Children Missing From Education

Missing Out

Schools Guidance 2023

Blackpool Council

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Overview

All children are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school or otherwise and are not receiving suitable education. It is believed that Children missing from education are at significant risk of poor outcomes such as underachieving, being victims of harm and crime, exploitation or radicalisation, and becoming NEET (not in education or employment or training) later in life.

Effective information sharing and intervention between parents, schools and local authorities is therefore critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

The Local Authorities Responsibilities

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

Blackpool Council will consult the parents of the child when establishing whether the child is receiving a suitable education. Those children identified as not will be returned to full time education at either school or in alternative provision through parental agreement or a School Attendance Order when necessary. Prompt action and early intervention are crucial in discharging this duty effectively and in ensuring that children are safe and receiving a suitable education.

Blackpool Council has robust policies and procedures to meet this duty in relation to these children. This includes effective tracking and enquiry systems being in place and a team of CME officers.

Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This duty should therefore be viewed alongside these wider duties that aim to promote the safeguarding of children.

The Definition of 'Missing Out'

The term 'Missing Out' refers to pupils who have been removed from a school roll, and have left the local area.

Under Section 346A of the Education Act 1996, the local authority has a statutory duty to investigate children who have left the area to track them onto new provision

Referrals to the Children Missing from Education Team

Referrals from Schools

Where a parent of a pupil notifies the school that their child is either to be registered at another school or will be attending a different school in the future schools must record this in the admissions register.

Schools must notify the local authority when a pupils name is to be removed from the admissions register at a non-standard transition point under any of the fifteen grounds set out in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended as soon as the ground for removal is met and no later than the time at which the pupils name is removed from the register.

In Blackpool, schools should advise their Pupil Welfare Officer and complete a Movement of Children Form.

The Movement of Children Form – is completed by the school to notify the local authority that a pupil is to be removed from the admissions register and that they are leaving or have left the local area.

The school must complete the form with as much detail as possible.

The Movement of Children Form should be passed to the Pupil Welfare Officer who checks the form, adds any siblings who are registered pupils at other Blackpool Schools (Informing the PWO of said schools) the form is then passed to the CME Officer who opens the case and tracks the children to their new provision.

Referrals from Other Agencies and Professionals

Other agencies and professionals have a duty to inform the local authority if a child has left the area. These agencies/ professionals will be required to notify the school/PWO in order for the information to be followed up and complete their part of **The Movement of Children Form** with the information they hold

On receipt of a referral of this nature the CME Officer should;

- Discuss the case with the PWO to make contact with the parent and/or for investigation
- Advise a manager if necessary
- PWO/CME officer - Check EMS to see if the child is known to the Pupil Welfare Service or if they have attended a school in Blackpool
- Go back to the referrer to request any additional information if needed

In addition for Referrals from EHE (Elective Home Education) the CME officer should

- Check with the EHE Officer if the parent has been informed that a referral has been made to the CME Team
- Inform their manager of the referral and agree actions before attempting to contact the parent
- *Specific Guidance on EHE pupils who are at risk of missing from education can be found in the DFE Elective Home Education Departmental Guidance for Local Authorities.*

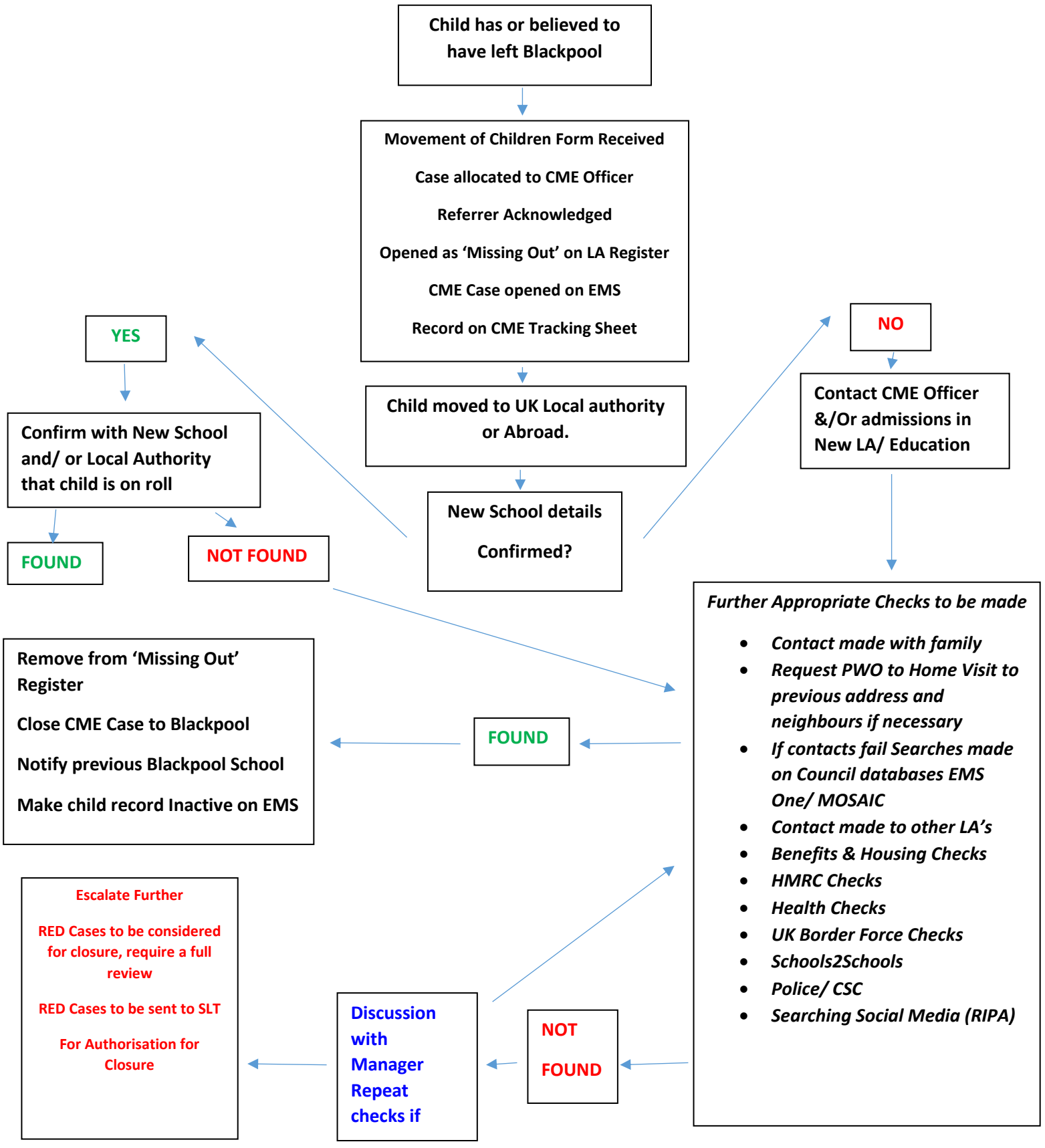
The Role of the CME & Attendance Officer

It is the responsibility of the CME & Attendance Officers to track children using the information provided with the ongoing support of the PWO who have left the local authority to their destination, whether that be in the UK or abroad, in order to safeguard them and so that their education records may be closed down in Blackpool.

In line with the duty under section 10 of the Children's Act 2004, it is the expectation that the local authority will have appropriate procedures in place to carry out responsible enquiries.

The CME Processes that are undertake by the CME Officer is detailed on the Missing Out Flow Chart below.

CME Process for Missing Out FLOW CHART



Team Contact Information

The CME Team can be contacted on Tel: 01253 476478

Or by email at: pupilwelfareservice@blackpool.gov.uk

CME Officers

Kerry Brown	Lead CME Officer
Heather Clegg	CME Officer
Charlotte Dodding	CME Officer (TTO)
William Raby	CME Officer (TTO)

Team Manager

Natasha Armstead	Team Manager