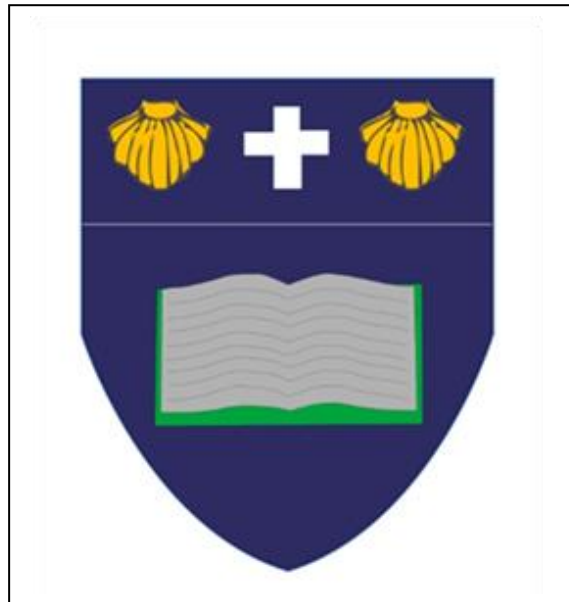
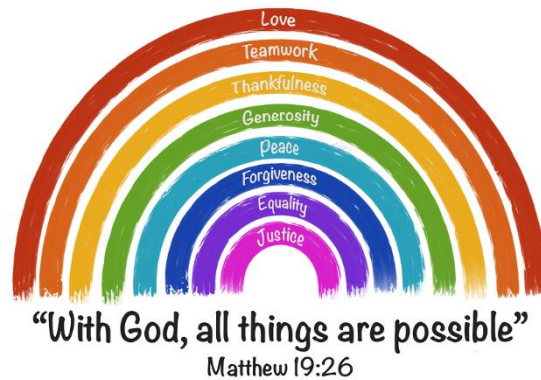


Westleigh Methodist Child Missing Education Policy



Written by:	S Williams – Autumn 2022
Date Agreed:	Autumn 2022
Next Review Date:	Autumn 2024

Our Vision:



We are a loving, inclusive family, rooted in our Christian Values and nurturing ethos. We provide a positive learning environment where all children can achieve their full potential.

Our Mission:

Westleigh Methodist is a family in which everything we do is built upon our Christian values and ethos.

We endeavour to create a place where everyone feels happy, nurtured, safe and valued. We will foster a sense of high-self-esteem, love of learning and enquiring minds. We aim to equip pupils to become good citizens with high aspirations and an understanding of the part they play in our society. Our creative and exciting curriculum will lead to achievement for all and children reaching their full potential and becoming life-long learners.

Safeguarding Statement:

At the Westleigh Methodist Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

Version Control

Change Record

Date	Author	Version	Section	Reason for change
05.11.2020	Sarah Williams	2	1,2,3,4,5&6	In line with model LA policy
			Appendix 2	New LA checklist
			Appendix 3	New from LA

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- 5- Children Arriving into Wigan from out of borough
- 6- The CME group [\[Updated 2020\]](#)
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 - Appendix 2 – CME school checklist 2020 [\[Updated 2020\]](#)
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1. INTRODUCTION

This document is intended to inform Local Authority (LA) officers, schools (including academies and any other educational establishment), governing bodies/local advisory boards and other involved agencies about Wigan LA's policy to prevent children missing education. The procedures adopted to meet the requirements of the policy are detailed in a separate document – "Procedure for Children Missing Education."

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

It is a key responsibility of the LA and its schools to safeguard all children resident in Wigan or attending Wigan schools. Children not receiving a suitable education are vulnerable and can be at significant risk of a range of negative outcomes (e.g. Child Sexual Exploitation, crime and disorder, underachieving, becoming Not in Education, Employment, or Training (NEET) etc.) that could have long term damaging consequences for their life chances. The best way for the LA and its schools to track the welfare of all children is to ensure that they are all on a school/alternative providers roll or that they are suitably home educated.

Section 11 of The Children Act 2004, places a duty on all agencies to work together to promote the welfare of children. In addition to this, section 436A of the Education Act 1996 is to ensure that local authorities' arrangements places a duty on Local Authorities to make arrangements for them to establish (as far as possible) the identities of children in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school.

Such principles underpins this policy and there is an expectation that all agencies will work together to ensure children are on school/alternative providers rolls or that they are receiving a suitable education other than at school – this includes Elective Home Education.

2. DEFINITION OF A 'CHILD MISSING EDUCATION' [\[Updated 2020\]](#)

The definition of Children Missing Education refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) The Wigan Partnership has taken a broader definition to include children and young people who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more) or whose offer of education is less than full time.

For the purpose of this policy, Children Missing Education will be considered as the following:

- Children persistently absent from school
- Children that have been permanently excluded
- Children who have particular social and behavioural difficulties and have personalised plan which means that they do not attend school full time

- Children with medical or mental health needs which prevent them accessing education full time.
- Children with complex needs and no suitable school place is available
- Pupils who may be returning to their country of origin and there is a concern they are at risk of FGM (female genital mutilation)
- Children who have been electively home educated where the provision is unsuitable.
- Children who have been removed from a school without a known destination
- Children that are new to the area and require a school place. Specifically:
 - Children that are new to the country
 - Children that have not taken up a school place within 20 school days of it being offered
 - Children new to area and not secured a school place within 20 school days
- Children Looked After placed in or out of Borough with no suitable educational placement
- Children who are pregnant or are young parents of compulsory school age.
- Children who are returning from custody and a school place has not been found for them
- Children from a Gypsy, Roma or Traveller background and alternative provision has been made

For CLA pupils or pupils on a Child Protection Plan or open to social care, the Social Worker and the Virtual School Team should be notified by the second day of absence if no reason has been provided and contact has not been made with the parents/carers.

3. CURRENT ARRANGMENTS FOR CHILDREN NOT IN RECEIPT OF FULL TIME EDUCATION [Updated 2020]

Exclusions - The Pupil Inclusion Team have systems in place to monitor fixed term and permanent exclusions from school and challenge schools where appropriate. The following is monitored:

Any exclusions that are 6 days or over to ascertain provision.

Any exclusions over 15 days in a term to ensure that schools are following guidance and having disciplinary committee meetings.

Manually import all incoming exclusion data and highlight areas of concern.

Compare exclusion and attendance records for patterns which may indicate illegal exclusion and challenge as appropriate.

Monitor all exclusion data and provide annual summary report to senior management.

Reduced Timetables (**Appendix 1**) – Schools are required to inform the Inclusion Service of any pupils who are placed on a part time / reduced timetable and the reasons for this. This is recorded centrally and regularly monitored through contact with the school. Information is shared with other teams and agencies in line with our Privacy Notice to ensure that investigations can take place, any updates are provided, and concerns can be raised. Where appropriate we will contact schools to challenge and offer support.

Attendance – Schools have a responsibility to monitor a child’s attendance and investigate any unexplained absence. They should inform the Multi Agency Safeguarding Team of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. It is also important that pupils’ irregular attendance is referred.

Independent schools (in and out of the borough) / free schools - A central list has been compiled to detail schools within and outside the borough that our children attend. This includes independent schools, free schools, UTC’s and out of borough special schools. The Inclusion Service will make contact with all of the schools to raise attendance, pupils on roll and CME duties.

Children attending Alternative provision - The Inclusion Service maintain a central list of any pupils that are accessing off site alternative provision (e.g. mechanics, construction, fishing, hairdressing, online learning etc.).

Schools are asked to notify the team when a pupil is placed on alternative provision and again when a pupil is removed from alternative provision so that records are accurate and discussions can take place regarding other arrangements for the pupil. In addition to this, a LA approved provider list will be established for January 2020.

4. CHILDREN REMOVED FROM ROLL FROM A WIGAN LA SCHOOL

Wigan schools regularly share their school MIS data regarding pupils on roll with the Local Authority. This data is imported into the Capita One V4 MIS system. On a weekly basis the Inclusion Service extracts a list of pupils taken off roll from a Wigan school and will take action to identify those pupils where no destination has been provided. The team will also access the data on a termly basis to ensure that any students taken off roll where the entry has been back-dated are also identified.

The circumstances in which a school may delete compulsory school-age children from their registers are limited. Schools are obliged to comply with the Education (Pupil Registration) (England) 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Next Steps - Please refer to “Procedure for Children Missing Education” (**Appendix 2**)

5. CHILDREN ARRIVING INTO WIGAN LA FROM OUT OF BOROUGH

Next Steps - Please refer to “Procedure for Children Missing Education” (**Appendix 2**)

6. THE CME GROUP [\[Updated 2020\]](#)

Officers from the following services/agencies make up the CME Group

- Pupil Inclusion
- Complex Safeguarding Team
- Ethnic Minority Achievement Service

- Start Well Services
- Health Service
- Housing
- School Organisation
- Youth Offending
- Special Educational Needs and Disability
- Social Care
- Virtual School Team
- Attendance Services **[New for 2020]**

Members of the CME group have entered into a Data Sharing Agreement which has been approved by the local authority's Data Protection Officer and Legal Department .and complies with GDPR.

CME Meetings are held every 8 weeks which takes the form of a Team around the School. The CME lead alongside colleagues from across the partnership explore the cohort profile and themes that are preventing these children meeting outcomes. Partners come together to proactively plan and address in equalities children missing education may face. The vulnerable children's list is shared with partners prior to the meeting and those that require further action to reduce risk, grip the case and prevent drift are raised for discussion.

Alongside this the CME group completes a multi-agency audit of CME cases across the risk stratification on a termly basis to quality assure the work and understand where systems are creating barriers for children and young people accessing education and implement an audit action plan This is understood in the context of the wider data dashboard on CME.

Outside of the CME meetings the CME lead from the Inclusion Service maintains the CME list of cases and meets with lead professionals as a group or individuals to ensure pace, review risk categorisation and advise on best practice. The CME lead will also agree whether all attempts to locate the child have been exhausted will be placed on the CME dormant on the Capita ONE MIS system. The Inclusion Service will also check the list on a termly basis and at the end of each academic year to see if any children have returned to education within Wigan.

Stuck cases that remain CME despite assertive challenge and support from the professional network are escalated to the Service Manger – Inclusion. The Service manager will map the case with colleagues who know the case well, alongside decision makers from across the partnership. using a Signs of Safety approach and through the lens of contextual safeguarding.

This Policy should be read in conjunction with the Procedure for Children Missing Education

Appendix 1

Part-time Timetable

Pupil Information Sheet

Please complete this form with **all** information requested.

The completed form and any supporting documentation should be returned to the Pupil Inclusion Team at Wigan Council, PO Box 100, Wigan, WN1 3DS Fax: 01942 486060 or you can email it from a secure email address to this secure email address joanne.berry@wigan.gcsx.gov.uk

- 1. Schools must use the Pastoral Support Programme or Early Help framework to implement a reduced timetable. A copy of the relevant document along with a copy of the pupil's timetable must be returned with this form.**
- 2. You must mark the pupil absent in the attendance register for the part of the day when the pupil is not in school as code C – Authorised absence.**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

DfE departmental advice school attendance Oct 14

A member of staff from the Pupil Inclusion Team will be in regular contact for updates on the reduced timetable.

Pupil Full Name		
Date of Birth and NCY	DOB	NCY
Does the pupil have a Statement of Special Needs or an Education Health Care Plan ?	Category and any funding allocated	
Yes / No	SEN Code of Practice Stage	
	Date of last Review:	
	Please provide a copy	
What is the child's attendance?		
Reason for part-time timetable?		
What is the number of hours provision in a week? (how is this broken down per day)		
Start date of reduced timetable?		
Review date?		
Date reduced timetable will end (if known)?		

Have they been excluded and the reason why?

Days:

Reason:

Is the child looked after?

If so, to which LA?

What strategies, support and interventions have been used to meet the pupil's needs?

Please include Pastoral Support Programme or Early Help here if appropriate. (send copies with this pro forma)

Which agencies are involved?

Signature

Date

**Head Teachers
Signature.**

Appendix 2

CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST

June 2022 v4

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox CME@wigan.gov.uk. Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education CME@wigan.gov.uk within 5 days or earlier if all checks have been completed.

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect Y/N please provide detail:		
Is this child Gypsy Roma Traveller? Y/N		

Is this child parents service personnel? Y/N
Has this child had any Missing from home episodes? Y/N
Is this child known to the Youth Justice System? Y/N
Does this child have any SEN/learning needs? Y/N
Are there any other vulnerabilities you are aware of? Please provide detail;
Date:

All boxes must be completed, of not relevant please enter N/A

CHECKLIST:

<u>School checklist</u>	<u>Dates/ Times</u>	<u>Outcomes</u>	<u>Name</u>
<p>School to attempt to contact parent on first day of absence.</p> <p>This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.</p>			
<p>School to check possible whereabouts with staff and pupils?</p> <p>This should include checking with family friends, all staff members, the child's friends, social media</p> <p>Contact all emergency contact numbers you hold in school.</p>			
<p>Visit to address(es) by school.</p> <p>Leave card if no answer</p> <p>Does the property look empty?</p> <p>Is someone at home but not answering the door?</p> <p>NB if school policy does not permit home visit a police welfare check to be requested</p>			
<p>Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)</p>			
<p>Contact made with agencies to understand when they last had contact/saw the child (no consent needed)</p>			

- Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes? https://www.gov.uk/find-local-council			
NB – Has the child been seen? State when & by whom If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A

Please submit this referral to

CME@wigan.gov.uk

CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST

September 2020 v4

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It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance please contact the Multi-Agency Safeguarding Team on 01942 828300.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Multi-Agency Safeguarding Team CINdutyteam@wigan.gov.uk

At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 82830

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

CHILD'S INFORMATION:

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors Do you feel this child is at risk of harm or neglect Y/N please provide detail:		
Is this child Gypsy Roma Traveller? Y/N		

Is this child an Asylum Seeker?
Is this child known to Operation Encompass? Y/N Please provide detail
Is this child parents service personnel? Y/N
Has this child had any Missing from home episodes? Y/N Please circle Current or historic
Is this child known to the Youth Justice System? Y/N Please circle current or historic
Does this child have any SEN/learning needs? Y/N
Are there any other vulnerabilities you are aware of? Please provide detail including whether the child is at risk of criminal exploitation or Child Sexual Exploitation
Date:

All boxes must be completed, of not relevant please enter N/A

Notification of Pupil Accessing Alternative Provision

Pupil Information Sheet

Please complete this form with all information requested.

Please return the completed form and any supporting documentation by email to

RTT-AP@wigan.gov.uk

Any queries please contact the Pupil Inclusion Team

For more information on why this information is required please see the Service Privacy Notice at <https://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/Privacy-notice/Education/Children-Missing-Education-Privacy-Notice.pdf>

Please ensure that your own Privacy Notice is up to date and explains to parents and students that this information will be shared with Wigan Council.

School Name:

DfE number:

Pupil Full Name

Please indicate all applicable:

Date of next
review/planning meeting

Education Health and
Care Plan

.....

SEND K Code

Early Help/ PSP

.....

SEND support funding

.....

CAMHS involvement

Child Looked After/Previously
Looked

.....

Attendance issues

After

Which authority

.....

Current %

Child in Need/
Child Protection

Fixed term exclusions

Individual Health
Care Plan

.....

Number of days in current
academic year

.....

.....

Reason for accessing alternative provision:

Details of alternative provision:

Type of provision: Name of provider: Day/s:

E-learning		
Work experience		
Alternative provision		

Hours of attendance each day:

Monday		Tuesday		Wednesday		Thursday		Friday	
A	P	A	P	AM	PM	AM	PM	AM	PM
M	M	M	M						

Start date of alternative provision:

Arrangements for review of the alternative provision:

Accreditation the pupil be able to achieve:

How is participation and safeguarding monitored:

E-learning only – how often is this reviewed?

What is the plan for return to school?

Parental consent obtained

Yes

No

Details of support provided to pupil in school and whilst attending alternative provision:

Agencies involved:

Agency	Name

Head Teacher name

Date of notification