



Children Missing from Education Policy

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Related policies: Child Protection and Safeguarding

This policy has been written by Swindon Borough Council and provides clear guidance about the action that should be taken when a pupil goes missing from education, and the timescales by which each stage of the process should be completed.



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Signoff and Review Page	

Title	Target Audience
Children Missing Education Policy	Schools, Integrated Teams, Health, Police, Safeguarding & Corporating Parenting, Social Inclusion, Housing & Benefits, Yot

Document sign off:

Role	Name	Date
Author	Marilyn Thompson	June 2009
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Reviewer	Joanne Smith	June 2009
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Reviewer	Mary Donovan	August 2009
Reviewer	Chris Cooke	October 2009
Sign Off	LSCB	December 2009

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Implementation Date	January 2010
Review Date	January 2011

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Purpose

Under the Education and Inspections Act 2006 s4, Swindon Borough Council, like all authorities, has a statutory duty to identify children who are not

receiving education. Furthermore, under the School Standards and Framework Act 1998, as amended by the Education Act 2002, Swindon Borough Council also has a statutory duty to provide promptly, a school place for every child requiring one. As part of this duty it is necessary to ensure that any child or young person of statutory school age in the Borough is allocated a school place as soon as possible, and in any event, the Local Authority (LA) will process in year transfer forms within 10 school days if all relevant information has been provided. The following policy has been developed to ensure that there is a clear protocol for these requirements to be implemented and monitored.

The policy informs Local Authority (LA) officers, schools and other agencies about the policy and procedures to be followed in order to prevent and also identify children who are, or might be, missing from education. It should be read in conjunction with LA Advice and Guidance on School Attendance Issues (Attendance Matters) and particularly the Swindon Local Safeguarding Board Child Protection Procedures – www.swindonlscb.org.uk. The Children Missing Education policy will be monitored and reviewed by the Sexual Exploitation and Runaways Working Group - known as the Advisory Group.

The policy outlines the procedures necessary to establish, wherever possible, the identities of children in Swindon that are not receiving a suitable education and/or are identified as missing.

In the context of 'Every Child Matters', the Children's Act 2004 and under the 'Children and Young People's Strategic Partnership, Swindon, Swindon LA acknowledges that "education protects" and that it is a key responsibility of the LA and its schools to safeguard all the children resident in Swindon or attending its schools. One way for the LA and its schools to safeguard the welfare of children is to ensure that they are all on a school roll or registered as Elective Home Education and that children are not removed from roll inappropriately and become 'missing'.

Refer to the following national guidance: Children Act 2004: www.everychildmatters.gov.uk/strategy/guidance.

Scope

The policy outlines mandatory procedures for Education Welfare, other LA officers, educational establishments (which will be referred to as schools for the purpose of this document) and their governing bodies, multi-agency partners, particularly Health, Police, Youth Offending Team and Housing providers, who may also be engaged in the following procedures should a child or young person go missing. Other key partners are HM Revenue and Customs, UK Border Agency, voluntary and community agencies.

Implementation and Review

This policy will be reviewed twelve months after implementation and annually thereafter.

Introduction

The Out of School Report (Ofsted 2004) estimated that there are approximately 10,000 Children Missing Education (CME) in the UK. These children either fail to start in appropriate education or simply become lost from school rolls and fail to re-register at a new school when they move area.

These 'missing' children are amongst the most vulnerable in our country. It is vital that practitioners in all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible.

Children who remain disengaged from education provision are potentially exposed to higher degrees of risk, which could include engagement in anti-social or criminal behaviour, social disengagement, sexually risky behaviour, substance misuse (including alcohol) and/or sexual exploitation.

The purpose of this document is to detail the procedures that are to be employed within Swindon to identify, locate and engage children who are missing from education. These procedures have been written for the guidance of all professionals who work with children and families. These procedures will also ensure that all children's services in the Borough:

1. Meet statutory duties relating to the provision of education and safeguarding the welfare of children missing education.
2. Ensure robust multi-agency systems are in place in Swindon to identify and track children missing from education or at risk of doing so
3. Ensure that monitoring and reporting systems are in place in order to identify a lead agency and a key worker for all children missing from education.

How Do Children Go Missing From Education?

Children fall out of the education system and are at risk of 'going missing' because they:

- Fail to start appropriate provision and so never enter the system (e.g. pre-school to reception/Yr 1 or new to area and no application is made to a school);
- Cease to attend, due to exclusion (e.g. illegal and unofficial exclusions) or withdrawal, removal from roll with no named destination; or
- Fail to complete transition between providers (particularly for year 6/7 transfer or being unable to find a suitable school place after moving to a new LA or within Swindon.)



The Diagram above reiterates ways that children and young people might go missing from school:

Who is a Child Missing from Education?

For the purpose of this document a Child Missing Education is defined as: ***“Any child of compulsory school age who is not registered at any formally approved education activity (e.g. school, alternative curriculum, home education), or is registered and has been out of any education provision for 20 school days or more”*** Some children who experience certain life events are more at risk of going missing from education.

These might include:

- Young people who have committed offences
- Children living in women’s refuges
- Young runaways
- Children of homeless families, perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast
- Children with long term medical or emotional problems
- Unaccompanied asylum seekers
- Children of refugees and asylum seeking families
- Children in new immigrant families, who are not yet established in the UK and may not have fixed addresses
- Children In Care
- Children with a Gypsy, Roma and Traveller background
- Children who are privately fostered
- Young Carers
- Children from transient families
- Parents/guardians with mental health issues
- Teenage mothers

- Children who are permanently excluded from school (particularly those excluded illegally) (DCSF guidance on Exclusions).
- Children who engage in substance misuse including alcohol
- Young people in Forced Marriage or under the threat of Forced Marriage

This Policy does not replace the South West Child Protection Procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns must be observed at all times.

Roles and Responsibilities

Children Missing Education (CME) Officer

The CME officer (Integrated Service, Education Welfare) is responsible for the arrangements for identifying children not receiving education in Swindon and will report termly (6 weekly) to the Advisory Group.

Social Inclusion Manager

The Social Inclusion Manager has an overview of Education Other than At School provision within Swindon. Working closely with the Head Teacher of Stratton Education Centre and key colleagues, the Social Inclusion Team will respond in allocating educational support from the range of alternative educational provision within the Borough through established referral routes, panel arrangements and agreed protocol. There are strong links with colleagues supporting pupils from identified vulnerable groups e.g. Special Educational Needs, Children In Care, permanently excluded etc. This officer also has an overview of pupils that are excluded in Swindon and is charged with ensuring that correct procedure is followed and that information in relation to pupils excluded is communicated effectively to key stake holders.

Admissions Team

The Admissions Team has overall responsibility, and accountability, for ensuring all children and young people in Swindon receive an appropriate offer of placement within 10 school days if all relevant information has been provided. Named Admissions Officers will be the lead officer for children not on a school roll and waiting for a school place. The Admissions Team is responsible for appointing a lead officer responsible for contacting the CME officer when a child known to them has been out of school for 20 school days or more. (School Admissions Code)

The Admissions Team will collate information concerning children and young people without a school place and are responsible for ensuring this is recorded on the Capita One system and marked “received”.

A report will be run weekly to show any pupils who are without a school place. This will include details of how long they have been waiting and the lead officer. Once a child has been entered as “received” they will remain on the

list and monitored until a place is found, they will also be added to the LA Pupil Tracking Document (please see page 14).

A termly (6 weekly) meeting will be held, coordinated by the Admissions Manager. The lead officer and CME officer will attend this meeting. A report will go to the LSCB on a quarterly basis including a copy of the Pupil Tracking Document (August – October; November – January; February – April; May – July).

Schools

Any enquiry made for a place should be recorded and forwarded to the Admissions Team, *regardless* of whether a place is offered or not.

The school should indicate:

- Name of carer(s) and pupil
- Address (including telephone number)
- Date of Birth
- Whether a place has been/will be offered and proposed start date;

Schools will start to complete the Children Missing Education checklist (CME 1) if a pupil has had a maximum of 5 days of non-school attendance and after the school has been unable to contact parent/carers.

Education Welfare (EW)

It is expected that EW will strongly support the Admissions Team and will often take a lead role on individual cases.

- Information regarding any child without or seeking a school place should be forwarded to the Admissions Team for recording on the Capita One system.
- Missing children and children without a school place will be a standing item for supervision for the CME officer
- To monitor pupils without a school place in conjunction with the pupil tracking document
- Education Welfare Officers (EWOs) will ensure, when visiting schools, they check if there have been any pupils seeking a school place
- EWOs will pick up Children Missing Education (CME 1) referrals when a pupil has missed 10 school days and the school has been unable to contact the parents/carers (this referral may be given to the EWO before the 10 days if schools have completed all school actions)
- EWOs will monitor school attendance and be aware of any pupils who have had unauthorised or authorised absences of 10 days or more and these pupils will be discussed at regular school liaison meetings and if appropriate the school may make a referral to the EWO (CME 2).

EWOs will also record the names of all pupils registered at school but not receiving an education for 20 continuous school days or more, and pass these to the CME officer who will add to the LA Pupil Tracking Document

- An updated copy of the Pupil Tracking Document/Children Missing Education Report will be forwarded to the Social Inclusion Manager once every term for individual cases to be discussed at the Secondary Education Other than at School Panel.

Other Agencies

Any information regarding any child or young person without or seeking a school place should be forwarded to the CME officer who will liaise with the Admissions Team and record on the Capita One System and the Pupil Tracking Document.

MANDATORY PROCEDURE

GENERAL PRINCIPLES

This policy has been designed to clarify procedures between Swindon Borough Council (SBC), stakeholders and partners and also meet its statutory duties relating to the provision of education and the safeguarding and welfare of children and is underpinned by the Children and Young People's Plan. The policy concerns a key priority area for the Children and Young People's Strategic Partnership.

SBC & Partner Organisations

The implementation of these procedures will be endorsed by all Swindon Schools, Children Services, and partner agencies to help to ensure that all children within Swindon achieve the five core outcomes under the Children Act (2004):

1. Being Healthy
2. Staying Safe
3. Enjoying & Achieving
4. Making a Positive Contribution
5. Achieving Economic Well-being

To limit the opportunity for children to go missing when they fall out of the education system, a range of systematic processes and procedures have been identified.

These include:

- Ensuring referrals to the Children Missing Education (CME) officer who maintains an updated central register of all children missing education
- Establishing, promoting and supporting systems that identify and locate children missing education through liaison with other services and agencies most likely to find such children
- Maintaining procedures to re-engage those missing, with appropriate educational provision through a lead agency, key worker and action planning process
- Continuing to develop procedures that identify children missing education through liaison with other LA's and access to national databases (S2S)

CME officer

SBC & Partners

SBC & Partners

SBC & Partners

- Sharing information with partners to identify those at risk of becoming CME
- Raising awareness, through publicity, to the general public regarding CME and every child's right to an education

SBC & Partners

CME officer

Although the Regulations (2008) state that a child may be deleted from roll after 20 school days of continuous absence without good reason, there is a clear responsibility to ensure that the correct procedure and nature of investigation of this absence has been followed as CME may raise potential child protection issues. This has also been highlighted in case law, where it was determined that separate investigations should take place by the school and the LA before a pupil is removed from roll.

Schools

If schools believe a child or family to have gone missing they must NOT remove any child from their roll without following the checklist procedures. (CME1) (CME2)

Schools

Following failure to locate the child or young person after initial enquiries the school must:

- Discuss the case with the school EWO and start to complete Children Missing Education checklist (CME 1) and then pass to the school EWO who will make additional enquires (CME 1) (if suspicious circumstances/very sudden etc schools should notify Referral and Assessment Team/CME officer and follow South West Child Protection procedures)
- Comply with DCSF Regulations and the Borough's Children Missing Education procedure when removing a pupil from school roll, which must not take place until the EWO/CME officer have completed their enquiries and advised the school in writing to do so. (CME 4 & CME 5)
- Create a Common Transfer File (CTF) and post electronically on the missing pupil database (S2S)

Schools

Borough wide Identification Processes

Notification and request for service routes:

A CME officer has been appointed to coordinate, through multi-agency work, the identification, referral, tracking and engagement of children missing education.

The CME officer will work in partnership with key stakeholders in Swindon including Schools, Children Services, Housing, Health, Children in Care Team, Connexions, Youth Offending Team (YOT), the Police, alternative education providers and the voluntary sector to continue to develop existing inter-agency networks so that all members are aware of systems for the identification of, and referral for, pupils who are missing, or at risk of going missing, from education.

CME officer

The CME officer will manage the co-ordination of the referral process to ensure that all stakeholders understand the referral procedures as identified in the Children Missing Education Process Chart. (CME 3)

CME officer

- EW Referral Form available from Education Welfare. The referrer must keep a copy (CME 2).
- S2S Out of School Enquiry
- Email to CME Officer: mthompson@swindon.gov.uk Telephone 01793 465710.
- Referral from other local authorities/agencies:

Other local authorities and agencies use many different methods to notify Swindon of children new to the Borough, or missing education, including:

CME officer

- Letter/email to the CME officer
- Arrangement for the Placement of Children (LAC)(General) Regulations 1991
- (Regulation 5) notification (used by Children and Families).
- S2S secure messaging.
- Notification of child/children subject to a plan from other LA (working together 5.1.33) (Safeguarding and Quality Assurance Team)

Checking process

The CME officer has access to various centrally held databases against which a child's name can be checked to establish whether he/she is registered with another educational establishment. EWO's follow a process of enquiry. Enquiries directly to other LA's will be made if

CME officer

destinations are known. When ContactPoint is fully operational it will be used in addition to current systems.

These databases are:

- Pupil Tracking Document
- Capita One – Exclusions and Attendance Modules
- S2S Lost Pupil Database
- School Census Pupil database
- Elective Home Education database

ContactPoint

ContactPoint will be the quick way for a practitioner to find out who else is working with the same child or young person, making it easier to deliver more coordinated support.

It is an online directory, available to authorised staff who need it to do their jobs, enabling the delivery of coordinated support for children and young people. It is also a vital tool to help safeguard children, helping to ensure that the right agencies are involved at the right time and children do not slip through the net. The directory is a key element of the Every Child Matters www.everychildmatters.gov.uk/aims/ programme to transform children's services by supporting more effective prevention and early intervention. The programme's goal is to improve the health, well-being and safety of all children.

ContactPoint will hold the basic demographics of every child and young person in England and will show staff where children are missing key universal services, such as an education provision or a GP. It will be possible for managers to run specific reports on ContactPoint about children missing education.

Database and monitoring

The following guidance was given in Circular No. 11/99 Social Inclusion: the LA role in Pupil Support, "A central register of children who are out of school for any reason will help the LA to ensure that vulnerable groups do not become lost in the system."

These include:

- International arrivals including asylum seekers/refugees (Policy for the Education of

ContactPoint
Project Manager

Asylum seeker

- Asylum Seekers & Refugees)
- Traveller Children
- Children In Care arriving in Swindon
- Children with Special Educational Needs (SEN) statements
- Young offenders
- Other children with no school place
- Children subject to a Child Protection Plan
- Children with an ongoing medical condition

worker/teacher liaison
traveller/LACES/
SENAT/YOT

The Pupil Tracking Document will include an up to date record of all pupils who are not on a school roll or are missing from their education provision. Every LA is responsible for keeping a database of Children Missing Education. Each term EWOs ask schools for details of pupils who have been absent for 20 school days or more. These pupils are then added to the Pupil Tracking Document and will be tracked by the EWO or CME officer and continually updated until the pupil is back in education. The Pupil Tracking Document is then circulated to other agencies for any updated information.

CME officer

The Elective Home Education (EHE) lead officer monitors and updates a database of those children whose parents have elected to educate at home. Monitoring is an essential component of effective systems. (Swindon EHE Policy/Guidelines) (DCSF consultation October 2009)

EHE lead Officer

Reporting

Scrutiny of children that are missing education and identification of an appropriate educational placement will be reported on a regular basis. This will be in the following ways:

- Through the CME Advisory Group/LSCB Group. Reports will be circulated to partner agencies every Term (6 weeks)
- Information exchanges with Health via child protection lead will occur to identify children that might be vulnerable or missing. We will monitor and continue to develop (particularly with regard to frequency) the exchange of data.

CME officer

CME officer/Health

Other notification routes used to identify Children

Missing Education are:

Truancy Sweeps

Education Welfare and Wiltshire Police jointly undertake truancy sweeps on a regular basis.

All children and young people identified without a school place are offered suitable support and their details are forwarded to the CME officer.

EW and Police

School Register Audits and School Referrals to EW

EW may identify, through regular visits to schools, any children that are missing and also those that have left without their new destination being confirmed, who have not been reported, or similar.

EW

Referrals received from other Borough Departments, Local Authorities/ independent providers.

CME officer

Referrals received from Primary Care Trust (PCT) through GPs, A&E and others

Referrals received via DCSF Lost Pupil Database (S2S)/ContactPoint

DCSF S2S database checked for pupils uploaded as 'missing' and checked with local records

Partner agencies and Integrated Teams involved in the CME referral and monitoring process;

These include:

- Admissions Team
- Connexions
- Social Care Teams
- EOL Staff
- Traveller Services
- Social Inclusion Manager & EOTAS Services
- Exclusion & Reintegration Officer
- Police Service
- Other La's
- Great Western Hospital
- Parent Partnership Service
- Primary Care Trust (PCT)
- Education Welfare (EW)
- Schools & Colleges

All Partners

- SEN Casework Service
- Youth Offending Team (YOT)
- Voluntary Sector Organisations
- Oxford & Buckinghamshire Mental Health Trust (April 2010)

Common transfer file requirement

There is a statutory requirement to send specified information about a pupil moving school to the receiving school.

Since June 2002, this information has been transferred through the electronic Common Transfer File (CTF).

Detailed guidance on compiling and sending the CTF, including use of the TeacherNet website, has been distributed via LA's and is available via <http://www.teachernet.gov.uk> in the Information Management Strategy (IMS) section. The information must be sent within 15 school days of the pupil ceasing to be registered at the old school, unless the new school is not known. In this case, a transfer file using XXXXXXXX as the destination should be created and uploaded onto the secure site. If a request is made from the pupil's new school, it should be sent within 15 school days.

Schools

Where both the old and new school have the necessary facilities the CTF must be sent to the new school either:

- Through the secure file transfer service on the www.teachernet.gov.uk/s2s
- As an email attachment or file over a secure network that links schools within an LA or within a regional broadband consortium.

For further queries, please refer to the CME officer on 01793 465710.

CME 1

SWINDON EDUCATION WELFARE SERVICE CHILDREN MISSING EDUCATION CHECKLIST

Schools have a responsibility to secure good attendance and to involve external agencies if poor attendance occurs. After a **maximum of 5 days** of non-school attendance and after school has been unable to contact parents/carers, the school should complete school actions overleaf and then pass to their EWO. Together we will try and locate the child by carrying out a series of checks.

Please fill in child/family details below and then complete relevant checks:

Child's name: _____ Date of birth: _____

Last known address
Including postcode: _____

School/College name: _____

Previous School: _____

Mother/father/carers name: _____

Living with: _____

EWO: _____ Other Agency Involvement: _____

Date of last contact with family: _____

Child Protection Plan (Y/N): ____ History of Domestic Violence (Y/N): ____

Ethnicity: _____ Disability: (Y/N): ____ (Give details below)

Screened for Substance Misuse/Alcohol (Y/N): ____

Other relevant information (including UPN number and last date of attendance)

Name of person completing this form: _____

Date: _____

TRACKING MISSING PUPIL CHECKLIST

THE BELOW ACTIONS MUST BE COMPLETED AFTER THE 5TH DAY OF PUPIL MISSING

School Actions:	√	Initials
1. Ask the friends of missing pupil for any current information		
2. Check emergency contact numbers		
3. Check free school meals database		
4. If a voluntary aided school, check with priest		
5. Check records to see if there are siblings at another school and contact the school		
6. Check with school nurse		

THE ABOVE ACTIONS MUST BE COMPLETED BEFORE THE 10TH DAY OF PUPIL MISSING

EWO Actions:	√	Initials
1. Check with admissions team		
2. Make a home visit and check with neighbours		
3. Check with Asylum Teacher, if applicable		
4. Check with relevant Children Services Team 466903		
5. Check with local refuge 536447		
6. Check with housing 464324		
7. Check with health 719001/716817		
8. Check with YOT 823153		
9. Check with Police Child Protection Team 507910 / 507976		
10. Update EMS, change status to CME and record onto diary sheet		

THE ABOVE ACTIONS MUST BE COMPLETED BEFORE THE 15th DAY OF PUPIL MISSING

This form to be passed to Marilyn Thompson, CME Officer - tel 465710

CME Lead Officer's Actions	√	Initials
1. Check on Lost Child Database and upload message to other authorities		
2. Write to school and advise them to upload Common Transfer Form (CTF) and off roll pupil		
2. Discuss with CME Advisory Group		
3. Still missing report pupil as 'missing child' to police		

Pupil Located/Date/Destination:
--

Cc File, Integrated Service Manager

CME 2



**Education
Welfare
Referral Form**

**Children
Services**

Referral Details: (Please note referrals will only be accepted if appropriate school action has taken place)

*** These fields must be filled in**

*Name of school:	*Date of referral:
*Name of referrer:	*Telephone number:
*Email address:	

Reason for referral:

- | | | |
|--|--|---|
| <input type="checkbox"/> ABU – Bullying | <input type="checkbox"/> AOT – Other | <input type="checkbox"/> ATR – Attendance |
| <input type="checkbox"/> AWU – Missing child | <input type="checkbox"/> EPE – Employment | <input type="checkbox"/> EXC – Exclusion |
| <input type="checkbox"/> HED – Elective Home Education | <input type="checkbox"/> MED – Medical | <input type="checkbox"/> PER – Performance |
| <input type="checkbox"/> PRE – Pregnancy/young parent | <input type="checkbox"/> SCT – School transfer | <input type="checkbox"/> PAC – Parental complaint |

Pupil details:

*Last name:		*First name(s):	
*Other last name(s) known as:		*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
*Address:		*Post Code:	
*Date of birth:	Year Group:	*Home language:	
*Looked after (fostered): No	<input type="checkbox"/> Yes <input type="checkbox"/> No	*Statement of Special Educational Needs: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Ethnic Origin:

- | | | |
|--|--|--|
| <input type="checkbox"/> White-British | <input type="checkbox"/> Mixed-White & Black Caribbean | <input type="checkbox"/> Asian/British-Bangladeshi |
| <input type="checkbox"/> White-Irish | <input type="checkbox"/> Mixed-White & Black African | <input type="checkbox"/> Asian British-Other |
| <input type="checkbox"/> White-Traveller (Irish) | <input type="checkbox"/> Mixed-White & Asian | <input type="checkbox"/> Black British Caribbean |
| <input type="checkbox"/> White/Other | <input type="checkbox"/> Mixed Other | <input type="checkbox"/> Black British-African |
| <input type="checkbox"/> White-Gypsy/Roma | <input type="checkbox"/> Asian/British Indian | <input type="checkbox"/> Black/British Other |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Asian British Pakistani | <input type="checkbox"/> Any other Ethnic Group |
| <input type="checkbox"/> Parent/Pupil preferred not to say | | <input type="checkbox"/> Information not obtained |

Parent/carer/sibling details:

1. Person with whom the pupil lives (please provide full name of parent/carer):

*Title:	Last name:	First name:
Relationship to child:		Parental Responsibility: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Telephone No(s):		Other adults resident at this address:

Sibling(s): *Number of:

--

Full Name(s):

2. Other Adult with Parental Responsibility (please provide full name):

*Title:	*Last name:	*First name:
*Relationship to child:		*Same address as child: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Address if different to pupil:		Telephone No(s):

3. School Based Intervention (please attach copies of letters, notes of meetings, etc):

*Letter to parent Yes No If yes, date(s):

*Meeting with parent Yes No If yes, date(s):

*Has parent been informed of this referral? Yes No If yes, date

Any further details:

*Attendance % *Total unauthorised absence %:

***Is there any reason to believe a home visit may not be appropriate under Health & Safety Regulations?**

Yes No

Relevant background information/contributing factors:

***Other agencies involved:**

YOT Connexions Children & Families Children's Fund
 CAMHS Primary Mental Health Voluntary Other, please specify:



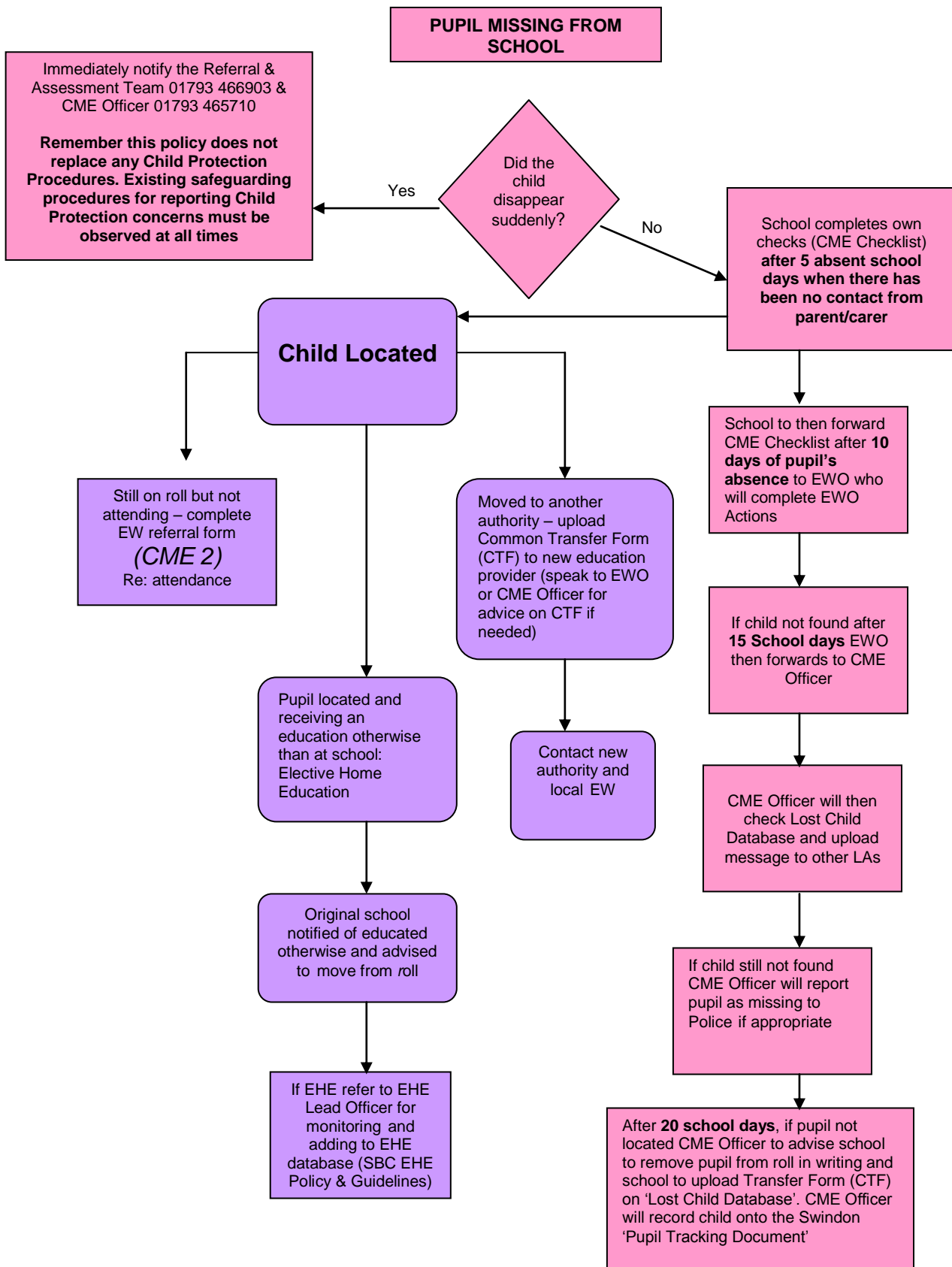
Data Protection: The information you provide is essential for the processing of this form and will only be shared with authorised personnel. All information held on computer and manual files remain confidential to the Education Welfare Service.

For EWS use only:

Has a risk assessment been carried out before home visit? Yes No
Date case opened: Date case closed:

CME 3

CHILDREN MISSING EDUCATION FLOW CHART (CME)



CME 4

Name of School
Address

Date:

Dear

Re: (Child's Name and Date Of Birth)

Following investigations by your EWO, I can confirm that (child's name) has moved to (area) and started at (new school name).

New school address:

I can confirm that you can now remove (child) from your school roll, and transfer the CTF file to (school).

Yours sincerely

Marilyn Thompson
CME Officer

Cc. (EWO)
(New school)

CME 5

Name of School
Address

Date:

Dear

Re: (Child's Name and Date Of Birth)

Following investigations by your EWO, I can now confirm that we have been unable to trace (child).

I can confirm that you can now remove (child) from your school roll and load his CTF onto the s2s lost pupil database by entering XXXXXXXX for the destination. We shall continue to try to track this young person and would ask that you store their school file for a minimum of six months. Should you be contacted informing you of the child's new destination, please contact me immediately on 01793 465710.

Yours sincerely

Marilyn Thompson
CME Officer

Cc. (EWO)