



PROCEDURES FOR LOCATING MISSING PUPILS AND THE REMOVAL OF PUPILS FROM ROLL

Rationale

The Education and Inspections Act 2006 placed a statutory duty on all LAs to make arrangements to identify children missing from education in their area.

Durham County Council is committed to ensuring that:

- all pupils who go missing or who are lost from schools in County Durham and move to other areas are located as soon as possible
- It supports other LAs to locate their own missing pupils should such pupils move to County Durham.

Procedures to safeguard missing children

Pupils leaving a County Durham School

1. Should a child leave a County Durham school without the school being advised by the parent/carer of the new school the child is to attend, the school should notify their Education Welfare Officer (EWO) immediately (in the case of academies who do not use the LA's EWO, then the academy attendance officer).
If the child is the subject of a Child Protection Plan, or should the school have particular child safeguarding concerns, the school should contact the family's designated social worker and the Safeguarding First Contact Team by telephoning 03000 267979. The school should also notify Ian Shanks, Pupil Casework Manager, by telephoning 03000 265908 or by emailing ian.shanks@durham.gov.uk
2. The EWO (or academy attendance officer) will work with the school and make reasonable efforts to try and identify the child's current whereabouts or destination. Appendix 1 (EWO/ Attendance Officer use) provides a checklist of enquiries to locate children who may no longer reside in the area. If the child is located, he/she should remain on the school roll until admission to another school is confirmed, at which time the child's Common Transfer File (CTF) should be forwarded to that school.
3. After four school weeks (20 school days), should efforts to trace the child be unsuccessful, the school should remove the child's name from the roll and create a 'lost' Common Transfer File (CTF) with XXXXXXXX as the destination. This is a statutory requirement (The Education (Pupil Information)(England) Regulations 2000). The CTF should be uploaded onto the DfE s2s secure site where it will be held in the Lost Pupil Database.

4. If the child is not found, the EWO/ Attendance Officer will forward the completed checklist (Appendix 1) to the CME Officer in the Pupil Casework Office, CAS, County Hall, Durham, DH1 5UJ. If enquiries through national CME contacts are unsuccessful, the child's name will be entered on the CME Register.
5. When removing a child from roll, schools should ensure the correct code and information is entered on the Schools MIS system (See Appendix 2). Where the destination of the child is unknown at the time of leaving but the school receive subsequent information as to the child's whereabouts, the school should update the system with this new information. The CME register held centrally in the Pupil Casework Office is reviewed on a regular basis. Updating the system with new information will greatly reduce unnecessary phone calls to schools from the Casework team trying to track pupils.
6. Schools will need to liaise with their EWO/ Attendance Officer and ensure that all children removed from the school roll are done so in accordance with Regulation 8(h)(iii) of the (Pupil Registration Education) Regulations 2006 (see Appendix 3).
7. Should a County Durham school, which has previously sent a missing child's CTF to the Lost Pupil Database, be subsequently contacted by a school at which the child has registered, then the receiving school should request that the school's own local authority downloads the original CTF from the Lost Pupil Database.
8. There is a separate procedure to be followed in the case of pupils who leave a County Durham school to go to a base where the destination is known, but the receiving school is unable to accept a CTF (for example, leaving to go to an independent school, a school outside of England or Wales, or to be electively home educated). In this case, once the school has been formally notified by the parent/ carer of their intentions they should remove the pupil's name from the school roll and send the CTF to the s2s database using MMMMMMMM, thereby sending the CTF to the database of pupils who have moved out of the maintained system.

Should a pupil leave a County Durham school in order to be home educated, on receiving written confirmation of the parents intentions, the school should send a copy of this to the Elective Home Education Officer in the Admissions and Transport Entitlement Team, CAS, County Hall, Durham, DH1 5UJ. The pupil can then be removed from the school roll.

Pupils being admitted to a County Durham School

9. Should a child join a County Durham school without that school receiving a CTF from the child's previous school, the receiving school should contact the Pupil Casework Office and ask for a search to be made of the Lost Pupil Database for a matching record.

The following information should be provided when making the request:

- Surname
- Forename
- Date of birth
- Gender

It is important to inform the Casework Team if the child's previous school should not be notified of the destination school (e.g. when a family is escaping domestic violence).



Appendix 1

CHILDREN MISSING FROM EDUCATION

CHILDREN THOUGHT TO HAVE LEFT THE AREA CHECKLIST

This checklist is to be completed by Education Welfare Officers (EWO)/ Attendance Officer in all cases when it would seem that a child has moved from the area, and the school/ academy at which the child is currently registered has not been informed of either a new address or school.

Child's name and date of birth

.....

School/ Academy

.....

Education Welfare Officer/ Attendance Officer

.....

| | | Date(s) times | Action by | Response/result Where appropriate name person(s) |
|----|--|------------------|-----------|--|
| 1. | Has the school checked the possible whereabouts with staff and pupils? | | | |
| 2. | Has the school checked the pupil's emergency contact numbers? | | | |
| 3. | EWO/ AO to check with neighbours and any known extended family | | | |
| 4. | EWO/ AO to check with other agencies, eg Housing, Benefits, etc | | | |
| 5. | EWO/ AO to check with Services known to have involvement with the child/family | | | |

If, having completed the above-mentioned checks the child's whereabouts have not been determined, please ensure the school has uploaded the child's CTF onto the s2s database and forward the checklist to the Casework Office.

Children Missing Education, Pupil Casework Office, Children & Adult Services, County Hall, Durham, DH1 5UJ. Telephone 03000 265902 or email margot.bland@durham.gov.uk .



Appendix 2

| Code | Description | Notes |
|------|-------------------------------------|---|
| DD | Deceased | |
| EM | Emigration | A pupil has left the country |
| EO | Ed Other than Sch/College | Elective Home Education |
| FE | Further Education (Leaver) | Post-16 |
| FM | First to Middle Phase Transfer | A pupil has moved to an area with the First/Middle/High School education system e.g. Northumberland |
| HE | Higher Ed (Leaver) | Post 16 |
| IJ | Infant to Jun/Pri Phase Transfer | KS2 transition |
| JS | Jun/Pri to Secondary Phase Transfer | KS3 transition |
| MD | Military Deployment of Parents | |
| MS | Middle to Sec Phase Transfer | KS3 transition |
| NI | Nursery to Infant | KS1 transition |
| OS | Other School Sixth Form (Leaver) | Post-16 |
| OT | Other/Unknown | To be used only when the destination is unknown and the pupil is still of compulsory school age |
| PE | Permanent Exclusion | |
| ST | School Transfer (Mid-Year) | Transferring to another school, within or outside the County, but not a KS transition |
| TR | Training (Leaver) | Post-16 |
| UN | Unemployment (Leaver) | Post-16 |
| WK | Employment (Leaver) | Post-16 |



Appendix 3

GUIDANCE SUMMARY: REMOVAL OF PUPIL FROM THE SCHOOL ROLL THE EDUCATION (PUPIL REGISTRATION) (ENGLAND) REGULATIONS 2006 (For all pupils except those outside of compulsory school age)

| Reason | Criteria | School action | Follow up action |
|--|---|---|---|
| 1. Pupil has transferred to an alternative school. | Notification has been received from parent/carer of new school address | CTF uploaded to s2s using DfE number for new school. Pupil's details recorded on WEL2 to the EWS. When a pupil moves to a non-maintained (private) school or one outside England or Wales then MMMMMMMM should be used as the destination code. This enables the CTF to be stored securely and be available if the pupil returns. | EWS will track to ensure child has started at new school. |
| 2. Pupil is known to have moved home address but new school placement unknown. | Notification of move received from parent/carer and the travelling distance indicates a new school will be required. No information about new school placement has been received. | School have informed the EWO who has confirmed the pupil may be removed from roll. CTF uploaded to s2s using destination unknown XXX XXXX as destination school. | Pupil recorded on Children Missing from Education (CME) list. EWS will track pupil into new provision and/or pass details onto EWS in the relevant area. |
| 3. Pupil has been absent from school for 20 continuous days or more. Whereabouts unknown. | School has informed EWO after five continuous days of unauthorised absence. CME checklist completed by school/EWO. | School has made all reasonable enquiries to ascertain pupil's whereabouts. EWO confirms they also have made all reasonable enquiries. CTF uploaded to s2s using XXX XXXX as destination school. | Pupil recorded on CME list. Casework team will contact national agencies to track pupil into new provision and/or pass details onto EWS in relevant area when known. |
| 4. Pupil has failed to return from previously authorised extended leave. | Pupil was granted extended leave of absence and has failed to return at the agreed time. No reasonable explanation received. | School has made all reasonable enquiries to ascertain pupil's whereabouts. EWO confirms they also have made all reasonable enquiries. CME checklist has been completed. CTF uploaded to s2s using XXX XXXX as destination school. | Pupil recorded on CME list. Casework team will contact national agencies to track pupil into new provision and/or pass details onto EWS in relevant area when known. |
| 5. Pupil has been withdrawn from roll by parent/carer and will be Elective Home Education (EHE). | Parent/carer has formally (in writing) notified school of their intention to educate at home. School has provided parent/carer with guidance on Elective Home Education and notified the EHE officer by forwarding a copy of the parent's letter. | CTF uploaded to s2s using MMM MMMM as destination school. | Pupil record on EHE list. EHE officer follows the protocol to ensure the child is receiving a suitable education. |
| 6. Pupil has been given a custodial sentence greater than four months. | Formal notification received from Youth Offending Service (YOS). | CTF uploaded to s2s using MMM MMMM as destination school. | Details noted on Capita ONE. No further action until YOS notified of planned release date. |
| 7. Pupil has been permanently excluded. | Exclusion approved by governors and appeal period expired or independent appeal | CTF forwarded to Pupil Referral Unit or new school where appropriate. | Casework team will track to new provision. |

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|--|-------------------------------|---|--|
| | not upheld. | | |
| 9. Pupil has died. | Formal notification received. | CTF uploaded to s2s using 840 LLLL as destination code. | Flashcard circulated and Capita ONE amended. |
| 10. Pupil was on a School Attendance Order and has been replaced on the order by another school. | Formal notification received. | CTF uploaded to s2s using DfE number of new school. | EWO to track pupil into new provision. |

Appendix 4

Locating Missing Pupils

