



Procedures for locating missing pupils and the removal of pupils from roll

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Review History:

Task	Date Reviewed	Reviewed by
Re-created procedures September 2016 following government statutory guidance updated	06/09/2016	IS, CN, MB, Tracey Tait, Chris Peverall
Review following consultation with first contact	08/05/2017	KD, CN
Review following OPS discussions regarding early intervention / home visits	26/05/2017	KD, CN, MB
OPS consulting with A&I practitioners regarding their role in the procedures	23/06/2017	
OPS consulted with FCS to agree telephone referral to FCS.	25/07/2017	KD, CP, MB, CN

Revisions Log:

Revision	Date of revision	Reason for revision	Resulting version number
Flowchart and procedures	06/09/2017	New government guidance	1
Referrals by schools to go through first contact	08/05/2017	Internal procedures	2
OPS outcomes from home visits feedback loop to school. Schools to note risks on referrals.	26/05/2017	Internal procedures	3
Schools to ring FCS rather than submit EHA	25/07/2017	Discussion between OPS and FCS	4
Schools to ring one of the CME contacts to discuss attempts to trace missing pupil, CME to contact Early Help Triage Worker	27/01/2021	Discussion between First Contact, One Point, Education	5

Rationale

The Education and Inspections Act 2006 placed a statutory duty on all LAs to make arrangements to identify children missing from education in their area.

Durham County Council is committed to ensuring that:

- all pupils who go missing or who are lost from schools in County Durham and move to other areas are located as soon as possible.
- It supports other LAs to locate their own missing pupils should such pupils move to County Durham.

Statutory Guidance

Children Missing Education - Statutory guidance for local authorities – September 2016

Keeping Children Safe in Education – Statutory guidance for schools and colleges – September 2016.

- **All schools**, including academies and independent schools, must notify their Local Authority when they are about to remove a pupil's name for the school admissions register under any of the fifteen grounds listed in the regulations (Annex A).
- **All schools** must also notify the local authority within five days of adding a pupil's name to the admission register at the start of a non-standard transition point.
- **Schools** must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting the pupil's name from the register.

Procedures to safeguard missing children

Pupils leaving a County Durham School

1. Should a child leave a County Durham school without the school being advised by the parent/carer of the new school the child is to attend, the school is required 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.
(*see Children Missing Education – Statutory guidance for local authorities, page 12)
2. If there are specific safeguarding concerns school must contact the family's dedicated Social Worker (where applicable) or contact the First Contact Service on 03000 267979. If a child may be in immediate danger phone 999. The police can also be contacted on 101 if there is an urgent child welfare concern. Also contact Ian Shanks on 03000 265908 or ian.shanks@durham.gov.uk
3. It is important to establish whether or not the child/family is still resident at the known address. Where the whereabouts of the family remain unclear, School commences checks: contact emergency numbers, conduct home visits (resources permitting) to

establish if the family have moved away. Where the whereabouts of the family remain unclear, **school to call or email one of the CME contacts, Ian Shanks 03000 265908 ian.shanks@durham.gov.uk; Clare Nicholls 03000 265535 clare.nicholls@durham.gov.uk or Margot Bland 03000 265902 margot.bland@durham.gov.uk**

School should share: -

- efforts made to trace the family to date
- whether there are any known risks which may impact on visiting the home

If agreed, the Early Help Triage Worker will be notified and will email the local Family Centre Team Manager (FCTM) and cc OPS Intensive Family Support Team Manager/Senior Key Worker with the relevant information. The FCTM will task an Early Help Practitioner to make up to three visits to the family home (see flowchart in appendix 1).

4. If the pupil is known to be of Gypsy, Roma or Traveller ethnicity, school can contact the GRT Team on 03000 267800 who will carry out further checks within the community.
5. If the family are still resident (or they have moved to another address within reasonable travelling distance of the school) and the child has not attended school for 5 or more days, a referral should be made to Attendance Improvement Officers to consider whether enforcement action is required.
6. If the child is located out of the area, he/she should remain on the school roll until admission to another school is confirmed, at which time the child's Common Transfer File (CTF) should be forwarded to that school.
7. If the child is not found, the One Point Family Centre Team Manager will feed this back to the school who will then inform the local authority CME Officer Margot Bland on 03000 265902 or missingeducation@durham.gov.uk . (see Appendix 2 for the information required in this referral). If the GRT team cannot trace a child, this should be fed back to the CME officer as above.
8. After four school weeks (20 school days), should efforts to trace the child be unsuccessful, the school should remove the pupil's name from the roll and create a 'lost' Common Transfer File (CTF) with XXXXXXXX as the destination. This is a statutory requirement (The Education (Pupil Information)(England) Regulations 2000). The CTF should be uploaded onto the DfE s2s secure site where it will be held in the Lost Pupil Database.
9. If enquiries through national CME contacts are unsuccessful, the child's name will be entered on the CME Register.
10. When removing a child from roll, schools should ensure information on the pupil's destination is entered on the Schools MIS system. Where the destination of the child is unknown at the time of leaving but the school receive subsequent information as to the child's whereabouts, the school should update the system with this new information. The CME register held centrally in the School Places and Admissions Office is reviewed on a regular basis. Updating the system with new information will

greatly reduce unnecessary phone calls to schools from the officers trying to track pupils.

11. There is a separate CTF procedure to be followed in the case of pupils who leave a County Durham school to go to a base where the destination is known, but the receiving school is unable to accept a CTF (for example, leaving to go to an independent school, a school outside of England or Wales, or to be electively home educated). In this case, once the school has been formally notified by the parent/ carer of their intentions they should remove the pupil's name from the school roll and send the CTF to the s2s database using MMMMMMMM, thereby sending the CTF to the database of pupils who have moved out of the maintained system.
12. Should a pupil leave a County Durham school in order to be home educated, on receiving written confirmation of the parents intentions, the school should send a copy of this to ElectiveHomeEducation@durham.gov.uk . The pupil can then be removed from the school roll.

Pupils being admitted to a County Durham School

13. When a pupil is added to the admission register, school should contact the pupil's previous school and request a Common Transfer File (CTF)
14. It is important to inform Admissions if the child's previous school should not be notified of the destination school (e.g. when a family is escaping domestic violence).

Management Information Systems

The majority of County Durham schools provide information on admissions and leavers electronically via the SIMS system. Where this is the case, schools will not need to send additional information when adding or removing a pupil. However, schools which are not SIMS users or Academies or Independent schools which do not automatically provide the Local Authority with this information electronically, will be required to send it directly to either Admissions or the CME Officer in compliance with the above Statutory Guidance.