to identify, track and ensure children are receiving an education;
- To publicise details of the LA's role in promoting and monitoring children missing from education;
- To liaise with other CME Officers from other Authorities;
- To provide training with other LA colleagues to governors, attendance officers and child protection officers as appropriate;
- To report to the Local Safeguarding Board during the academic year;
- To attend the CME Panels.

Special Education Needs and Integrated Service for Children with Disabilities -

- Work to ensure that children with SEN and statements / Education Health Care Plan (EHCP) are found an appropriate placement to meet their needs in a timely manner;
- Monitor placements to ensure the child is attending and receiving an appropriate education;
- Ensure that they don't become missing from education and follow procedures if they do;
- Ensure that the team have a representative who attends the CME Panel.

Children's Social Care and Early Help – To notify the CME Officer or School

Admissions or Education Welfare Service where:

- Social workers have come into contact with families that move into the area where the children have been out of education for some time;
- Visits are made to the home and children of school age are not attending school or are not on the roll of a school;
- Children are being moved into the borough with a CP Plan or children in the care of the LA and are out of education or will be without education due to the distance being moved;
- Young people themselves report that they are homeless or not in education;
- Social worker closes the case and the child is not in education;
- Ensure that there is a social care and/or early help representative who attends the CME Panel;
- Lead can work with families where CME issues are of the level to require Social Care intervention to safeguard a child.

Children and Families Hub–

- The **Children and Families Hub** has the dual role of screening all referrals of school age children to ensure that they are not CME and processing “concerns” raised about Children Missing Education. If a child is referred to the **Children and Families Hub** and is not at school the child should be referred to CME panel for safeguarding oversight.

Community – (Residents, members of the public, relatives, neighbours):

- A referral may be made where concerns exist that a child may be out of education by e-mail, telephone or in writing;
- Any referral can be accepted from a named individual or anonymously;

Council Employed or Commissioned Staff –

- Report children that maybe out of education that they become aware of;
- Support families that are becoming disaffected and disengaged with education or are not attending regularly;
- Support children whose learning, behaviour or language needs may make them more likely to be missing from education.

Education Establishments –

All educational establishments and alternative providers need to ensure that they follow this guidance when considering how to ensure children do not go missing from education.

- To adhere to [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk) that set out the legal requirements and the circumstances when a child’s name may be removed from the roll of the school admission and attendance register;
- Ensure that children are not illegally removed from roll or asked not to return to school;
- Ensure that the details of all children permanently excluded are passed to the Inclusions Officer for the borough in which the child lives;
- Update their Management Information System (MIS) as soon as the child leaves the school roll;
- Ensure that pupil records are transferred successfully between schools using the S2S, Common Transfer File and Lost Pupil Database. (See Appendix 5);

- Education Navigator in the Children and Families Hub (formerly MASH) - To identify and assess safeguarding risks where children are not on school roll, not registered for home education and non-engagement with services trying to access the child and get the child into school or where attendance is under 66% attendance for 12 weeks or over an academic year to date (i.e. missed a third of their education) and to reflect this in the BRAG process;
- To feedback to the Children and Families Hub where young people aged 16-17 are not engaged in education or without education with training or in employment without training or NEET and to advise the Children and Families Hub to refer to My Futures team for anyone that appears to be NEET aged 16-19 (or 25 and with a disability).

Education Welfare Service -

- Follow up on referrals from all partners regarding children who may be missing from education or who are failing to attend an educational placement regularly;
- Following up on children in entertainment or employment who may not be licensed and may be being exploited as well as missing out on their education;
- Provide advice to parents/carer about elective home education and maintain the elective home education register as well as commissioning checks to ensure the education being provided is satisfactory;
- To follow up on all the children that are recorded on the S2S database as missing;
- To issue a School Attendance Order (SAO) where children are not receiving an appropriate education;
- Process off roll notifications from schools, identify any children that are CME and challenge any off rolling that does not comply with the grounds for removal;
- Notify the Social Worker/and or Youth Justice Worker when a child's name is removed from the roll of a school;
- To be the education representative on the CME Panel, Children Missing from Home Panel and the MARAC to share relevant information, safeguard children and families and ensure that support for children and young people is joined up.

Health (School Nurses, CAMHS GP's, Health Visitors, Hospitals) –

- Report to CME Officer children that maybe out of education that they become aware of;
- Follow up on referrals that do not have a school included in the report;
- Support children who have long term medical needs that need support to engage with education;
- To follow up on referral from Accident and Emergency where the child has no identified school;
- To ensure that health visitors ask about a child's education on visits;
- To provide advice about contacting School Admissions to make an application for a place or Education Welfare if the parent wishes to home educate their child.

Housing -

- To provide School Admissions with a list of those families going into temporary accommodation.

Inclusion Officer -

- Ensure that all exclusion information is passed on to the Melbury College and network;
- Follow up to ensure that they access education by the 6th day of the exclusion or in the case of a child in the care of the LA on the first day of an exclusion;
- To work with parents and children where we become aware of a child that has been permanently excluded that the outgoing school has not provided notification of;
- To ensure joined up casework.

Merton Link -

- Provide information and advice to parents on the application process for a school place;
- Record details of families requesting application forms for Merton Schools;
- Pass these details to School Admissions;
- Advise School Admissions of contacts made where they suspect that the child maybe missing from education.

Merton and Sutton Traveller Education Service –

- Identifying Traveller and Gypsy children that may be out of education;
- Assist parents to complete application forms, liaising with School Admissions where required;
- Provide educational support for Traveller and Gypsy children and their families both in traditional accommodation and those who are in fixed abodes;
- To advise CME Panel.

Metropolitan Police Service –

- To stop children not attending school to confirm the reason for not being in school;
- To notify the CME Officers of any children they come across who may not be in education that they have stopped during the school day;
- To take a child to a place of safety where they feel that they may be at risk of harm or to protect their welfare;
- To notify CME Officers/ Admissions when a family is rehoused in Merton for their own safety/under witness protection;
- Conduct truancy patrols with the Education Welfare Service as requested;
- To provide schools officers for secondary schools to support prevention and case work re CME.

‘Pre-MACE’ Operational Panel and Multi-Agency Child Exploitation (MACE)

- Notify CME officers of any young person who is recorded as missing for more than 10 school days;
- Provide multi-agency oversight and reviewing of risk assessments and plans for children and young people facing contextual harm risks.
- To work with schools to offer advice and support around children who go missing.

Prevent –

- If a child is being radicalised they may be out of school, especially if they are travelling

to a war zone. If there are concerns that the child is at risk of radicalisation and may be travelling a Children and Families Hub /Prevent referral must be made. The Police and Children and Families Hub will then consider what action is appropriate.

Refugees / Newly Arrived -

- Identify young people who are missing from education and advise School Admissions;
- Provide advice and support for parents/carers about the educational system
- Work with newly arrived families to support access to education.

Performance, Improvement and Planning –

- To be responsible for maintaining the S2S site (lost pupil database) for Merton being able to search and retrieve data;
- Post students' details who go missing whilst being educated other than at school to the lost pupil database (S2S);
- Provide advice and training to schools on completing the Common Transfer File (CTF) and how to post this to the S2S secure site;
- Provide the CME officers with a monthly list of those children who are posted as missing on the S2S (lost pupil database).

Safeguarding –

- Wider safeguarding issues such as Female Genital Mutilation, People Trafficking, Forced Marriage may all be identified by a child missing education. If there are concerns, a consultation or request for service should be made to the Children and Families Hub in all cases.

School Admissions -

- Allocate admission places for Merton and non Merton residents for all schools in Merton;
- Support and advise families to enrol children into schools and work with schools and neighbouring authorities to ensure accurate information to support the child's entry into school is passed on;
- Adhere to the Pan London Timescales for ensuring that children are placed in an educational establishment;
- Contact families that Admissions become aware of where it is felt that a child may not be receiving an education. Monitor these cases and refer to Education Welfare Service where necessary;
- Where a school has no vacancies families are advised of their right to appeal;
- Refer to the Education Welfare Service to follow up on cases when Admission Officers become aware of children who are not attending any educational provision or stop attending whilst in the transfer process;
- Work with Housing to identify those families who have moved into the borough who are homeless to identify where children are without education provision to provide a proactive service to ensure that they receive support;
- Refer to Education Welfare Service where children have reached statutory school age and don't appear to be receiving an education;
- Work with schools and agencies to ensure that all children in Merton transferring

to secondary school will be receiving an education;

- All schools and educational establishments should inform School Admissions of all starters in line with DfE guidance (Appendix 6).

Virtual School for Children in the Care of the LA–

- Work to ensure children in the care of the LA do not become missing from education;
- Notify School Admissions when they are made aware that a Child in care to any LA is residing in the borough and requires a school place;
- Support the child, the carer and work with other agencies to access education;
- To ensure PEP's are of high quality.
- To have a strategic oversight of all children with social workers who may be CME

Voluntary Agencies, refuge, faith groups, childminders, playgroups, young carers and other groups that have contact with young people –

- Notify the CME Officers where concerns exist that a child may be out of education;
- Provide support and guidance to families to ensure that they can access education;
- Refer family to Merton LA where necessary for further assistance.

Youth Justice Service (YJS) –

- Ensure that young people who have committed offences remain or become engaged with education provision;
- Work with the designated Education Officer based in YJS to ensure that support and guidance is provided;
- Notify CME Officers/CME Panel when young people are found guilty of an offence or where they are being released from secure accommodation to ensure that educational provision may be identified;
- Where Young offender is a Merton Resident and found not to be in education they will be added to the CME list;
- If a case transfers to Merton YOT from another YOT and the young person is out of education a referral must be made to CME Officers and their name added to the CME Panel;
- If already on a Supervision Order a formal transfer of the case will take place between the relevant Youth Offending Service;
- Where young people are bailed to an address the courts will advise the Youth Offending Service where the young person lives and educational engagement will be followed up.

Youth Service –

- Identify young people that may not be in education or are in danger of falling out of the system through the services they provide for young people;
- Notify CME Officers where young person is not in education;

- Offer support and advice to children and parents about the education system and assist them in making applications where necessary.

5. Children Missing Education Notification Process in Merton

There are a network of professionals, services, groups and individuals that can contribute to the identification of this group of children who may be missing from education both in identifying these individuals either proactively in order to prevent the child from missing their education or reactively once the child is missing their education in order to reengage them in education as quickly and appropriately as possible.

All cases of children and young people missing their education or being at risk of doing so should be reported to the Children Missing Education Officers (CME), School Admissions or the Education Welfare Service.

It is the responsibility of schools/education establishment and professionals to safeguard the welfare of the child or young person. You should make the referral in a timely manner and not assume that someone else will do it, as it is preferable that a child is referred by more than one person rather than not at all as this puts children at risk.

For members of the public or voluntary agencies contact may be made by telephoning any one of the following contacts;

CME Officers –

Yvonne Wilkins (Education Welfare Service Manager)

Tel: 020-4605-3271. E-mail: yvonne.wilkins@merton.gov.uk

Address: EWS, London Borough of Merton, Civic Centre, 10th Floor, London Road, Morden, Surrey SM4 5DX

Paul Stemp (School Admissions Co-Ordinator)

Tel: 0208-4605- 3269. E-mail: paul.stemp@merton.gov.uk

Address: School Admissions, London Borough of Merton, Civic Centre, 10th Floor, London Road, Morden, Surrey SM4 5DX

School Admissions –

Tel: 020-4605-4906. E-mail: admissions@merton.gov.uk

Education Welfare Service -

Tel: 020-4605-4021. E-mail: education.welfare@merton.gov.uk

For schools the EWS referral form should be completed (Appendix 1). For partner agencies and practitioner's advice prior to referral may be sought on the above numbers. Following this a referral should be made on the Children Missing From Education Reporting Form (Appendix1) that is available on the intranet at www.merton.gov.uk/educationwelfare-2/cme_reporting_form_appendix1.doc

Upon notification that a child may be missing from education the School Admissions team determines within 2 days of a request if the child is registered with an education provider or has made an application for a place at a Merton school.

If the child is registered to the roll of a Merton School this will be passed to the Education Welfare Officer allocated to the school to follow up.

Where School Admissions has no knowledge of the educational provider or the parent fails to return the admissions forms they will contact the parent/carer by telephone and/or letter to request they inform the LA what provision they are making.

Where there is no response to a phone call or letter they have requested the admissions team will make a referral to the Education Welfare Service to follow up within a maximum timescale of 20 days. Cases that require a more immediate response will be prioritised accordingly based on the CME Officer's advice.

When School Admissions, the Education Welfare Service or SENDIS are made or become aware of a child missing from education they will ensure that the child's details are placed on the appropriate panel and will follow protocol and casework management procedures to ensure the child does not "drop through the net".

6. Acting to Safeguard a Child who is Missing from School / Educational Establishment

Timescale

Schools and other agencies will always seek to engage parents and carers as partners in ensuring that their children are safe and able to attend school.

In the first 20 days that a child does not attend school, the school and other agencies, will make enquiries and assess the child's circumstances and their vulnerability by following the Process Steps below. In some cases, the situation will be resolved between the school and the parent/carer. For other cases, the timescale for initiating a multi-agency response will depend on the school's view of the vulnerability of the child.

Concern for a child may be so high that a referral may be made to the Police immediately the child is found to be missing. Alternatively information may emerge over the course of time which raises the level of concern about a child's welfare, and a referral should then be made to the Police and Children's Social Services (the CME Officers or EWS may already be aware of the child at this time).

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly if a situation is not resolved within 20 days, then referrals should be made to the Police and Children's Social Services, as appropriate.

Leave of Absence

Where the school agrees a leave of absence that is authorised by the Headteacher, at which point a return date is set. In these cases, the time line for enquiries starts from when the child does not attend school on the expected return date, not from the day the extended leave started.

Recording Actions

Information known or received, people spoken to, decision and actions – and the reasons for taking them, should be recorded contemporaneously. If the child is subsequently reported missing to the Police, or is found to be a victim of crime, full records will be required.

Process Steps

Day One

The school identifies that a child is not in school.

1. A staff member trained to do so telephones the child's home to seek reasons for the absence and reassurance from a parent/carer (person with parental responsibility for the child) that the child is safe at home. A detailed accurate record of this call or correspondence should be kept.
2. The results of this telephone call could be that:
 - a) There was no answer at the home;
 - b) The person who answered was not the parent/carer and the school is not reassured that the child is at home or safe;
 - c) The parent/carer answered the call, the child is not with them or safe and the parent is concerned;
 - d) The parent/carer answered the call, the child is not with them or safe and the parent is not concerned.
3. In the case of a), b) and d) the staff member who made the telephone call should consider, with the school's Designated Safeguarding Lead / SMT, the degree of vulnerability of the child; using the guidelines below.
4. In the case of c) the staff member who made the telephone call should advise the parent to:
 - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child;
 - Contact the Police using 101 to inform them the child is missing and complete the relevant paperwork as they advise.

Assessing a Child’s Vulnerability: immediate response

1. Assessing vulnerability requires a combination of professional knowledge and experience of child welfare issues and knowledge of local circumstances. Considering the following questions could assist the process. If in doubt, a practitioner should always consult with the designated safeguarding lead or a member of the Senior Management Team or their line manager.
 2. If you have an Early Help Plan, Team around the Family or Early Help Practitioner or Social worker or another other professional working with the family there should be a lead professional to discuss matters with. Information on the Effective Support Model can be found in Appendix 7.
- a) **If the answer to any of the following questions is yes**, the Police and children’ social care should be informed by the parent and or school/LA officer dependent on who the lead professional dealing with the matter is.

		YES	NO
1.	Is there good reason to believe that the child may be the victim of a crime?		
2.	Does the child have a formal Child Protection Plan (used to be defined as being on the Child Protection Register)?		
3.	Is the child looked after by Merton LA or by another LA and have Social Services been notified of this?		
4.	Has the child got a children’s social worker?		
5.	Is there planned or current Children’s Social Services or Adults Social Services involvement? e.g. s.47 enquiry about to start?		
6.	Is there a person present in or visiting the family with previous convictions for an offence against children (Schedule 1 offender, Children and Young Persons Act 1933) or another person suspected of previously harming a child? Has there been Children’s or Adult’s Social Services or Children’s or Adults Criminal Justice System involvement in the past?		
7.	Is there a history of domestic violence, parental mental health issue, substance misuse or sexual exploitation?		
8.	Is the child at risk of child sexual exploitation? Are they on MASE Panel?		

9.	Are there wider concerns about the child and family with regards to radicalisation?		
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b) The answers to further questions could assist a judgement whether or not to inform LA Children's Social Services and the Police.

		YES	NO
1.	In which age range is the child? – younger children are more at risk (0-11).		
2.	Is this very sudden and unexpected behaviour?		
3.	Have there been any past concerns about the child associating with significantly older young people or adults?		
4.	Was there any significant incident prior to the child's unexplained absence?		
5.	Are there health reasons to believe that the child is at risk? e.g. Does the child need essential medication or health care? Was the child noted to be depressed/self harming prior to their child's unexplained absence?		
6.	Does the child have any special educational needs?		
7.	Has the child been a victim of bullying in or out of school?		
8.	Are there religious or cultural reasons to believe that the child is at risk? e.g. Rites of passage or forced marriage planned for the child? Female genital mutilation? Historical information relating to older siblings?		
9.	Has the child gone missing with their family?		
10.	Have there been past concerns about this child and family, which together with the sudden disappearance are worrying? e.g. Is there any known history of drug or alcohol dependency within the family? Is there any known history of domestic violence/self harming? Are there concerns about the parent/carer's ability to protect the child from harm?		
11.	Could this child be at risk of radicalisation? Could they be travelling abroad?		
12.	Has there been any change in the child/family's financial circumstances?		

13.	Is there a history of poor attendance? Have the parents been subject to proceedings in relation to attendance?		
14.	Is there a history of mobility? Are there immigration issues? Other considerations: Children living in women's refuges Children of homeless families perhaps living in temporary accommodation, house of multiple occupancy or bed and breakfast Children missing from home or care Unaccompanied asylum seekers and refugees or children of asylum seeking families Children with a Gypsy/Romany//Traveller background Children from transient families		
15.	Children with long term medical or emotional problems		
16.	Young carers		
17.	Teenage mothers		
18.	Children who are permanently excluded from school		
Guidance on what actions an individual should take to safeguard a child about whom there are concerns.			

If the school can obtain no information about the child or family on day one or information obtained leads you to decide that there is no reason to believe that the child is at immediate risk of harm (use risk factors above) then the school should follow the EWS guidance. (See Appendix 4).

Police Contact and Response

Step one:

- Contact the local police station (24 hour response); 101 in non emergency or 999 only if immediate danger
- Explain that you are reporting a child missing. *Please note that all information shared with the Police will be documented;
- Any suspicion/evidence of crime must be clearly stated;
- The circumstances and all available information regarding the child and family will be required - including a risk assessment;
- The Children Missing Education statutory guidance for Local Authorities (August 2024) places a duty on LA's in England to identify children not receiving a suitable education. It is our duty to promote the welfare and safeguard our children therefore the need to share relevant information about the child and family/carer is

essential.

Step two:

- The missing person report will be risk assessed and the local police response team will carry out immediate actions;
- The investigation will be progressed by the police response team, in conjunction with either the local Missing Persons Unit and/or the CID.

Step three:

- The missing person report will generate a notification to the relevant police
- Police team
- The Police work with, and refer information to, Social Services;
- Social Services, who must be contacted as soon as possible in these circumstances, will also liaise the Police within the Children and Families Hub/ Missing persons unit/ CAIT as necessary in order to identify, and act upon, any suspicion of child abuse or child related crime.

Reasonable Enquiry

1. The process of 'reasonable enquiry starts with assessing the vulnerability of the child using the criteria outlined above and includes school staff checking with all members of staff who the child/young person may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others. School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address and consult with their designated safeguarding lead/SMT.
2. If the above is unsuccessful, the school should then contact their LA. The process of reasonable enquiry will then be conducted, in most cases by the Education Welfare Service and should include, assessing a missing child's vulnerability (including revisiting the question on the child's vulnerability). The LA should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community – as appropriate. The Education Welfare Service should also check databases within the LA, use agreed protocols to check local databases, e.g. Housing, Health and the Police; check with agencies known to be involved with the family, with the LA the child moved from originally, and with any LA to which the child may have moved. (see appendix 4).
3. When making enquiries to another LA in England, staff should telephone first and make contact with the correct person and then ensure that personal information is shared securely (secure messaging is available using s2s).

Days Two to Twenty

1. If the judgement on day one is that there is no reason to believe that the child is at risk of harm, and the school delays further action, the process of reasonable enquiry should be repeated and enhanced, including reviewing the responses to the questions of assessing vulnerability, for up to 20 days. This should be undertaken jointly between

the school and the local Education Welfare Service and/or the LA designated person.

2. If the school has enough information to judge that the child is not at risk of harm, however the child has not attended for 10 days and the absence is unauthorised, the Education Welfare service and/or LA designated person should be informed.
3. It is a statutory responsibility of the school where the pupil attends or LA if the child is elective home education to complete a Common Transfer File (CTF) within a maximum of 15 days where the child is missing from education and details should be uploaded to the DfE s2s site (lost/missing pupil database) (See Appendix 5).

Child Missing from School for More than 20 Days

1. If a child continues to be missing from school for 20 days and the LA has exhausted enquiries and has been unable to locate the pupil and her/his family, under current Regulations, it is permissible for the child's name to be removed from the school roll once the school has been advised by their EWO that they may do so.
2. However, if concerns remain in relation to the safety of the child, the Education Welfare Service and/or the LA designated person should continue to pursue reasonable enquiries and missing person activity in accordance with local procedures.
3. If the Education Welfare Service or any other agency becomes aware the child has moved to another school the service should ensure all relevant agencies are informed so that arrangements can be made to forward records from the previous school.

7. Children Missing Education statutory guidance for Local Authorities (August 2024)

The Admission and Attendance Registers

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

Contents of Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

Duties regarding putting children on roll

All schools (Schools, Academies, Free schools, private and independent schools and alternative education establishments) within the London Borough of Merton must also notify Merton Local Authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. The statutory guidance allows us to ask for admission information at standard admissions points as well and Merton will also require all schools to notify the LA about all admissions at standard admission points. For ease we suggest that all schools run a weekly report on a Friday pm so that this meets the five day notification requirement.

For schools/Academies (private, independent schools, AP schools) where the Authority does not process your admissions and others not covered above you will need to provide us with the information required by the duty under Children Missing Education (August 2024) and working Together to Improve Attendance (August 2024). (See Appendix 6).

Duties regarding taking pupils off roll

The guidance also places a statutory duty on schools to make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (see Annex A from the statutory guidance Appendix 6).

The school must tell the local authority when a child comes off roll by or before the date on which they are taken off roll. This is a duty on all types of schools. The school must collect key data and agree (if applicable) if the child can come off roll and the code under which this is agreed.

Schools must not back date any off rolling and must ensure that the appropriate registration or absence code is entered in the register up to the date the child ceases to be on roll.

When do you need to seek advice from the Local Authority about taking a child off roll?

You should seek advice for the Local Authority by calling 020-4605-4021 in advance of removing a student from roll in the following circumstances:

- Where the parent is proposing to home educate;
- Where the child or family are missing and you are unable to contact by letter or telephone;
- Where the child is an open case to the Education Welfare Service;
- Where they have moved house and you do not know where they will be educated;
- Where the child is moving and you don't know where they are going;
- Where the child has an EHCP consult with SEN department which maintain the EHCP;
- Where you are unable to get the information to enable you to comply with the law in reporting off rolling to the LA;
- In other circumstances where you have concerns that aren't covered in the above;
- or statement;
- Where the child is looked after by a Local Authority, please consult with the Virtual School.

You do not need to seek advice in advance if you have the full name and date of birth of the child and you have carried out reasonable checks to establish the full name and address of the parent with whom the pupil normally resides or the other parent/carer where they will be residing, one telephone number and where possible more contact numbers and an e-mail address, the pupils future address and new school where the child is of compulsory school age.

- The child is transferring to a named school/academy and you have confirmed a start date/ transferred their common transfer file (ctf) via school to school secure access S2S using the 3 digit LA number and 4 digit school number;
- The child/family are going/have gone abroad and you have all the necessary information about their onwards destination and you have transferred their common

transfer file via (ctf) via school to school secure access S2S using the Abroad outside the maintained sector (7 M's coding);

- The child has died;
- The child isn't moving from your nursery class to reception class and they are below compulsory school age;
- At the end of compulsory education (Last Friday in June in the academic year that the child turns 16) except where child has a Statement of Special Educational Needs / Education Health Care Plan (EHCP) and post 16 provision hasn't been finalised.

Reasonable Enquiries prior to taking off roll

In line with the duty under The Children Missing Education statutory guidance for Local Authorities (August 2024). Keeping Children Safe in Education (August 2024) and Working Together to Safeguard Children (2023), the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these procedures. If there is reason to believe that a Merton child is in immediate danger or at risk of harm, a referral should be made to the police if appropriate and Children's Social Care via the Children and Families Hub 020-4605-4226/4227. If the child lives in another borough the referral should be made to that Authorities equivalent safeguarding service.

Informing the Local Authority when taking a child off your school's roll

When removing a pupil's name from the Admission and attendance register you must follow the Working Together to Improve Attendance Guidance [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124126/Working_together_to_improve_school_attendance_(applies_from_19_August_2024).pdf) and ensure that you have legal ground to remove the pupil under [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/part-1/section-1). The notification to the local authority where the child goes to school must be made using the online form. Link: <https://forms.office.com/e/CS4EpWG0m6>

The school should also complete Common Transfer File in S2S

There is a legal requirement for all maintained schools to use the S2S database to transfer children's files and to record all children who are missing education and the DfE strongly recommend that all education establishments use S2S to safely exchange the required information and ensure that there is a record of any child who may potentially be missing education.

8. Information Sharing Procedures

- This should be read in conjunction with Merton's Information Sharing Policy and procedure;
- When sharing information regarding off rolling, 10+ and 15+ days of absence school must use the online form. Link: <https://forms.office.com/e/CS4EpWG0m6>
- When sharing information between schools and for making referrals to the EWS the London Grid for Learning (LGfL) USO-FX document exchange facility should be used to ensure that information remain secure and confidential;
- All schools should have an account on this system to enable information to be securely transferred;
- When sharing information between LA's with a .gov.uk e-mail address no protection is needed. When sharing with other LA's that do not have a secure system the document should be password protected and contact made with the named CME Officer for the Authority;
- Always ensure that you consider is the person entitled to this information;
- Is it in the best interest to share this information for the benefit or safety of the child;
- Ensure that a detailed record is kept of who you spoke to or emailed information to and that this is retained within your team;
- Only essential named people within the organisation have access to the Children Missing Education Panel database and access this securely. Access can only be granted to individuals through the CME panel agreeing this;
- Cases may be added to panel by contacting either CME officer or the Administrator of the Panel where the individual does not have access to the database;
- Information will be shared with the Social Worker or Youth Justice worker where the school has indicated this whilst completing the off roll notification to the LA using the online form.
- Information will be shared with other authorities where children are removed from roll and are CME.

9. Quality Assurance Processes

As part of Merton's drive to improve the CME processes, to ensure that all children that go missing from education are followed up on in a timely manner and that we follow our own policy, we will carry out an annual quality assurance process starting in December of each year.

The overarching aim of the assurance process will be to identify if all children potentially missing from education have been identified and recorded as a pupil leaving the school or logged on the LA database as CME or s2s and progressed in a timely manner.



10 Section 19 duties and Alternative Provision.

Alongside our duties and approach to reducing children's time out of education sit our "section19" duties. Section 19 refers to the section of the 1996 education act whereby the Local Authority are responsible for arranging suitable and (normally) full time education for children of compulsory school age who, by exclusion, illness or other reasons, would not receive a suitable education without such provision.

In Merton Melbury College are commissioned to provide education to three groups of children to meet this duty:

- All children who are Merton residents and permanently excluded from school. (Exclusion)
- All children who by illness are too unwell to attend their normal school. (Illness)
- All children who arrive in Merton as casual admissions in year 11 and do not have English as a first language.
- Melbury College will also be asked from time to time to be educator of last resort under the Other reasons category where a child in CME.

Melbury College deliver these offers through the establishment of a Pupil Referral Unit.

Annually Children Life Long Learning and Families will receive a commissioning report to and determine the number of places required in the following year. This will also determine the level of funding required for the PRU.

Children who cannot attend school for "other reasons" includes where a child has an EHCP but the child doesn't have a school to attend and the Local Authority is consulting with schools to find the appropriate school for the child to attend. In these circumstances the child will be educated on tuition.

If an alternative education provider other than the PRU is educating a child on behalf of the local authority that provider will be subject to Merton's cross borough Quality Assurance process. This work is overseen by the AP subgroup.

Children Missing From Education Reporting Form

This can be downloaded from: www.merton.gov.uk/children_missing_from_education-2.htm

EDUCATION IS THE HUMAN RIGHT OF EVERY CHILD AND YOUNG PERSON

Do you know a child or young person aged 5-16 who is not receiving an education?

To report a child or young person who is missing out on their education please telephone the Education Welfare Service on 020-4605-4021 or e-mail the completed form to education.welfare@merton.gov.uk

.....

Details of person reporting

Your name:

Your contact details (telephone & email):

.....

Details of young person believed not to be receiving an education:

Child's names (including any aliases):

.....

Child's D.O.B. or approximate age:

Child's address:

Child's school:

Child's gender and ethnicity:

Details of your concerns:

.....

.....

London Borough of Merton, Education Welfare Service

Referral From School

OPEN TO CLIENT

Referrals will only be accepted if they are fully completed

To: Education Welfare Service, London Borough of Merton, Merton Civic Centre,
London Road, Morden, Surrey SM4 5DX.
LGFL USO-FX: The London Borough of Merton Children Missing Education group.

From (School)		Staff Contact's Name	
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Subject Child			
Last name		First name	
Date of Birth (dd/mm/yyyy)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Address			
NC Year		Ethnicity	
Child in Care of LA		EHCP/SEN support	
Child in Need or Child Protection Plan		Suspensions from school	
Other vulnerabilities			

1. Parent or Other Significant Adult		2. Parent or Other Significant Adult	
Title		Title	
Last name		Last name	
First name		First name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Address		Address	
Telephone Number		Telephone Number	
E-mail		E-mail	
Ethnicity		Ethnicity	
Interpreter Required		Interpreter Required	
Language Spoken		Language Spoken	
Relationship to Child		Relationship to Child	
Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
Care of the Child	<input type="checkbox"/> Yes <input type="checkbox"/> No	Care of the Child	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sibling or Other Child		Sibling or Other Child	
Last name		Last name	
First name		First name	

Date of Birth		Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Address		Address	
School (if known)		School (if known)	

EWS referral criteria

*Attendance below 85% with the majority of absences being unauthorised;
Or 10 days unauthorised absence consecutively or over a 10 week period;
Or Sudden unexplained drop in attendance where no explanation for the absences has been received.*

The school must follow up on concerns regarding non-attendance initially and offer informal and formal support to the pupil and parent prior to making a referral to the EWS.

Child's name:

Date of Birth

Informal and formal support already offered by the school both to pupil and parent/carer	
Please include information on: <ul style="list-style-type: none"> • Contact and support offered to the pupil • Contact and support offered to the parent/carer • Has school contacted parents? Include dates any logs. • Letters sent • Telephone calls • E-mails • Have parents been invited to a meeting in school to discuss absences? • Are there any other agencies involved? • If yes, state which agencies are supporting the family • Is there an Attendance Contract in place or a higher plan? If yes what is in place and when did it start and /or finish. • All support must be listed and if this was successful/not successful/not engaged with. 	

Reasons for Referral to EWS

<p>Please include information on:</p> <ul style="list-style-type: none">• Presenting challenges• Attendance concerns• Pupil’s relationship with peer group• Impact on attainment• Additional relevant information• Expectations from referral to Merton EWS	
--	--

Please attach or embed a copy of the registration certificate.

Please note that all sections of the referral must be completed fully and a registration certificate embedded or attached or the referral will be rejected and returned for you to be completed.

EWOs visit alone so please advise if you aware of any health and safety issues relating to this referral?

I confirm that the information recorded above is a true and accurate record of this School’s work with the pupil named, who is a registered pupil at _____ School.

Print Name

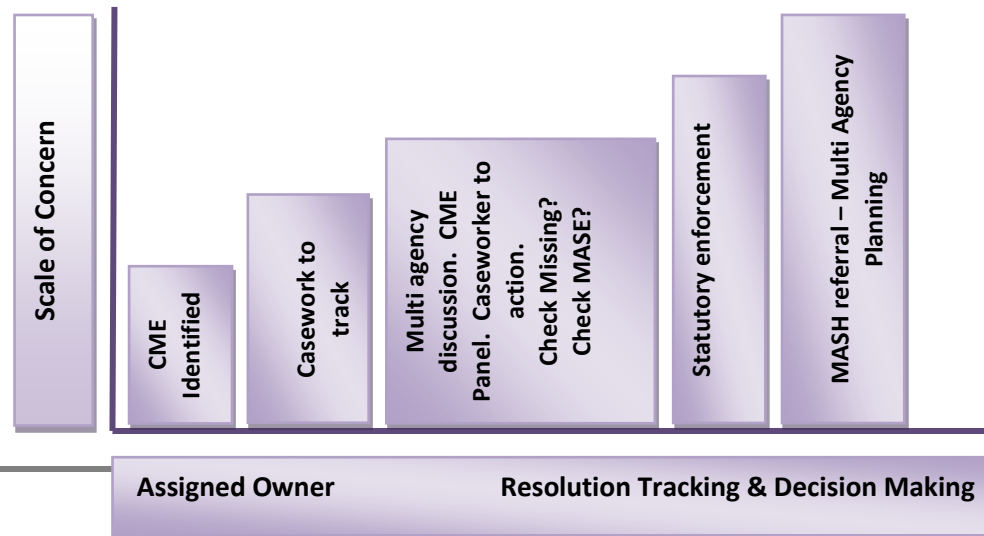
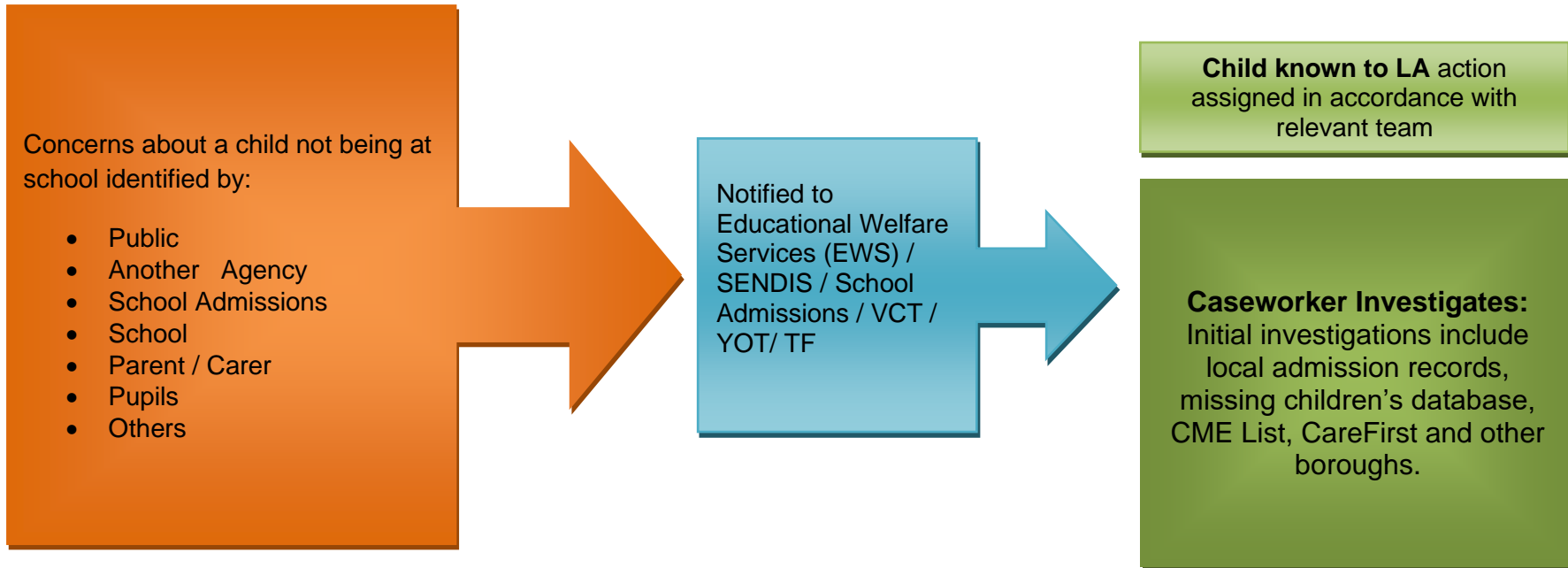
Designation

Signed

Date

Please send this form and the registration certificate via LGFL USO-FX to the London Borough of Merton Children Missing Education group.

Children out of school - A high level view of the LA's approach



Transfer of information using Common Transfer File

Common Transfer File

Transfer of information using Common Transfer File

The Common Transfer File (CTF) is the mechanism whereby schools transfer “common transfer information” as specified in the Education (Pupil Information) (England) Regulations 2005 Statutory Instrument (S.I.) No.1437 (hereafter referred to as Pupil Information Regulations) to a subsequent school when a pupil leaves together with associated Explanatory Memorandum 2005 S.I. No. 1437 and subsequent amendments The Education (Pupil Information) (England) (Amendment) 2008 S.I. No. 1747 and associated Explanatory Memorandum 2008 S.I. No. 1747.

Regulation 10(3) provides that: “The head teacher at the pupil's old school shall send the information (the common transfer information and educational records) within fifteen school days of the pupil's ceasing to be registered at the school”.

<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

[Common transfer file \(CTF\) and co-ordinated admissions data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities)

[School to school \(S2S\) data transfer system: guides](https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities) publication page.

For those pupils where the destination is unknown, the child has gone ‘missing’ or is ‘lost’, moving abroad or into the independent sector, the school has a statutory obligation to transfer information in the form of a Common Transfer File (CTF). The submission of these files must also be completed within the 15 days, allowing Merton to take appropriate child protection action if the pupil’s disappearance from school leaves them vulnerable or at risk.

The DfE has developed a secure internet site Secure Access with a portal (s2s) for the electronic transfer of information Common Transfer Files (CTFs) from school to school when a child moves school, <https://sa.education.gov.uk> Merton produces comprehensive guidance of the Common Transfer and s2s systems, updated regularly, which is made available to all schools. Training is scheduled for all schools at peak transfer times in the school calendar year and telephone support is available throughout the year for school administrative staff.

There are occasions when it is not considered appropriate to pass on details of a pupil’s history to a new school. Each case would need to be judged on its *merits in consultation with relevant parties*. *Circumstances when it is not considered appropriate to pass on details via a CTF might include: a family escaping a violent partner; or the family is in a witness protection programme.*

Lost Pupil Database (LPD)

The LPD is not a separate database, it is a searchable area of the S2S website containing CTFs of pupils where the destination (or next) school of the pupil is not known to the school the pupil is leaving:

Where a school knows that a pupil is leaving but cannot identify the school to which the pupil is transferring, the school creates a CTF with just that pupil in it and identifies the destination school as unknown.

The CTF file is then posted to the S2S website.

The school which has enrolled a new pupil but cannot identify the previous school, requests the maintaining LA to conduct a search to see if they can locate a CTF for the pupil.

The LA searches the S2S website using the available pupil related data provided by the school and, if a match is found, downloads the CTF and forwards it to the school (some editing may be required to ensure that the file can be imported by the new school).

A similar process is used when a pupil is leaving a school and is known to be transferring to a non-maintained school or to a school outside England and Wales.

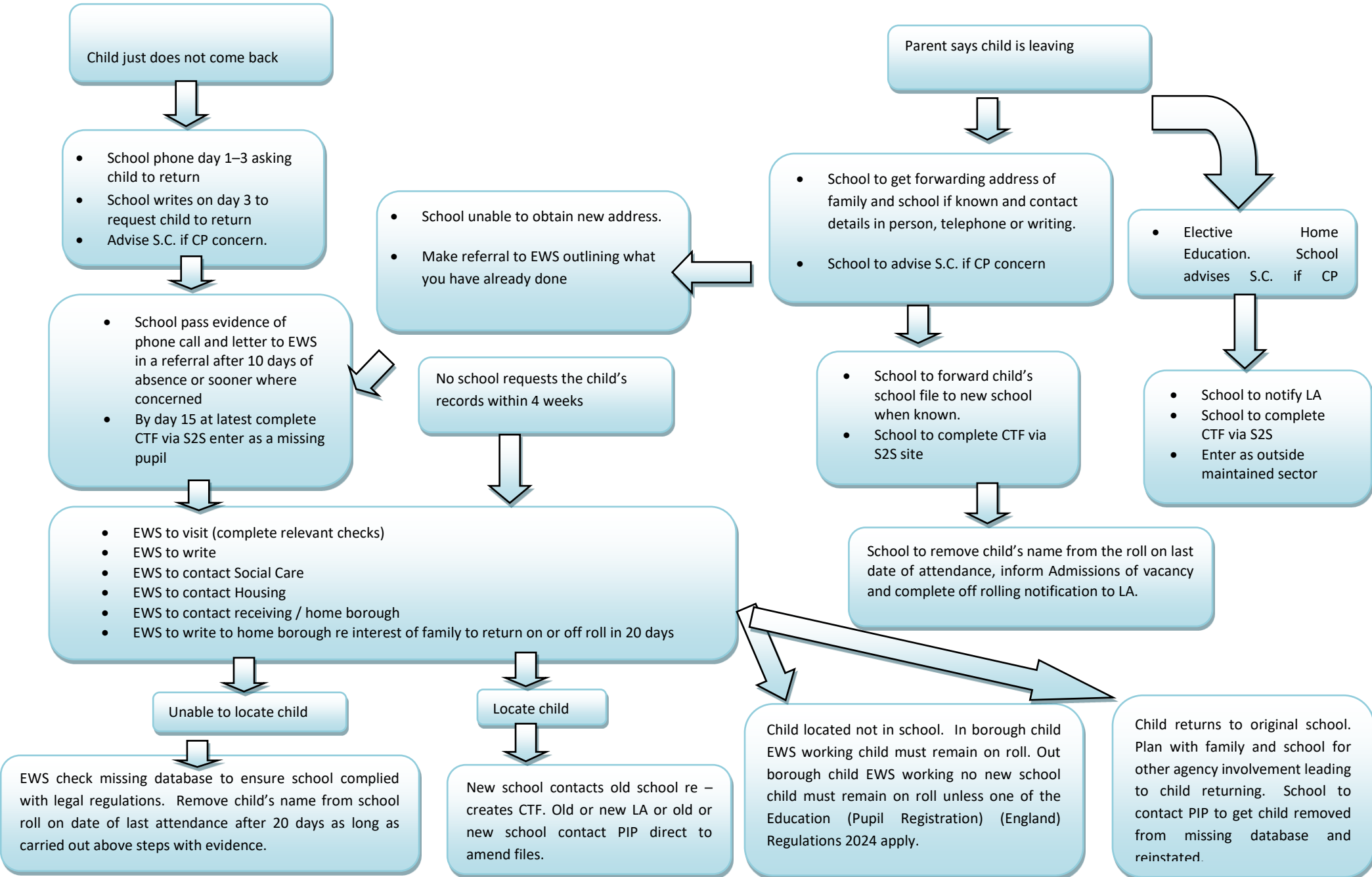
Monthly uploads and download reports, of pupils without a destination, are produced and circulated to the Educational Welfare Service . For known missing pupils for whom the CTF procedure has not been completed, schools will be contacted and statutory regulations reinforced.

The 'Lost Pupil' Contact for s2s for Merton is the Performance, Policy and Partnerships Team who can be e-mailed @ CSF_Performance@merton.gov.uk

<https://lacms.lgfl.net/merton/performance/datatmanagement/SitePages/Home.aspx>

Monthly uploads and download reports, of pupils without a destination, are produced and circulated to the Educational Welfare Service. For known missing pupils for whom the CTF procedure has not been completed, schools will be contacted and statutory regulations reinforced.

EWS Missing Child Procedure LA Schools and Academies purchasing Merton EWS



EWS Missing Child Procedure for Academies, Free Schools and other educational establishments

Child doesn't arrive at school

Advice from Merton EWS

- Academy/education establishment phone day 1–3 asking parent to return child
- Academy/education establishment write on day 3 to request child to return
- Advise S.C. if CP concern
- Academy/education establishment to carry out 1 unannounced and 1 announced visit to last known address

- Academy/educational establishment to pass evidence of phone call and letter to EWS in a referral after 10 days of absence or sooner if above carried out
- By day 15 at latest complete CTF via S2S enter as a missing pupil

- EWS to visit (complete relevant checks)
- EWS to write
- EWS to contact Social Care
- EWS to contact Housing
- EWS to contact receiving / home borough

Unable to locate child

EWS check missing database to ensure academy/education establishment complied with legal regulations. Remove child's name from academy/education establishment roll on date of last attendance after 20 days as long as carried out above steps with evidence

Locate child

New school contacts. Old academy/education establishment re-creates CTF.
School should advise PIP to remove from lost pupil database.
Old or new LA or old or new school /academy/education establishment contact PIP direct to amend files.

Child located not in school. In borough child with EWS working child must remain on roll. Out borough child with EWS working no new school, child must remain on roll unless one of the Education (Pupil Registration) (England) Regulations 2024 apply. (See Appendix 3)

Child returns to original academy/education establishment. Academy/education establishment to plan with family for other agency involvement leading to child returning. Academy/education establishment to contact R & I to get child removed from missing database and reinstated.

Parent says child is leaving

- Academy/education establishment unable to obtain new address.

- Academy/education establishment to get forwarding address of family and school if known in person, telephone or writing.
- School to advise S.C. if CP concern

- Academy/education establishment to forward child's school file to new school when known.
- Academy/education establishment to complete CTF via S2S site

Academy/education establishment to remove child's name from the roll on last date of attendance, inform Admissions of vacancy and complete off rolling notification to LA

Elective Home Education. School. advise S.C. if CP concern.

- Academy/education establishment to notify LA
- Academy/education establishment to complete CTF via S2S
- Enter as outside maintained sector

Any transfer at any time between educational establishments aged 3 (Nursery) - 16 years (end of year 11) using CTF via S2S Database

School complete CTF via s2s.

- 1 If you have the name of the new school look up the DfE number and send CTF to this establishment.
- 2 Type in xxxxxx if pupil is missing or you don't have the name of a school they are attending and send this CTF.
- 3 Type in mmmmmm if outside maintained sector, elective home education, moved abroad or in a school in Wales, Scotland and Northern Ireland and send this to CTF.

Deletion of names from the school's admission register

217. A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. A pupil's name must not be removed for any other reason and doing so could constitute off-rolling.

Deleting the name of a pupil non compulsory school age from the admission register

The only reasons where the name of a pupil not of compulsory school age shall be deleted are:

9(3)(a) The pupil is not a boarder and will not attend the school again

9(3)(b) The pupil is a boarder and has ceased to be a pupil at the school

9(3)(c) The pupil has been continually absent from school for 20 school days and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause and has made reasonable efforts to find out the pupil's location and circumstances.

9(3)(d) Where a pupil has died Remove immediately on notification.

9(3)(e) The pupil has been permanently excluded from the school and the outcome of an appeal is known.

Deleting the name of a pupil of compulsory school age from the admission register

The only reasons why a pupil's name shall be deleted are:

9(1)(a) The pupil has been registered at another school and you have checked that they have started.

9(1)(b) The pupil has not continued at the school following completion of nursery education.

9(1)(c) The pupil is also registered at one or more other schools and the other schools have agreed the deletion. Where dual registration has ceased.

9(1)(d) The pupil has a school attendance order which has been changed to name another school which you have confirmed with the LA.

9(1)(e) The pupil had a school attendance order which has been revoked which you have confirmed with the LA.

9(1)(f) The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school. Elective Home Education or EOTAS -SEND.

9(1)(g) The pupil no longer normally lives a reasonable distance from the school. Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again.

9(1)(h) The pupil has not returned following a leave of absence and the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances and you do not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause and more than 10 school days have passed.

9(1)(i) The pupil has been continually absent from school for 20 school days and you do not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances.

9(1)(j) The pupil is detained under a sentence of detention and you have reasonable grounds to believe the pupil will not return to the school once they are released. Schools will discuss this with the pupil's youth offending team worker.

9(1)(k) The pupil has died. Remove immediately on notification.

9(1)(l) The pupil will be over compulsory school age and will not continue into the sixth form.

9(1)(m) The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid by the end of term.

9(1)(n) The pupil has ceased to be a pupil at an independent school or non- maintained special school.

9(1)(o) The pupil has been permanently excluded from the school and the outcome of an appeal is known.

CHILDREN WITH EHC Plans: For children with EHCP's you can only remove from roll if you are not the named school on the EHCP, the LA where the child lives agreed to the removal or where the parent has indicated that they are undertaking EHE if mainstream/ARP provision is named. If you are a Special School and parent is EHE you cannot remove a child from roll without the agreement of the LA which will not be given until the EHE is deemed suitable and appropriate to meet the needs of the pupil.

For off rolling please complete the online form. Link

<https://forms.office.com/e/CS4EpWG0m6>

Statutory return to Merton Local Authority for children that have been added to the school roll

School Name	Schools DfE Number	School Address	Name of person completing form	Contact Number
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Statutory information	Additional information
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Child's first name	Child's Surname	U.P.N.	Child's date of birth	Child's address	Authority where child lives	Parent's Name	Parent's address	Parent's contact number	Parent's email address	Additional contact numbers	Last school attended	Date of Admission	EHCP /Statement	Reason for any amendments

Effective Support for Families in Merton

Advice and support to access the right help at the right time and in the right place

[Effective Support for Families in Merton - Merton Safeguarding Children Partnership \(mertonscp.org.uk\)](http://mertonscp.org.uk)

Merton's Education Based Criteria as Evidence of Potential Safeguarding Risk

Using the Merton Effective Support Model, the i Thrive Model and Merton's 6 priorities

(September 24)

These criteria may form the basis for

- The threshold of a Children and Families Hub discussion re risk;
- Section 47 decision;
- What could be tracked in CP / CIN as targets;
- Deciding if step down is appropriate;
- They do not replace ALL London Safeguarding Procedures.

Key Factors

1. Child Missing Education

Not on school roll, not registered for home education and non-engagement with services trying to access the child and get the child into school. This might follow attendance order. Out of school, no action to get into school – **Red**. Out of school **Amber**.

Education Navigator to seek the advice of the Duty Manager to refer to EWS CME Officer.

2. School Attendance

Are they in school following the incident if one is the basis for the enquiry.

Under 66% attendance for 12 weeks or over an academic year to date (i.e. missed a third of their education) not improving – the lower the attendance the higher their concern – the longer the non attendance the higher the concern. The higher the unauthorised the higher the concern.

Action taken by EWS (warning letters Penalty Notice, no payment, court action) – no progress. No medical evidence provided for child with Chronic non attendance i.e. below 90% for 3 years. The younger the child the more concerning this is.

Red below 50%. **Amber** 50 – 90% and/or chronic.

3. Under school age

For unborn, babies or children aged 2 check the parents name and address to see if they have any siblings of school age and make a response saying no information or with the information and that the child is pre school age so education information not applicable.

The Education Navigator will be follow up on children aged 3 and 4 year olds who are accessing a school nursery and the Early Years Navigator will follow up on those who are attending a PVI (Private Voluntary Independent), including direct liaison with the setting.

4. Child Sexual Exploitation

CSE Warning Signs 'SAFEGUARD.'



Sexual health and behaviour
Evidence of sexually transmitted infections, inappropriate sexualised behaviour, pregnancy or termination: YES/NO
Details:



Absent from school or repeatedly running away
Evidence of truancy from school, periods of being missing from care or from home: YES/NO
Details:



Familial abuse and/or problems at home
Familial sexual abuse, physical abuse, emotional abuse, neglect, as well as risk of forced marriage or honour-based violence; domestic violence; substance misuse; parental mental health concerns; parental criminality; experience of homelessness; living in a care home or temporary accommodation: YES/NO
Details:



Emotional and physical condition
Thoughts of, or attempted, suicide or self-harming; low self-esteem or self-confidence; problems relating to sexual orientation; learning difficulties or poor mental health; unexplained injuries or changes in physical appearance identify: YES/NO
Details:



Gangs, older age groups and involvement in crime
Involvement in crime; direct involvement with gang members or living in a gang-afflicted community; involvement with older individuals or lacking friends from the same age group; contact with other individuals who are sexually exploited: YES/NO
Details:



Use of technology and sexual bullying
Evidence of 'sexting,' sexualised communication on-line or problematic use of the internet and social networking sites: YES/NO
Details:



Alcohol and drug misuse
Problematic substance use: YES/NO
Details:



Receipt of unexplained gifts or money
Unexplained finances, including phone credit, clothes and money: YES/NO
Details:

Distrust of authority figures
Resistance to communicating with parents, carers, teachers, social services, health, police and others: YES/NO
Details:

Red – Number of boxes ticked as yes and the context, intensity and direct link to the child being at risk

Amber – Any of the above as a single concern without wider context

Green – Lower level concerns

5. PREVENT

- Is there a risk of the child being radicalised (Adult, group or event)
- Disclosure by a child or adult (Intelligence, conversation, home visit, patterns of behaviour)
- Online searches
- Leaving the country for a known risky area or with the intention to travel to a risky area via another country
- Social Isolation (Lack of friends or peer group)

First generation attending University

Adult behaviour – Parent, speaker in school, another adult

Normal school attendance and being a high achiever is not indicative of any potential issues

Red – Context, intensity, direct link to the child being at risk

Amber – Risk of being influenced by virtue of their presence in the home or environment

Green – Lower level concerns

6. Gangs County lines

Are you aware of any gang affiliations?

Do the school have concerns about friendships?

Are you concerned about any issues around drugs or where the young person travels to?

Red – Context, intensity, direct link to the child being at risk

Amber – Risk of being influenced by virtue of their presence in environment

7. Raising Participation Age

Statutory school age has not changed however, the law has changed regarding participation in education, employment or training however but no action will be taken against any young person or their family if they do not participate. However, if a young person who is no longer of compulsory school age is meant to be continuing in education or training. All LA's are responsible for identifying and supporting 16-19 year olds. The My Futures Team have access to database of young people who are considered NEET or not known.

Education BRAG: **Red** – if you have no knowledge If on NEET or not known list and not engaging or **Amber** If on NEET or not known list and engaging **Green** if in education, employment with training or an apprenticeship or amber if you know the attendance is poor.

Wider School / Contextual evidence which may increase / decrease concern:

Environmental

- Engagement of parent;
- Disengaged / non engaging parents; Parents with Mental Health / Substance Misuse / DV / engaged in treatment;
- Emotional warmth;
- Strong attachments;
- Siblings / cousins – history of sibling non engagement – poor attendance and exclusion; sibling with disability – young carer. Concerns from another school with sibling.
- Positive sibling engagement;
- Neglectful home environment – positive home environment.
- Unstable housing / unsuitable housing – stable suitable;
- 3 or more school moves – stable schooling;
- Large families with high number under 5;
- At point of transition primary / secondary etc.;
- Multiple bereavements / loss / separation.

Child

- Do they have special educational needs (EHC Plan/Under assessment/ SEN support in school) and what is their primary need?
- Behaviour in the community – history of offending / anti social behaviour. Positive action in the community – volunteering etc.;
- Behaviour in school – Multiple School exclusions multiple internal exclusions - a history of challenging behaviour in school – the younger the more significant the exclusion history. A risk of permanent or permanently excluded - no exclusions, level of praise / positive rewards;
- Behaviour with peers –Bullying, early sexualised; sexting, violence, stalking, lack of friends, social isolation, relationships with other concerning peers, no understanding of risk
- Special Education Needs (not being well met or managed or diagnosed);
- Substance misuse / addiction;
- Educational progress – not meeting expected developmental goals/ significant under achievement;
- Health concerns not being well met or managed
- Poor attachment – strong attachment;
- How is the child presenting in school;
- Engagement with out of school / extra curricular activities;
- Bullied / bullying role models;
- Mental Health concerns – strong well being;

- Level of agency involvement within education/schools:
- School commissioned: TAMHS, PSA, Elsa etc.;
- Other agencies -LA: VBS, VCT, EW, EPS, Children's Centre, LBL, parent Partnership, SEN, Admissions;

Young Person 13-17 (Also see Child description)

- Refuses to live with parents/carers, living with friends temporarily/ moves around regularly- No fixed abode.

Parent

- Concern shown over child's education;
- Behaviour management skills / capacity of parent.
- Parents will not take responsibility for their child

Previous Evidence

- Has there been a TAC / TAF meeting?
- Has there been other agency involvement?
- Has the child been reviewed on a network meeting?
- Has the young person been referred to My Futures team (Yr. 9 -12)?

Merton Safeguarding Children Partnership indicators of potential need

- [MSCP-Indicators-of-Possible-Need.pdf \(mertonscp.org.uk\)](https://www.mertonscp.org.uk/MSCP-Indicators-of-Possible-Need.pdf)

Step down process

The Education Navigator will step down CME and EHE cases to the CME Officer or the EHE Advisor where appropriate.

Other cases to be stepped down will be discussed by social care with the referring school or the school the child is on roll at.