

Introduction

A child refers to anyone of statutory school age. To be of statutory school age, a child's fifth birthday has to fall before 1st September in the autumn term, the 1st January in the spring term, or the 1st April in the summer term. Statutory school age ceases on the last Friday in June of the academic year the young person is sixteen.

Legislation requires local authorities to take responsibility for safeguarding all the children living within their boundaries.

'Children Missing Education –Statutory guidance for Local Authorities' January 2015

The Senior Education Welfare Officer for 'Children Missing from Education will ensure:

- that robust systems are in place in Harrow to identify and track children missing from education or at risk of doing so
- that schools and Council Officers are aware of these systems and use them effectively
- that partner agencies understand who to notify and how to do so
- that the risk of children missing from education is minimised
- that children who are identified as missing education are enabled to move back into education, or alternative provision, and contact is maintained to prevent them from falling out of the system again
- Direct contact is made with families of children missing from education, by home visit, telephone and/or letter.
- That the child is resident at the address
- To check whether the child is now on the roll of a school, attending appropriate provision or is still in need of a school place
- To extract reports from Capita One and FWi every half term.
- Where there are children still missing from education the Senior EWO will check, end of each academic year, Capita One and with Schools Admissions to establish if these children are back in education.
- Applications for suitable schools have been made and to assist in this process if not:-
 1. To liaise with schools and alternative providers to facilitate a return to education
 2. To ensure that all relevant information is passed to the Senior Education Welfare Officer for Children Missing from Education so that the CME list is as accurate as possible.

Referrals from schools

If a pupil goes 'missing' from school they should be referred as quickly as possible to the Multi Agency Safeguarding Hub (MASH) so that checks to establish their whereabouts can be made. If the pupil cannot be located the procedures for lost pupils (attached as Appendix B) should be followed. Under regulation 7 of the 1996 Pupils Registration Regulations all schools are required to report to their Local Authority continuous pupil absences of not less than two weeks and on those pupils who fail to attend regularly, except when absences are covered by a medical certificate.

Schools should follow the agreed process for contacting the relevant social care team within Children's Services Department if a child is Looked After or there are child protection concerns.

It is recommended good practice that when any parent goes into a school to enquire about a school place, information is recorded and referred to the MASH.

Process for recording CME on FWi

1. Referrals are made via the CAF referral form to the MASH
2. CME referrals are then passed to the EIS Virtual Manager to be reviewed/screened and appropriately assigned.
3. CME referrals to SEWO
4. Tracking and investigations and outcomes are identified and recorded onto FWi

5. These tasks require multi agency involvement i.e. Housing, Admissions, Health and other practitioners in Children's Services.
6. Home visits.
7. If a cme is not found then the child is added to a cme list. These children are checked at a later date at least twice a term to establish again there whereabouts.

Process for recording CME on Capita One

1. Under 'CME Start Date', select date that school inform you of a child missing from education.
2. If a child returns to education, record the start date at school as the 'CME End Date', and add brief description to outcome. For example 'Child has returned to Harrow, and joined Whitmore'.
3. If after investigation, you discover the child is studying abroad, record the date you find this information as the 'CME End Date' with brief description i.e. 'Child is at school in Canada.'
4. Use CME reports regularly to monitor children to see if/when they return to education. This will help with the accuracy of reporting.

S2S and the Lost Pupil Database:

Harrow supports and encourages schools to transfer files via S2S (School to School). Information is provided through training to school administrators, User Groups and the e.mis Newsletter. Harrow has an identified officer as database administrator for S2S with responsibility for the lost pupil database. Schools are encouraged to ask the EMS team based at the Civic Centre for help if they cannot find a pupil's records. Schools are encouraged to put a pupil's records on the Lost Pupil Database via Common Transfer File, if they do not know where the pupil has moved to. Information and advice is provided by logging a call on the SIMS (School Information Management System) Team website www.emisteam.co.uk or by contacting the S2S administrator by phone and by the SIMS Team Newsletter.