

## Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Per Informacion

للمعلومات

माहवारी लई

برای اطلاع

Per Informazione

معلومات کے لئی

Informacja

Za Informacije

তথ্যের জন্য



01234 228178



01234 228304



**Children Missing Education Officer**

Education Welfare Service

Bedford Borough Council

Borough Hall

Cauldwell Street

Bedford

MK42 9AP



**BEDFORD**  
BOROUGH COUNCIL

# Children Missing Education

How to make a referral as a professional



*Children's Services, Schools and Families*

## Children missing education **or** at risk of missing education in Bedford.

*“Our aim is to ensure that every child and young person has the opportunity to fulfil their potential and no child slips through the net.”*

*(DfES, Every Child Matters; Next Steps, 2004)*

This leaflet is for members of all caring professions and agencies who have contact with children. It explains your responsibilities regarding any child that you have reason to believe may not be receiving the education that the law requires.

In Bedford we have produced a document “Children Missing Education Procedures” that should limit the risks.

Government Guidance states that all agencies who come into contact with children must co-operate with the Local Authority’s arrangements for identifying and reporting children who are believed to be missing or at risk of missing education.

Children missing education have a higher risk of:

- missing essential learning;
- suffering from mental health issues;
- being in danger of physical harm;
- being illegally employed;
- being exploited by unsuitable adults;
- becoming involved in criminal activity;
- demonstrating anti social behaviour;
- becoming easy prey for sex trade operators;
- abusing drugs and alcohol.

Parents and carers are legally responsible for their children and must ensure that they receive a full time education appropriate to their age and ability. Where parents or carers experience difficulty with doing this, the Local Authority may be able to offer help through its Education

Welfare Service and other services related to children.

## We have appointed a Children Missing Education Officer who will:

- receive referrals from anyone who believes that a child may be missing education (including professionals, parents, children or members of the general public);
- link with all services as part of effective information-sharing and multi-agency practice;
- identify children who are not accessing education;
- track those children who are not identified as being on a school roll until they have accessed appropriate educational provision.

If you wish to make a referral regarding a child who may be missing education, or if you wish to know more about the Bedford Borough Children Missing Education procedures, please contact the Children Missing Education Officer:



**01234 228178**



### **Children Missing Education Officer**

Education Welfare Service  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP



childrenmissingeducation@bedford.gov.uk

To make a referral you can log on the Bedford Borough website at [www.bedford.gov.uk](http://www.bedford.gov.uk) (enter ‘children missing education procedure’ in the search box) complete and submit the online form.

Alternatively, inform the Children Missing Education Officer in writing or by phone using the contact details above.