

---

# **CHESHIRE WEST and CHESTER**

Children and Young People Services

Children and Young People Missing Education

## **CME Guidance and Procedures**

1<sup>st</sup> April 2019



Cheshire West  
and Chester

## Page

1	.....	Contents
2	.....	Introduction - Overview
3	.....	Groups of Children and Young People at risk
4	.....	Notification of Children & Young People not in Education and Referral Routes
		Procedures for Schools and Settings
5	.....	Removal from School Roll
6	.....	Tracking and Cross Boundary Arrangements
		Common Transfer File Requirements and Procedure
7	.....	Additional Pupil Tracking Information
8	.....	What legislation does this guidance refer to?
		Links to documents supporting CME Guidance And Procedures

## Appendices 1 & 2

### School Procedure Flow Charts

#### CME Documents & Forms

**CME 1      School Check List**

**CME 2      Children Missing Education Referral**

**CME 3      Notification of Removal from School Roll to  
report pupils with unknown destination/location**

#### Pupil Tracking Notification Form (PTN)

## 1. INTRODUCTION - Overview

This Guidance sets out the key principles to enable Cheshire West and Chester (CW&C) to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as is possible to do so, children missing education.

**Children Missing Education are children of compulsory school age who are not registered pupils at a school or setting and are not receiving suitable education otherwise.**

It is intended that this document should be used as a point of reference by Head Teachers/Principals, staff members in schools and settings, and all other professionals who work with children and young people and their families. This guidance is also shared with partners from CW&C schools from the Independent Sector, as a model of good practice.

This document provides a framework within which, consistent practices and procedures can be applied, following revised Department for Education Statutory CME Guidance 2016.

Children missing education are at significant risk of underachieving, becoming victims of harm, exploitation or radicalisation, and EET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and key partner agencies is critical to ensure that all children of compulsory school age are safe and receiving a suitable education.

CW&C Children and Families Service are committed to working with schools and settings and other key partners, to improve the monitoring and swift return of Children and Young People to a suitable education provision. Prompt action and early intervention are crucial when discharging this duty effectively to ensure that children are safe and receiving education.

CW&C have effective tracking and enquiry systems in place and have a named point of contact to whom schools and other agencies can make referrals about children who are missing education. CW&C monitors the number of children/young people in the Local Authority area who are not receiving suitable education, including those new to the area. CW&C have clear access rules and procedures to ensure fair and safe data processing, in compliance with GDPR.

Adopting these procedures will also ensure that all Children's Services in CW&C maintain high standards of safeguarding and will;

1. Meet statutory duties relating to the provision of education and safeguarding the welfare of children & young people missing education
2. Ensure that robust systems are in place within the Local Authority to identify and track children and young people missing from education or at risk from 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 and young people missing from education
4. Ensure all CW&C Schools and Settings are fully aware of their responsibilities in relation to children missing education and will properly support and challenge, if appropriate, in meeting these responsibilities.
5. Support and assist other Local Authorities to locate their own missing/lost pupils.

**This Guidance does not replace current Pan Cheshire Safeguarding Procedures and mechanisms for reporting and recording child protection.**

## **2. GROUPS OF CHILDREN AND YOUNG PEOPLE AT RISK**

There are many circumstances where a child may become missing from education so it is vital that Local Authorities make judgements on a case by case basis. Although not exhaustive, the list below presents some of the circumstances that Local Authorities should consider when establishing their CME policies and procedures:

- **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools must follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral must be made immediately to Children’s Social Care (and the police if appropriate). Local Authority officers responsible for CME should check that a referral has been made and, if not, they should alert Children’s Social Care. The Department’s statutory guidance ***Keeping Children Safe in Education( September 2018)*** provides further advice for schools and colleges on safeguarding children
- **Children of Gypsy, Roma, Traveller families (GRT)** - It is important that schools inform the Local Authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary, so that they can attempt to facilitate continuity of the child’s education. The Local Authority Traveller Education Consultant and Education Welfare Service can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils’ education, for example “dual” registration with other schools
- **Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. The Local Authority CME and Tracking Officer will liaise with the MoD Children’s Education Advisory Service (CEAS) to ensure safeguarding and continuity of education provision
- **Missing children and runaways** – children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education. The CME and Pupil Tracking Officer will liaise with key partners to ensure appropriate safeguarding measures are followed.
- **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the Local Authority will investigate the case and satisfy itself that the child is receiving suitable education. In all cases the CME and Pupil Tracking Officer will liaise with relevant Local Authority Officer, where appropriate.
- **Children of new migrant families** – children of new migrant families may not have yet settled into a fixed address or may have arrived into a Local Authority area without that Authority becoming aware, therefore increasing the risk of the child missing education.

### 3 NOTIFICATION OF CHILDREN AND YOUNG PEOPLE NOT IN EDUCATION AND REFERRAL ROUTES

Notification of children missing in education can be received from internal partners, multi -agency professionals, other Local Authorities and from any other person who comes into regular contact with a child or young person.

Cheshire West and Chester work in partnership with key stakeholders and partner agencies and any other professional who frequently comes into contact with school aged children and young people. **It is an expectation that any professional who becomes aware of a school aged child, will make enquiries concerning their educational status.**

In the event of a child not being on the roll of a School or Setting or Electively Home Educated, it is the responsibility of that professional to contact the CME & Pupil Tracking Officer , Sue Humphreys, email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk); or tel: 01244 973333 to report the situation.

### 4 PROCEDURES FOR SCHOOLS AND SETTINGS

Schools and Settings must promptly make “**reasonable enquiries**” as set out in the **DfE Statutory CME Guidance (Sept 2016)** to contact the parent/carer in instances where a child leaves or ceases to attend a CW&C educational provision;

- without the school being advised by the parent/carer which new school or setting the child is to attend
- where the child has not returned from leave of absence from a holiday within two weeks of the expected date of return
- when a child fails to attend school after having accepted a place

Following 10 days of non-school attendance or after the School or Setting have completed all reasonable checks, as set out in the DfE Statutory CME Guidance September 2016, (to include attempts to contact parents/carers, other emergency contacts etc), the School or Setting must refer to the Education Welfare Service (EWS) using the Missing Child Referral form (**CME2**)

The Education Welfare Service will then make reasonable efforts to identify the child’s current whereabouts/destination. This will include;

- undertaking a home visit within 5 working days of receipt of the referral, to make enquiries at home (or with known contacts) and neighbours, as appropriate
- reference to local databases within the Local Authority
- contact with other agencies known to be involved with the family

If, at any point in this process, the child is located, school must complete and submit the Pupil Tracking Notification form to [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) providing all mandatory forwarding information.

After undertaking all “**reasonable enquiries**” and upon completion of CME process (ie **CME2 Referral** to EWS), where the child’s location remains unknown following 20 consecutive school days of absence, the school or setting may remove the pupil’s name from school roll, ensuring completed **CME3 Notification** is submitted securely to: [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

**Schools must upload the CTF via s2s in accordance with the DfE guidelines.**

Upon receipt of the **CME3 Notification** form, the CME & Pupil Tracking Officer will investigate further with internal colleagues and key partner agencies, which may include:

- Health Agencies
- DfE data systems
- ESCR (social care) database
- CW&C Housing Benefits Agency
- Any other relevant government agencies
- Other Local Authorities where it is suspected the child may be living or have previously been resident

If the child is still missing after all enquiries have been exhausted, the CME & Pupil Tracking Officer will post a national missing children alert via s2s Missing Pupil database.

**Children missing education may raise potential safeguarding issues. If Schools or Settings believe a child or family to have gone missing, they should NOT remove that child from their roll without following the CME Guidance and Procedures, ensuring all reasonable enquiries have been made; completing the Checklist form (CME1), referring to the Education Welfare Service using form (CME2 Referral form) and subsequent completion (in full) of CME 3 Notification form, which must be submitted securely to:**

[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

## **5 REMOVAL FROM SCHOOL ROLL**

Schools and Settings must notify the Local Authority CME & Pupil Tracking Officer when a pupil's name is to be removed from the admissions register at a non-standard (In year) transition point under any of the fifteen grounds set out in the regulations (**Regulation 8 of the Education (Pupil Registration)(England) Regulation 2006**) as set out in Annex A and the revised DfE statutory Children Missing Education Guidance (September 2016).

**Removal from school roll for any reason other than those specified above is illegal**

Using the **Pupil Tracking Notification** form, Schools and Settings **must** advise the Local Authority via [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) **each time a pupil is removed** from school roll **at both "in year" transfer and during primary transition to secondary education**, to report moves to schools located in other Local Authority areas, transfer to a non-maintained school (Independent), moves abroad or out of the Local Authority area, or withdrawal to be become Electively Home Educated.

**Notification form CME3 must only** be completed and submitted to report children and young people whose names have been removed from school roll following 20 consecutive school days of absence, where their current whereabouts are unknown and when all "reasonable enquiries", as clearly set out in the DfE Statutory CME Guidance (Sept 2016), have been made by Schools or Settings, and the required CME process has been completed (ie CME2 Referral previously submitted to Education Welfare Service).

Additional advice can be sought from Education Welfare Service or CME & Pupil Tracking Officer.

## 6 TRACKING AND CROSS BOUNDARY ARRANGEMENTS

CW&C have in place arrangements to enable joint working and information sharing with other local authorities and key partner agencies, to safeguard and promote the welfare of children (Working Together to Safeguard Children 2018).

If a child becomes missing from a CW&C school, but lives in another Local Authority, the CME & Pupil Tracking Officer will contact the Designated Lead in the “home” Local Authority to alert them of the pupil’s CME status, providing key information in a timely manner.

Similarly, if a child or young person leaves Cheshire West and Chester, the CME & Pupil Tracking Officer will alert the “receiving” Local Authority of the reported transfer in, and will request confirmation of arrival, to ensure appropriate safeguarding of the child or young person.

## 7 COMMON TRANSFER FILE (CTF)

There is a statutory requirement for all Schools and Settings to transfer 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) via DfE’s s2s secure website

### Common Transfer Form (CTF)

Schools and Settings are required to ensure that CTF data is sent to a pupil’s “new” maintained school by the former school within 15 days after the pupil ceases to be registered at the “former” school. The unique pupil number (UPN) must be included in the CTF as a unique identifier for the pupil and each UPN should only contain information regarding **only one pupil**.

Briefly, when uploading a CTF, if current school is unaware of where a child has moved to (home address and school), then a transfer file using XXXXXXXX as the destination must be created and uploaded to the secure s2s site.

When a pupil moves abroad (including Scotland or Ireland), becomes Electively Home Educated or transfers to a non maintained (Independent) school, code MMMMMMMM must be selected to upload the CTF. This enables the CTF to be stored securely and is available in the event that the child returns to a maintained school in England or Wales.

**Files coded as XXXXXXXX and MMMMMMMM are uploaded to s2s in the same way as files transferring to other schools – these files must only contain the details of one pupil to enable individual pupil information to be stored or retrieved in compliance with GDPR.**

In the unlikely circumstance of a pupil joining a Cheshire West and Chester school without school receiving a CTF from the child’s previous school, or where a parent/carer is unable or unwilling to provide information about the previous school, the “receiving” school can contact the Local Authority CME & Pupil Tracking Officer, at [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk) or telephone 01244 973333, to request assistance with regard to identifying any previous education provision.

Further guidance regarding creating and transferring CTFs is available and can be found via the internet site “school to school service: how to transfer information - GOV.UK” via the following link: [www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s)

## ADDITIONAL PUPIL TRACKING NOTIFICATIONS

Schools and Settings are not required to report in year transfer to other Local Authority Schools and Academies that are located within Cheshire West and Chester Local Authority area, as this information will be collected via other data reporting systems.

However, Schools and Settings must complete the **Pupil Tracking Notification form** to report “**in year**” transfer and also at “**primary to secondary transition phase**”, to report;

transfers to schools and settings located in other locality areas (not in Cheshire West & Chester)  
moves to Independent Schools  
relocation abroad or out of area (Cheshire West & Chester)  
withdrawal to become Electively Home Educated.

**CME3 forms** must only be used to report Children Missing from Education, where their current whereabouts are unknown, and must only be submitted following previous **CME 2 Referral** to Education Welfare Service and completion of CME process.

The current DfE Statutory Guidance, which can be accessed via the following link, <https://www.gov.uk/government/publications/children-missing-education>, makes it very clear that there is an expectation on all schools/settings to ‘**make reasonable enquiries**’ to establish the whereabouts of a child, prior to referral to the Local Authority.

Notification of pupil transfers and reports of CME must include the name and contact details of **at least one** parent/carers with whom the child resides, together with full details of current and new home address and new school details, if known.

Schools and Settings must ensure that CME and Pupil Tracking Notification forms are submitted to the Local Authority using the secure email addresses detailed on each of the respective CME and Pupil Tracking Notification forms, no longer than the agreed 20 day process.

For further information and assistance, please contact Sue Humphreys, CME & Pupil Tracking Officer on telephone 01244 973333 or email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk)



## What Legislation does this guidance refer to?

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration)(Amendment)(England) Regulations 2016
- Section 10 of the Children Act 2004

## Documents/Information Supporting Guidance Procedures Relating to Children Missing Education as follows:

Working Together to Safeguard Children Statutory Guidance 2018

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)

Keeping Children Safe in Education September 2018

[Keeping Children Safe in Education'](#)

Department for Education Children Missing Education Statutory Guidance September 2016

<https://www.gov.uk/government/publications/children-missing-education>

Education (Pupil Registration) (England) (Amendment) Regulations 2016

<http://www.legislation.gov.uk/uksi/2016/792/contents/made>

Regulation 4 of the Education (Pupil Registration)(England)Regulations 2006

Regulation 12(3) of the Education (Pupil Registration)(England)Regulations 2006

[http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi\\_20061751\\_en.pdf](http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf)

The Prevent Duty - Departmental advice for schools and childcare providers – June 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

# CME Process CME1

## PUPIL MISSING FROM SCHOOL

School follow established school absence procedure and makes all **reasonable enquiries** as set out in **DfE Statutory Guidance Sept 2016**

**Child not traced**

**Child traced**

Further support may be required from Key Partners, eg Education Welfare Service, School Admissions or Health Agencies

School submits completed **CME 2** Referral to the Education Welfare Service at:  
[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

## CME Process CME 2

**CME Referral Closed**

**CME 2 referral received by EWS**  
EWS undertakes home visit and make further enquiries, within **5** working days and continue to liaise with the referring school, partner agencies and CME Officer, where appropriate

**Child Located**

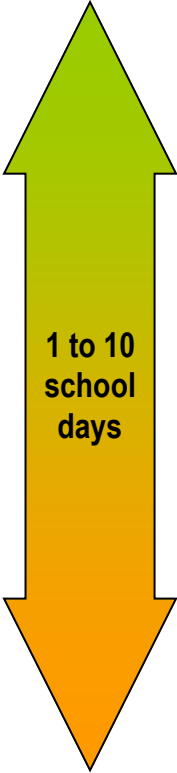
**CME Referral Closed**

Further support may be required from Key Partners, eg Education Welfare Service, School Admissions or Health Agencies

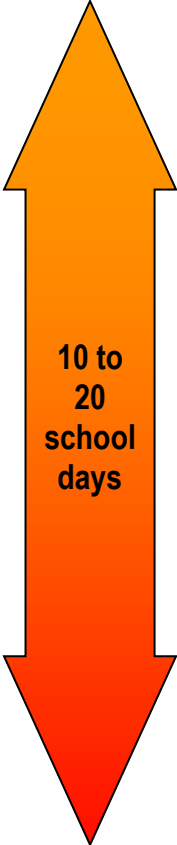
**Child not traced**

Upon completion of CME Process and following 20 consecutive school days of unauthorised absence, School removes the child's name from the school roll and submits completed CME 3 Notification securely to CME & Pupil Tracking officer at [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)  
CTF is subsequently uploaded to S2S adhering to DfE Guidance

**NB: Removal from the School Roll:**  
A child can only be removed from a school roll after 20 consecutive school days of absence, following completion of CME Process and submission of CME 3 notification to CME & Pupil Tracking Officer, in accordance with Reg 8 Education (Pupil Registration)(England) DfE revised CME statutory guidance Annex A



1 to 10 school days



10 to 20 school days

# CME Process CME 3

**CME 3 Notification received by CME & Pupil Tracking Officer**



- CME & Pupil Tracking Officer will
  - Confirm all information received is correct
  - Review all available data systems; eg ESCR, K2S, CTF, CYPD etc
  - Liaise and pursue enquiries with relevant Internal and External Key Partner Agencies



**If Child Located**



- School and all relevant professionals contacted with current information
- Relevant data systems will be updated
- Liaise with "receiving Local Authority to ensure "safe" arrival of pupil
- Ensure school have uploaded CTF to appropriate destination
- CME referral closed



**If Child Not Found**



- CME & Pupil Tracking Officer will :
  - Discuss with relevant Local Senior Leads and if aware of any previous or current social care concerns, will liaise with Local Safeguarding Manager
  - Update relevant data systems with current information
  - Ensure CTF has been uploaded to Missing Pupil data system on s2s



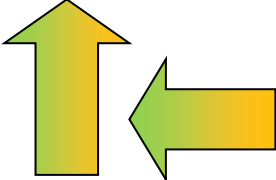
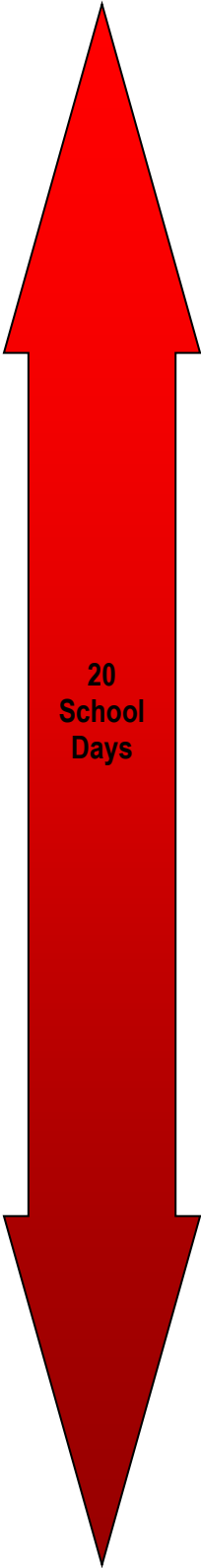
**If Child Found**



**If Child Not Found**



Pupil will remain on CME cohort and will be subject to ongoing review until subsequently located.  
Missing Pupil Alert posted via DfE s2s



# CHECKLIST

## For school use only

To be used for pupils who have become 'missing' or where a forwarding school or home address is not known.

Name of pupil:

DOB:

Age:

Address:

Name(s) of parent(s) / carer(s):

Contact details (Telephone/email):

Name of sibling/s & DOB/s: (if any)

Reasonable enquiries (as set out in the DfE CME Statutory Guidance) must include the following:

- **If there are any safeguarding or social care concerns or the family are already known to Social Care, school must contact Integrated Access And Referral Team (i-ART) immediately at [i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk) or telephone 0300 123 7047**
- Refer to internal school records and contact any other Agencies known to pupil/family
- Make telephone checks to all emergency numbers, sending letters and emails where required/applicable and where possible, home visit by staff member
- If any siblings at another school, check with that school to gain possible information
- Contact with friends and relatives of the pupil

After no longer than 10 school days, or when all enquiries have been exhausted by Schools and Settings, and the whereabouts of the pupil remains unknown, please refer to the Education Welfare Service by completing CME 2 Referral form and forward securely to:

[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

**To be completed and submitted to Education Welfare Service no longer than 10 school days of absence, when school have made reasonable enquiries (as set out in the DfE Revised CME Statutory Guidance Sept 2016) where their own checks have failed to locate a missing pupil and new home address or school setting is unknown**

Name of School:

Child/ren's Names:

First Name	Surname	DOB	M/F

Name of Parent/Carer:

Home Address  
& Contact Details:

Date child/ren last attended school:

Please provide a brief resume of checks already completed by school or setting (ie date of attempted contacts with parent/carers, home visit etc)

Please indicate if  
Currently:

Children in Care (Looked After)		Gypsy, Roma, Traveller	
Subject to TAF/Child Protection Plan/CIN		Education, Health & Care Plan/Statement	

Name of Referrer:

Date form submitted:

Referral Form to be sent securely to Education Welfare Service at:  
[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

## NOTIFICATION OF CME

### Notification of Removal from School Roll The Education (Pupil Registration) (Amendment) Regulations 2006

Please ensure this form is emailed securely to the CME & Pupil Tracking Officer, at [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) each time you remove a pupil from school roll, following 20 consecutive school days, when reporting a child or young person missing from education, where their current location is unknown and all “reasonable enquiries” have been made and the CME process has been completed.

Name of School	
----------------	--

The name/s of the following child/ren removed from the school roll:

Name(s)	
Date of Birth(s)	
Last known home address	
Name of Parent/Carer	
Last known telephone number/s and/or email	
UPN(s)	
Reason for removal	
Date of last attendance	
Date taken off School Roll	
Has CME process been followed, eg CME2 referral submitted to EWS?	

Please indicate if currently: (add N/A if not applicable)

Children in Care (Looked After)		Subject to Child Protection Plan/CIN/TAF	
Education, Health & Care Plan/Statement		Gypsy, Roma, Traveller	

If pupil's current location, school or education setting unknown, CME 2 Referral to Education Welfare Service and completion of CME procedure **MUST** have been completed, prior to removal from school roll, following 20 consecutive school days of unauthorised absence

Please ensure CTF is uploaded via S2S website referring to Department of Education Guidance using coding XXXXXX

Name:

Designation:

Date:

# Pupil Tracking Notification

## Notification of Removal from School Roll

The Education (Pupil Registration) (Amendment) Regulations 2006

Please ensure this form is emailed **securely** to the CME & Pupil Tracking Officer, at  
[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

each time you remove a pupil from school roll following "in year" transfer (or during primary transition to secondary education), to a school located in another Local Authority area, transfer to an Independent school, moves abroad or out of area (Cheshire West and Chester) or withdrawal to be become Electively Home Educated.

Name of School	
----------------	--

The name/s of the following child/ren has/have been removed from the school roll:

Name(s)	
Date of Birth(s)	
Last Known Address	
New Current Address - please indicate N/A if unchanged	
Parent/Carer Name	
Tel No/email address	
New School Name and Address	
UPN(s)	
Reason for removal	
Date taken off School Roll	

Please indicate if currently: (add N/A if not applicable)

Children in Care (Looked After)		Subject to Child Protection Plan/CIN/TAF	
Education, Health & Care Plan/Statement		Gypsy, Roma, Traveller	

If new school is known please upload CTF directly to new school via S2S website.

However, if new school or education provision not known, please upload CTF via S2S website referring to DfE Guidance for appropriate coding, ie MMMMMMMM, XXXXXXXX or 896LLLLL

Name:

Designation:

Date:

All required information is mandatory and must be completed in full, prior to submission of form