

Thurrock Council

Protocol and procedures for:

- children missing education
- children not in receipt of full-time education
- children missing from a school roll

March 2019

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1. FOREWORD

Thurrock Council is committed to ensuring children and young people can access a suitable form of education as quickly as possible. It is, therefore, imperative that all professionals who have contact with young people work together to identify and place these children.

Children and young people of compulsory school age can be deemed missing from education if they are not attending full-time education; this includes children not on a school roll and those who are not receiving a suitable education otherwise than at school. Children not receiving full-time education are often amongst some of the most vulnerable in Thurrock and are at an increased risk of harm from exploitation, including sexual exploitation and are more likely to engage in criminal and anti-social behaviour.

This document has been produced to:

- Provide information for schools on the local authority's responsibilities in respect of children missing education (CME)
- Provide information on the local authority procedures to be followed when a child is missing education
- Provide a framework for schools, academies and other organisations to work with the local authority to identify children missing education and support their return to education

It is important to note that this guidance is in line with and does not replace any part of the existing Southend, Essex and Thurrock Child Protection (SET) procedures that already exist within Thurrock which should be followed as appropriate. If schools or other agencies/individuals have any safeguarding concerns about a child they should contact the Multi Agency Safeguarding Hub.

2. INTRODUCTION

This document sets out the means by which Thurrock meets its obligations under section 436A of the Education Act (1996).¹

This Act places a requirement on local authorities to ensure that procedures are put in place to assist in the prompt identification of children not in receipt of full time education, and that swift action is taken to ensure they are provided with a suitable education. The longer a child misses out on education, the more likely their problems will become entrenched, and the more difficult it can be to respond effectively to their needs.

This document is designed to ensure that there is a clear, multi-agency referral process in place, accessible to and understood by all, outlining the procedures to follow should a child who is missing education be identified within Thurrock. It should be read alongside *Children missing education - Statutory guidance for local authorities, DfE, September 2016*

The Children Act 2004² places a duty on all agencies to work together to promote the welfare of the child and to share information to support this requirement. All agencies working in Thurrock will support this policy and follow the procedures outlined below in order to safeguard the education of children residing in Thurrock.

The role of the Education Welfare Service (EWS) and the Senior Access and Inclusion Officer (SAIO) is to track children not accessing full time education including those leaving and entering Thurrock. These services work together to remove any barriers to accessing education and ensure that children return to education as swiftly as possible. They report to the Inclusion Panel chaired by the Strategic Lead for Specialist Provision to raise key issues and coordinate support. All agencies work together to safeguard children missing education and work closely with the Local Safeguarding Children's Board Risk Assessment Group (LSCB RAG) to ensure cases are escalated promptly where concerns are identified.

The role of named Children Missing Education Officer, pupils not on a school roll, is undertaken by the Senior Access and Inclusion Officer. The Strategic Lead for Specialist Provision has strategic responsibility for children missing education.

A database of children missing education, from a school roll or not registered with a school is maintained by the Senior Access and Inclusion Officer and the Pupil Tracking Officer

The Pupil Tracking and Child Employment Officer is the main point of contact for referrals for children missing from a school roll.

If, after all reasonable attempts, a missing child cannot be traced then the case will be discussed at DMT. Thurrock MASH and the Police are advised that it has not been possible to trace the child. The child's record is annotated in case further intelligence is provided or the family ever return to Thurrock. Close working between the CME Officer, the Education Welfare Service and the lead for Missing Children will be maintained.

¹ Education Act (1996) (school attendance) Section 436a, Chapter 2, Part 6 – suitable education means full time education suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

² The Children Act 2004, Section 10

3. WHO IS A CHILD MISSING EDUCATION?

Section 7 of the Education Act 1996 places the following obligation on parents:

“The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable:-

- (a) to the child’s age, ability and aptitude, and
- (b) to any special educational needs the child may have, either by regular attendance at school or otherwise”³

All children of compulsory school age, who are not receiving a suitable full time education either by enrolment at a school or academy, or in receipt of an alternative suitable education such as; Elective Home Education, private tuition or tuition centre, or other alternative provision are considered to be children missing education.

The procedures set out in this document **do not** apply to children who are registered at a school are not attending regularly. Schools and academies should implement their own robust attendance management process and, where appropriate, refer to the Education Welfare Service.

4. RESPONSIBILITIES OF THE LOCAL AUTHORITY REGARDING CHILDREN MISSING EDUCATION

Section 436A of the Education Act 1996 requires local authorities to make arrangements to establish (so far as it is possible to do so) the identities of children who are not receiving a suitable education either by enrolment at a school or otherwise.

Statutory guidance issued by the DfE in September 2016 supports local authorities in fulfilling their duty to identify children missing education and return them to education by setting out a number of key principles. The importance of these responsibilities is highlighted by the inclusion of CME practice in the OfSTED joint inspection for multi-agency arrangements for the protection of children and in the review of pupils missing education carried out by OfSTED in 2013.

³ Education Act (1996) section 7

5. WHY DO CHILDREN GO MISSING FROM EDUCATION?

There are many reasons that prevent a child from accessing full time education including; failure to register with a school or when a child is withdrawn from the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal or family circumstances may contribute to the withdrawal process and the failure to make a successful transition.

For example:

- Failure to find educational provision when moving to a new address within Thurrock or on arrival in Thurrock from another local authority area
- Failure to start appropriate provision and hence never enter the system
- Inappropriate removal from roll
- Parent/Carer withdrawal from the school roll with no named destination
- Parent/Carer withdrawing from school for the purposes of Elective Home Education but which is subsequently deemed to be unsuitable.

6. IDENTIFYING CHILDREN AT RISK OF BECOMING MISSING FROM EDUCATION

The Department for Education have identified that some children living in certain circumstances are at greater risk of missing education. The latest guidance from Ofsted also highlights the following main groups as those falling into one or more of the following categories:

- have been permanently excluded
- have particular social and behavioural difficulties and have personalised learning plans: this means that, by arrangement, they do not attend their usual school full time
- have mental health needs and access Child and Adolescent Mental Health Services (CAMHS), either as an in-patient or through services provided in the community
- have medical needs other than mental health needs
- rarely attend school and have personalised learning plans as part of attempts to reintegrate them into full-time education
- are pregnant or are young mothers of compulsory school age
- have complex needs and no suitable school place is available

In addition, small numbers of children and young people may not currently attend school in the usual way because they are:

- are returning from custody and a school place has not been found for them
- are new to the country and are awaiting a school place
- are from a Gypsy, Roma or Traveller background and alternative provision has been made
- have moved from another area and a school place has not been secured; this may include children who are looked after.

The 2015 statutory guidance published by the DfE identifies the following as being at particular risk of missing education:

- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT) Families
- Families of Armed Forces
- Missing children/runaways
- Children and young people supervised by the Youth Justice System
- Children who cease to attend a school

These lists are not exhaustive and all professionals working in this field must remain alert to any factors that increase the risks to individual children

To reduce the risk of children missing education, Thurrock Council has in place systematic processes and procedures supported by a central register of children missing education. Cases known to individual services; Admissions, Education Welfare Service, Virtual School, Hard to Place and Special Educational Needs are updated monthly and maintained overall by the CME Officer. The Children Missing Education database is then reviewed and actioned by Directorate Management Team (DMT) on a monthly basis.

The implementation of the Multi Agency Safeguarding Hub (MASH) in 2014 strengthened the multi-agency response to enquiries about a child where there is concern about the risk of harm. Close links with the MASH and the LSCB RAG are in place to ensure there is a robust response to any safeguarding concerns for children missing education. It must always be recognised that a child missing from education may be also be missing from home and vulnerable to child sexual exploitation.

7. CHILDREN NOT ON A SCHOOL ROLL (AND NOT IN RECEIPT OF SUITABLE FULL TIME EDUCATION)

Where there is a concern that a child is missing education a referral can be made to the appropriate officer using the form included in the Appendix B.

On receipt of a referral the appropriate officer will check the local education and social care databases and will ensure, where appropriate, that the LSCB RAG are aware of the case. Links with relevant professionals regarding the case will also be made, for example SEN teams, housing teams or benefit agencies. The referral will then be passed to the relevant team for additional casework to support a return to full-time education. All cases that cannot be immediately resolved will be logged on the local authority's central register of children missing education.

Front line staff in each of the agencies that regularly come into contact with families with children must ensure that for each new contact, basic information about the child is recorded. This must include the child's name, address, age, the name of the child's primary carer, the child's GP, and the name of the child's school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangements.⁴

Where the referring agency has significant concerns about a risk of harm to a child then the Multi Agency Safeguarding Hub must be contacted immediately or if any child is subject to a child protection plan or child in need plan or they are a Looked After Child then the allocated social worker should also be contacted immediately.

Enquiries to another local authority

Thorough local checks will be made in Thurrock before contacting other local authorities that are believed to be linked to the child/young person who is missing from education.

If an address has been provided then a CME referral form, (Appendix B) will be sent to the appropriate local authority. If confirmation has been received that they have located the family the case will be closed to Thurrock. Should they be unable to locate the family the case will remain open to Thurrock until DMT have agreed that all reasonable attempts have been exhausted and the closure of the case is agreed.

Enquiries from another local authority or outside agencies

Enquiries from another local authority, or agency, should be sent to the Senior Access and Inclusion Officer using referral form (Appendix B). Initial checks will be made via school admissions and other relevant local databases to establish if the child(ren) are known to the local authority. When an address of a child believed to be missing from education is provided, the family will be contacted and given 7 days in which to respond. Unless concerns justify an immediate visit, initial contact will be made in writing before telephone calls or visits are made. Where no address is provided the requesting authority/agency is notified and case is referred back.

All pupils living in the local authority and identified as having no school place are immediately placed on the CME database. If after 7 days there has been no response from the family the case should be referred on to the EWS.

⁴ Paragraph 17.97 of the Victoria Climbié Inquiry Report, Lord Lamming

8. CHILDREN ON A SCHOOL ROLL NOT IN RECEIPT OF FULL TIME EDUCATION (NIROFTE)

Children not receiving full time education are amongst the most vulnerable in Thurrock and are at an increased risk of harm from exploitation, including sexual exploitation and are more likely to engage in criminal and anti-social behaviour.

Thurrock Council is committed to ensuring children and young people have access to a suitable form of full time education. It is, therefore, the statutory duty that Thurrock Council monitor all pupils that receive part time time-tables and alternative provision whilst on roll at any mainstream school or academy.

Thurrock Council has implemented a monitoring system for such pupils in partnership with its schools and academies.

It is the expectation that Thurrock Council will receive information on such cases by way of the Half Termly Pupil Absence and Movement Return (PAM) - Appendix E

9. CHILDREN WHO GO MISSING FROM A SCHOOL ROLL

A registered pupil is deemed to be missing when:

- a. He or she fails to attend school without any explanation;
- b. The school has been unable to establish the reason, or locate the pupil with any of the contact names at the last known address, or from intelligence from the wider school community; or
- c. The pupil's parents/carers have not provided any information to indicate a change of education provision, unavoidable cause for the pupil's absence or that the pupil is travelling with them whilst in pursuit of their business.

Action to be taken when a child goes missing from a school roll

If a child goes missing from school without any explanation for their absence the school should use the following procedures:

Pupils at high risk

If the child is subject to a child protection or child in need plan and/or is a child looked after, notify the key worker within the **first 24 hours** of the unauthorised absence if no home contact can be made.

Children subject to a child protection or child in need plan or who are looked after who become CME will be reported to the LSCB RAG immediately by the key worker.

The key worker must notify the Pupil Tracking and Child Employment Officer of the details who will then ensure that that the CME database is updated by the appropriate agency. (Appendix C)

Where it is suspected or known that a pupil is at potential risk or harm, or where there is information or reason to suspect the pupil has been a victim of criminal activity, a referral must be made to the Multi Agency Safeguarding Hub immediately.

Pupils not deemed at high risk

If at any point the school have concerns about the child's welfare, they must refer to the Multi Agency Safeguarding Hub.

Days 1-10

Follow first day calling / contact procedures as defined by the school policy. Continuous efforts should be made by the school to make contact with the family including calling all emergency contacts and home visits.

Days 10-19

Where a pupil has been absent for longer than 10 school days and all efforts to contact the family have been unsuccessful, the school should complete the 'Missing Pupil Checklist – Action for Schools' (Appendix C) and on the half termly monitoring report, Appendix E

Day 20

If the child remains missing following these checks **Appendix C & D should be sent to the Pupil Tracking and Child Employment Officer**. The referral should detail all the attempts made by the school to make contact and any other information that the school hold. Schools should continue appropriate checks on a daily basis and update the local authority should any further information be obtained. The Pupil Tracking and Child Employment Officer will allocate the case to a relevant officer to continue efforts to track and trace the pupil. If, all reasonable attempts and efforts to trace the pupil(s) have been unsuccessful the case will be brought before DMT who will review the case and make any decision regarding closure. With the DMT approval the school will be advised that the pupil(s) may be removed from the school roll, and the pupil's records uploaded to the 'Lost Pupils' database using the statutory electronic Common Transfer File (CTF) ⁵ The case will then be closed to EWS.

As part of their safeguarding duty; if schools believe a child or family has gone missing, the child should remain on the school roll until all enquiries have been completed by the school and EWS. The school and LA must record that they have completed these procedures before deleting them from the register.⁶ Schools cannot remove a pupil from the school roll until reasonable enquiries have been exhausted. If this process has not been followed schools will be required, according to The Education (Pupil Registration) (England) Regulations 2006, to reinstate pupils back on their school roll.

If, following receipt of a CME referral, the EWS are able to make contact with the family and confirm their whereabouts (which is within a reasonable distance from the school) the case will be referred back to the school to be dealt with in accordance with their attendance management processes.

A case will not be closed until it has been agreed by the DMT that all reasonable attempts have been made to locate the child/young person.

All schools must report half termly on the Pupil Absence Movement Return - Appendix E Section 2

⁵ The electronic CTF became statutory in June 2002 and it is the government's expectation that schools will use it when transferring pupils between schools, whether within or between local authority areas. The CTF process involves the use of the DCSF s2s (School to School) secure website. Updated guidance on the use of the s2s website was issued in hard copy to all schools in May 2004 and can also be accessed on the Thurrock Schools Info link website.

⁶ Section 10 of the Children Act 2004 and section 38 of the Education and Inspections Act 2006

Where a child is found at any point in the process, then discussions should take place with the parent/carers to ensure the child is in receipt of a suitable education. All agencies who have been alerted that the child is missing should be notified in writing that the child has been located. The EWS should also be notified that the child has been found and is in receipt of a suitable education to ensure the child is removed from the CME database.

If the child/young person is located and the current school is still the appropriate school then the EWS will refer the case back to the school to follow up in accordance with their attendance management process.

If the child/young person is located, but it is not possible for the child to return to the previous school the EWS will ensure that the parent/carer applies for a school place and/or transport assistance as appropriate. Admissions and the Senior Access and Inclusion Officer should be notified that this is a child not in receipt of education.

If there is evidence to suggest the child/young person has moved to a different local authority then the EWS must be informed and contact will be made with the named individual in the new authority. *The process of tracking a child is expedited by providing an address, so every attempt must be made to obtain this.*

10. DELETIONS FROM A SCHOOL ROLL

Procedures to be followed before a child is deleted from a school roll

The EWS, on behalf of the local authority, offers advice and guidance to schools on regulations and legislation pertaining to school attendance. This includes advice and guidance on removing pupils from the school roll

The 2006 Pupil Registration Regulations

In accordance with *The Education (Pupil Registration) (England) (Amendment) Regulations 2016* it is noted that two of the significant changes are Regulation 5 and Regulation 12;

Regulation 5

- ***Schools must put pupils on the admissions register on the first day that the school expects them to attend.***

(For the purposes of this regulation only a pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school Regulation 5.3 2006)

It is the responsibility of the parent/carer to contact the school when an application has been successful, to arrange a start date and ensure that the child is enrolled at the school. If however a place has been offered and the parent/carer does not make contact with the school, it is good practice for the school to attempt to make contact to arrange a start date. If the pupil fails to attend as expected this should be dealt with as non-attendance in accordance with the school's attendance management policy.

In order to safeguard children, schools should advise the Admissions team of any children who are on a waiting list, and of any parent/carer who approaches the school directly and a place cannot be allocated (if they are not aware that appropriate provision is currently in place).

Regulation 12

Schools must provide their local authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence. It also requires schools to inform their local authority of deletions of compulsory school age pupils as soon as they become aware of the circumstances and **before the deletion is made**, and include the grounds for deletion;

- The parent/carer has advised in writing that they are withdrawing their child to electively home educate; the school **must** inform the EWS via their referral processes
- A pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- The school medical officer has certified that the pupils' health mean they will not return to the school before reaching the end of their compulsory school age
- A pupil has been detained in pursuance of a final order made by a court for a period of not less than 4 months and the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period (please refer to the guidance on young offenders in section 10); or
- Permanent exclusion (current practices of informing the SAIO should be continued)

If a school is told that a pupil is leaving to attend another school, the Secretary of State would normally expect staff at the school of departure to establish the name and address of the new school and the date the pupil will start there. Wherever possible, staff should seek definite confirmation through, for example, sight of a letter of acceptance or a telephone call to the receiving school. If this is not possible, and the receiving school does not request the child's files within 15 days, a referral must be made to EWS for the relevant checks to be made. The pupil must remain on roll until advised otherwise by the EWS. Thurrock has a standard template (Appendix C&D) for schools to complete and forward to the Pupil Tracking and Child Employment Officer as and when a case arises. Half-termly reporting is also expected using the PAM form - Appendix E which is sent to the SAIO.

Deletions from the admission and attendance registers must be made in line with the provisions of Regulation 8 of the Education (Pupil Registration) Regulations 2006 and apply to all schools in England, including independent schools.

Any deletions identified as not complying with regulations will be addressed by the Education Welfare Service.

11 MONITORING ARRANGEMENTS

Data on children missing education will be collected by the Senior Access and Inclusion Officer who will work closely with the Admissions Team, SEN team the Virtual School and the Education Welfare Service. All cases identified as CME will be reviewed by each service leading on the case (Admissions, EWS, Virtual School, SEN, Access and Inclusion) on a monthly basis and where appropriate these will be escalated to the Strategic Lead Specialist Provision. The Children's Services Directorate Management Team will monitor monthly; the database of children missing education and, in particular, the quality and effectiveness of the interventions to ensure these children access education in a timely manner.

The Strategic Lead Specialist Provision will be responsible for ensuring that all CME cases are being managed appropriately by the services leading on each case.

The Assistant Director Education and Skills will also provide a quarterly quality assurance review providing strong challenge on individual cases in relation to safeguarding concerns for any child and in relation to access to education for looked after children. This will include information on missing children. This will be reported to the Directorate Management Team quarterly.

The Inclusion Panels meet on a monthly basis and examine emerging trends and agree actions in relation to any CME cases open to the Senior Access and Inclusion Officer.

Quarterly reports will be provided to the LSCB with regard to its responsibilities to safeguard children to ensure that the processes followed meet local safeguarding requirements, identifying any training needs and ensuring that effective links are in place with those agencies dealing with CME.

The Inclusion Panel and LSCB will provide a multi-agency quality assurance process; this will also be reviewed in an annual report to elected members through the Children's Overview and Scrutiny Panel.

12. USEFUL CONTACTS

CME Referrals and Associated Documents (as per appendices)

Multi-Agency Safeguarding Hub:

Email: GCThurrockmash@thurrock.gcsx.gov.uk

Telephone: 01375 652802

Senior Access and Inclusion Officer:

Email: CME@thurrock.gov.uk OR Via AVCO (Access and Inclusion) or secure document transfer to CME@thurrock.gov.uk

Telephone: 01375 652188

Pupil Tracking & Child Employment Officer Education Welfare Service:

Email: EWS@thurrock.gov.uk or Via AVCO (EWS) or secure document transfer to EWS@thurrock.gov.uk

Telephone: 01375 652568

Admissions: (Please do not send confidential information through to this email address)

Email: School.Admissions@thurrock.gov.uk

Telephone: 03175 6528836

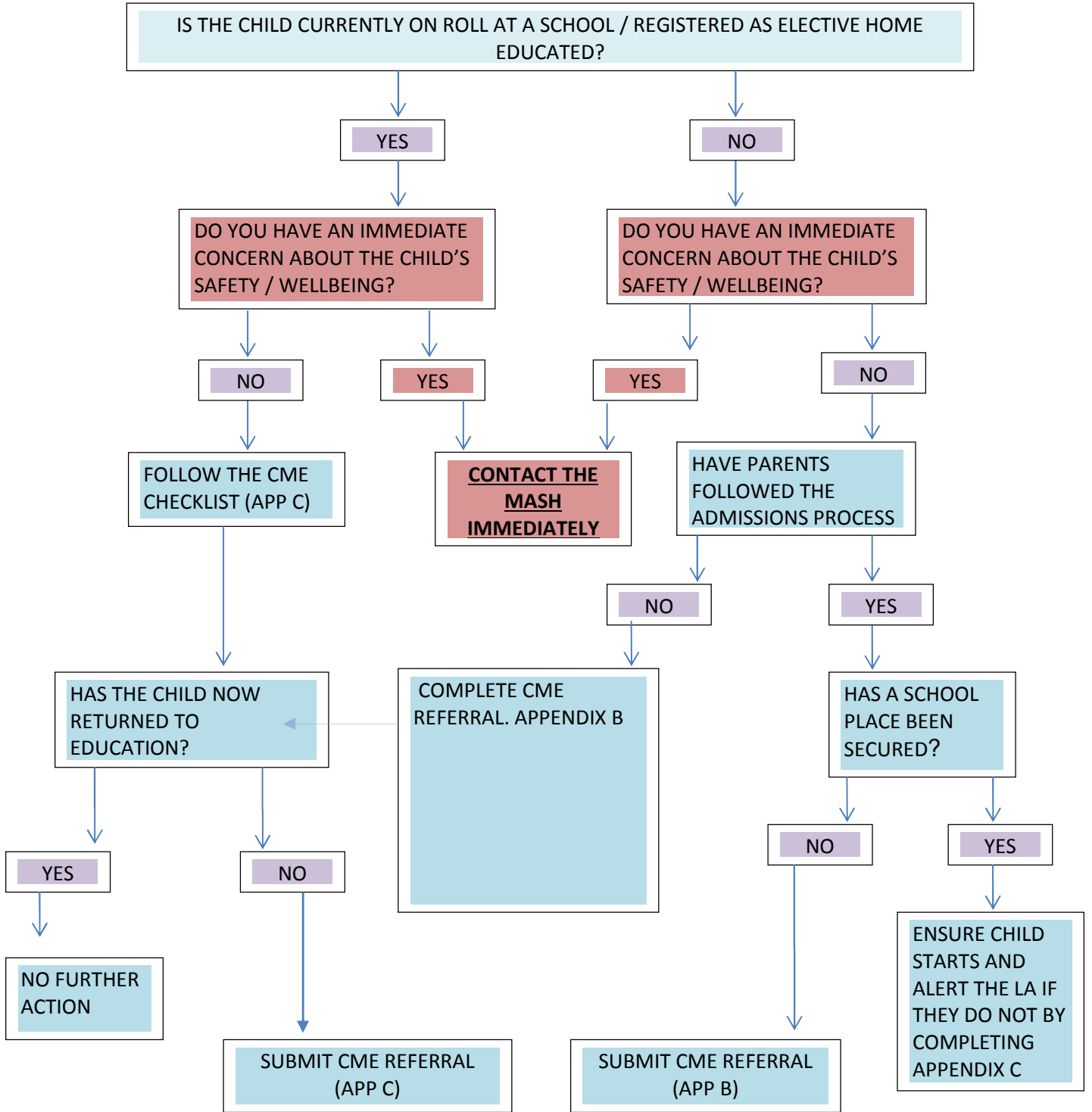
**Address for all teams named above
Thurrock Council
CO2, First Floor
New Road, Grays
Essex, RM17 6SL**

13. ABBREVIATIONS

CME	Children Missing Education
CTF	Common Transfer File
DfE	Department for Education
LA EWO	Local Authority Education Welfare Officer
EWS	Education Welfare Service
EHE	Elective Home Education
LA	Local Authority
S2S	Schools to Schools database
YOT	Youth Offending Team
SAIO	Senior Access and Inclusion Officer
PTCEO	Pupil Tracking & Child Employment Officer
LSCB RAG	Local Safeguarding Children's Board Risk Assessment Group (previously known as Missing Children Panel)
MASH	Multi Agency Safeguarding Hub
NIROFTE	Not in receipt of full time education
PAM	Pupil Absence and Movement Return

APPENDIX A

ACTION IF YOU BELIEVE A CHILD IS MISSING EDUCATION



APPENDIX B

Child Missing Education Referral Form

Any professional who locates a child, of compulsory school age, who does not appear to be in suitable full time educational provision, MUST notify Thurrock Local Authority with 10 working days.

Completed forms to be returned to: Senior Access and Inclusion Officer, Civic Offices, New Road, Grays RM17 6SL. e-mail CME@thurrock.gov.uk or Via AVCO (Access and Inclusion)

Reason for referral:	
<ul style="list-style-type: none"> • <i>Not registered at school (or not known if registered)</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • <i>On a school roll but not in receipt of a full time or appropriate educational provision</i> 	<input type="checkbox"/>

CHILD/YOUNG PERSON'S DETAILS			
Child's name:		DOB:	
Gender: (m/f)		Ethnicity:	
Address:		Tel:	
Parent(s)/Carer(s) details:			
Child's previous address:			
Name of Previous/ Current school			
Date last attended/ taken off roll			
Has a school application been made to Thurrock Admissions Team	YES	NO	DON'T KNOW
Any known attendance problems?			
Any known behaviour problems?			
Details of the provision offered currently/previously			
Not in receipt of full time or appropriate education in mainstream or PRU i.e. part-time time-tables, virtual learning programmes, alternative provisions. (Provide further details)			

**Details of any other agency or professional known to have involvement with the child or the child's family (i.e. YOT, SEN, YISP, Family Support, Connexions, LAC)
To the best of your knowledge is the child in contact with any other agency / professional, if so please provide contact details?**

What role have you played so far/what actions have you taken?

Name of referrer:

Job title:

Work address:

Telephone number(s):

Email address:

OUTCOME OF ENQUIRY

For internal use only:

Pupil located: Yes/ No

School place Offered: Yes/ Pending placement

School Name:

Date Started:

Address

CAN THIS PUPIL BE REMOVED FROM THE THURROCK CME LIST? Yes/ No

Name: _____ Date: _____

APPENDIX C

MISSING PUPIL CHECKLIST, ACTION FOR SCHOOLS

To be completed by schools when;

- A pupil has gone missing⁷ and no contact can be made with parent/carer to establish reason for absence
- Ceased to attend the school and forwarding address of the family is not known
- When a child has not returned from holiday within 10 schools days of the expected date of return⁸

If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child' safety, Social Care must be informed immediately.

Completed forms to be returned to: EWS, Civic Offices, New Road, Grays RM17 6SL. e-mail EWS@thurrock.gov.uk OR Via AVCO with the relevant referral form attached.

Pupil					
Pupil's name:		DOB:		UPN:	Male / Female
School:				Ethnicity (please state if not known):	
Last known address;					
					<i>Please delete as appropriate</i>
		Child in Care:	Yes	No	
Parent/carer name:		Subject to a child protection plan:		Yes	No
		Traveller Family		Yes	No
Telephone number(s)					
Date last attended school:		Attendance % at time of referral		PLEASE PROVIDE AN ATTENDANCE SHEET	
Siblings					
Name(s) and DOB: (please state if no siblings are known)					
School sibling(s) attend:					
Following checks with sibling(s) school, are they currently attending? (please include any relevant information provided by school)					

⁷ A pupil is deemed to be missing from school when the school do not have reasonable grounds to believe the pupil is unable to attend by reason of sickness or any unavoidable cause and have failed, after reasonable enquiry, to ascertain where the pupil is

⁸ and the school does not have reasonable grounds to believe the pupil is unable to attend school by reason of sickness or any other avoidable cause

If child is not located following checks, please send checklist to EWS, no later than the twentieth day

SCHOOL ACTION
Checks to be made

	Date	Time	Name of person contacted	Number	Response / outcome
Carry out first day calling (if this is an automated system please make telephone contact manually)					
Attempt telephone contact with all known emergency numbers					
Write to last known address and address of emergency contact if known (please attach a copy)					
Any further information from other agencies, wider school community (e.g. staff, other pupils, friends)					
Please provide any details/information that may assist the EWO when making their Risk Assessment prior to the first home visit.					

of absence⁹ and continue checks as appropriate (**Do not remove child from roll until advised by EWS**)

For EWS use only						
Open on ICS	YES / NO	Social Worker		Other Agencies		
Attendance report	YES / NO	Copy of letter	YES/NO			
Referred to LSCB RAG (Date and outcome)						

⁹ The proprietor of every school shall make to the LA a return giving the full name and address of every registered pupil who has been absent from school, where the absence has not been treated as authorised for a continuous period of not less than ten school days (The Education (Pupil Registration) (England) Regulations, 2006)

APPENDIX D

INTENTION TO REMOVE PUPIL FROM SCHOOL ROLL

Completed forms to be returned to: EWS, Civic Offices, New Road, Grays RM17 6SL. e-mail EWS@thurrock.gov.uk or Via AVCO (EWS@thurrock.gov.uk)

Information required by Thurrock Education Welfare Service acting on behalf of the Local Authority in accordance with guidance from the Education (Pupil Registration) (England) Regulations 2006
This form should be completed in the following circumstances;

- The school have received written notification from the parent that the pupil is receiving education otherwise than at school (attach evidence)
- Ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which s/he is registered (attach evidence)
- Certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age (attach evidence)
- Are in custody for a period of more than 4 months due to a final court order and the school does not reasonably believe that the pupil will return at the end of that period.
- The pupil has been permanently excluded (following timeline in accordance to the exclusion guidance)

Name of school:		
Name of pupil:	D.O.B	Yr Group:
Address:	Subject to a child protection plan	Yes / No
	A child in care	Yes / No
	Statement/EHCP / SEN Support <i>(please circle)</i>	
	Ethnicity:	
	UPN:	
Name of parent/carer:	Contact number/s:	
Reason for removal from roll:		

New address; (if applicable) <i>please make every effort to ascertain new address if parent informs you they are moving</i>
Have you been contacted by a new school? Yes / No If NO; <i>If receiving school does not request the child's files within 15 school days, a referral must be made to EWS for relevant checks to be made</i>
Name of new school; <i>(if new school not identified, EWS will forward to CME Officer for that area)</i>
Are there any known siblings? (Please include their name, DOB and school they attend if known)
Any Other Comments:

Once the EWS has agreed that the pupil can be removed from roll; please ensure CTF is uploaded to s2s database once pupil has been removed. If there is no new school identified to collect the CTF, please upload using one of the following codes;

- *MMM MMMM (for pupils who are no longer in the maintained system or have moved to a school in Scotland)*
- *XXX XXXX (lost pupil database)*

Signed:	Position:
Name:	Date:

Half Termly Pupil Absence and Movement Return (PAM)

The completed form is to be sent to the borough's Senior Access and Inclusion Officer via AVCO or secure email to CME@thurrock.gov.uk (NIL RETURNS ARE ALSO REQUIRED)

Please submit a return, by FRIDAY of the following week after every half term, detailing information from 1st day to the last day of the half term.

(Please attach a computer print-out if more convenient.)

SCHOOL.....

Date.....

SECTION 1. Children who have been absent for 10 days or more without permission

Should the pupil be missing for more than 20 days a referral to EWS must have be sent on the 20th day of absence as per Thurrock CME Guidance (Appendix C) (Please attach a computer print-out if more convenient, but it must contact the following fields.)

Name	Date of Birth	UPN	Address	Period of Absence	Any Comments

SECTION 2. Pupils removed from the school roll (or any child whose removal from roll has been backdated and not notified on a previous PAM).

All intentions to remove a pupil must be submitted to EWS at the time.

As per the Thurrock CME Guidance (Appendix D) Pupils must not be removed unless EWS are informed.

(Please attach a computer print-out if more convenient, but it must contact the following fields.)

Name	Date of Birth	Year Group	UPN	Leave Date	Date approved by EWS

SECTION 3. Pupils started on the school roll

(Please attach a computer print-out if more convenient, but it must contact the following fields.)

Name	Date of Birth	Year Group	UPN	Start Date

Section 4. Pupils accessing alternative provision or alternative timetable arrangements.

IMPORTANT:

- 1) Details of children receiving education off-site for any part of the week, or are on an alternative timetable must be provided.
 - 2) The details of these children must stay on this form until they return to full time education or are removed from roll
 - 3) Please check if any changes have occurred to the arrangements for these children since the last PAM was submitted and update this table accordingly, adding an asterisk next to the child's name (so we know where to look for changes).
- (Please attach a computer print-out or an excel spreadsheet if it is more convenient, but it must contain the following fields.)

Name	UPN	M/F	DOB	Yr grp	SEN status	Hours per week in school	Education Provider(s)	Provision start date	Hours per week at provision	Description of reason(s) behind need for provision/reduced timetable	Review date

SECTION 5. KS4 Children who have moved home during the half term, but HAVE continued to attend this school:

The information in section 4 will be given to the 14-19 Careers Service

Name	Date of Birth	Previous Address	New address, telephone number and email address

SignedDate.....
(Headteacher)