

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude, and any special educational needs they may have. Children missing education and without access to a school placement are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation, and becoming NEET (not in education, employment, or training) later in life.

Effective information sharing between parents, schools and Surrey County Council is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Surrey County Council will focus our resources effectively to intervene at the earliest stage in the lives of vulnerable children to help prevent poor outcomes.

This policy document has been created to assist all schools and other professionals who work with children and families within Surrey, to ensure that they:

- x Meet statutory duties relating to the provision of education and safeguarding the welfare of children missing education.
- x Have robust multi-agency systems in place to identify, refer and track children missing from education or at risk of doing so.
- x Establish monitoring and reporting systems for all children missing from education and at risk of becoming CME.

– refers to children whom Surrey County Council have been notified of who may be children missing education. We track these children under this definition whilst initial enquiries are made.

refers to all children who are of compulsory school

we have been notified may be CME or require pupil tracking after initial enquiries. Where children have not made appropriate admission applications or there is no evidence of what education provision is in place the CME administrator will assign to the appropriate Area Inclusion task tray for an enquiry visit

To maintain the CME Team and Pupil Tracking Team task trays in EYES by closing pathways when children start at a school or alternative provision.

To be the point of contact for schools if they are aware that a child is unplaced, i.e. has no destination school.

To distribute Area Pupil Tracking, CME - EOTAS and AP (not on roll) lists to all the representatives attending the ACME meeting a week prior to the meeting.

To attend the ACME meetings and add case notes to EYES for all children discussed, detailing clear actions.

Run and distribute Tableau report listing students with no establishment/no onward establishment.

Where it is established that a child is not receiving a full-time appropriate education the Inclusion Officer will work with the parent/carer, young person, and other Local Authority services i.e. School Admissions to ensure suitable educational provision is found for the child.

Where a parent or carer fails to satisfy the Local Authority that the child is receiving a full-time appropriate education, the Inclusion Service will look to issue a School Attendance Order (SAO) and initiate legal proceedings if parents fail to comply with a SAO.

Where a need for additional support is identified, the Inclusion Service will look to make referrals to appropriate services e.g. CSPA, Early Help, Targeted Youth Support.

If Surrey County Council receive a 'referral of concern' that a child is not receiving full time, efficient and suitable education at home the Inclusion Service will discharge the statutory duty of the Local Authority to make enquiries with the parents, which will include asking to see evidence of learning.

Where parents fail to satisfy the Council that the education is full time, efficient and suitable the Inclusion Service will remove the child from the Elective Home Education register, register them as CME and initiate a School Attendance Order.

SEND Case Officers will ensure that any key stage transfers, dealt with by SEND admissions, which remain unplaced into the new academic year are registered as CME on EYES

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Area SEN Managers or Senior Case Manager will ensure all actions agreed during ACME Meetings are completed by the agreed date.

SEN will be represented at the CME Governance Group.

To work with Social Workers and SEND Case Officers (where a child has an EHCP) to ensure every looked after child receives full-time and suitable education and to take the lead for looked after children who are missing education or at risk of missing education.

To monitor attendance and exclusion data on a daily basis through Welfare Call to ensure they are able to respond quickly to any changes in circumstances and provide appropriate advice and intervention.

To act promptly to contact the allocated Social Worker to ensure that a suitable education placement is identified when notified that a child has become looked after.

To discuss Missing Mi(o)m Tc 4.17 Oi ed d (Td9 0 Td () (m)7 (e l)6 (ook)[(sT (ed)9.9.27 719 0 4.16.20

Service may submit a completed Fair Access Referral Form, to enable a school place to be allocated through the Fair Access Protocol.

To monitor late applications to ensure support can be targeted to parents and schools which most commonly have late applicants.

To monitor applications from abroad to ensure they take up the school place offered when they are due to arrive in the UK.

Where information is received to record details of starters and leavers from Surrey's state funded schools.

To alert the CME inbox officer if a child previously identified to be CME is known to be offered a school place.

To arrange a professionals meeting to discuss any children for whom an application has been received where there is evidence of complex needs but no Education, Health, and Care Plan.

Provide short-term provision for children and young people who, through exceptional circumstances, either cannot attend school or do not have a school roll. A2E is a term-time only service.

Provide advice and guidance to SEN teams around alternative provision to support the statutory provision of CME with SEND.

To record and monitor A2E caseload, ensuring cases are entered onto EYES, updating establishment history, and A2E AP status.

To record and monitor A2E plans and review meetings on EYES.

Any requirements for additional alternative provision for CME with SEND will be raised at weekly SEND/A2E meetings.

A2E Area Lead or A2E [(s)4 (up)1050 (N)-5 (D)]TJ 0 Tc 04 red(s)4 (with)1050 (N)d [(f EMC d [(n003

A number of processes exist to notify the Council of Children Missing Education.

(i) Local data transfer system

- x Groupcall is a data transfer system used by the majority of Surrey Local Authority maintained and academy schools and ensures the automatic and timely transfer of core student data into EYES.

Where Groupcall is not available, schools must submit a partial CTF for joiners and leaver's data – CMJ and CML or submit a manual data return to the Council.

- x Aflow chart for on and off roll notification processes can be found in Appendix 2.

(ii) National Data System

- x Secure Access is a web based secure data transfer site hosted by the DfE and is available to all schools (including Independent and Free schools) and Local Authorities to enable a child's Common Transfer File (CTF) (see Appendix 3) to be sent to and from any maintained school in England and Wales and for CMJ and CML files to be sent to the Local Authority. (see Appendix 6)

Where a child's destination is unknown, schools must

If there is a concern about the immediate safety of a child,

- x A CTF is used to transfer pupil data between schools and/or the LA
- x It is a statutory requirement for all maintained schools (and best practice for academy & free schools) to always upload a CTF via DfE Secure Access when a pupil joins or leaves a school
- x A partial CTF – CMJ and CML can be used to transfer joiners and leavers information from schools to the LA (if no other LA process exists) and ensures schools can meet their obligations in accordance with Pupil Registration regulations and CME policy guidance
- x The DfE national code for any school in England & Wales can be checked on the web-site – <https://get-information-schools.service.gov.uk/> (previously Edubase)

LEA/School No	Known school destination	IM	In Year Transfer – Maintained School
LEA/School No	Known school destination	PM	End of Phase Transfer – Maintained School
MMM/MMMM	Emigration	LC	Left County
MMM/MMMM	Private sector	II	In Year Transfer – Independent School
MMM/MMMM	Private sector	PI	End of Phased Transfer – Independent School
XXX/XXXX	Unknown destination	MI	Missing Pupil

The term 'reasonable enquiries' grants schools and Surrey County Council a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the Council 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 a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate). A pupil's name can only be removed from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and Surrey County Council have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. The Council and schools should agree roles and responsibilities locally in relation to making joint enquiries.

As set out in Working Together to Safeguard Children statutory guidance, the Local

i. check with the local

Child without a school place identified via referrals from other LA,
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Internal SCC system – Automated data link between social care LCS and education ONE provides Start and End notifications of LAC status within 12 hours of update on LCS



Daily Updates

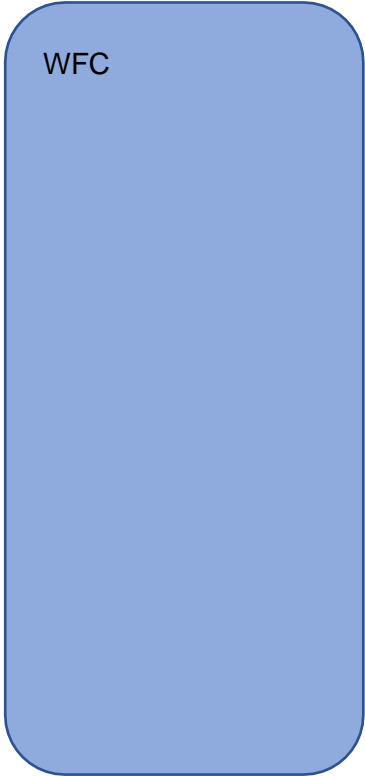
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ESW contacts SW (or vice versa) to clarify Placement Plan and identify appropriate

Child has EHCP requiring Special provision

Child does not have EHCP



- x Department for Education Children Missing Education
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
- x Department for Education Advice on School Attendance - [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- x Department for Education School Attendance: Parental Responsibility Measures - January 2017 - <https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
- x Department for Education Statutory guidance on Alternative Provision
<https://www.gov.uk/government/publications/alternative-provision>
- x Department for Education Keeping Children Safe in Education –
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- x The Education (Pupil Registration) (England) Regulations 2006 (and amendments) -
<http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made>
- x Education Act 1996, 2002, 2011
<http://www.legislation.gov.uk/ukpga/1996/56/contents>
- x Common Transfer File – August 2020 –
[Common Transfer File 20 Guide \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)
- x [School to school service: how to transfer information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- x Promoting the education of looked after children and previously looked after children
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683556/Promoting the education of looked-after children and previously looked-after children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683556/Promoting_the_education_of_looked-after_children_and_previously_looked-after_children.pdf)

