



BEDFORD
BOROUGH COUNCIL

Children's Services

Statutory Support Services

Children Missing Education Policy & Procedures

“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.”

Reviewed and Updated by the Senior Leadership Team

Agreed: May 2025

Review and Update: May 2026

children's and Adults' services

CONTENTS

| | Page No |
|----------------------------------------------------------------------|---------|
| INTRODUCTION | 2 |
| DEFINITIONS CHILDREN MISSING EDUCATION..... | 3 |
| REASONS CHILDREN AND YOUNG PEOPLE GO MISSING..... | 3 |
| SYSTEMS USED TO REDUCE THE RISK OF CHILDREN MISSING EDUCATION..... | 3 |
| ROLE OF THE CHILDREN MISSING EDUCATION OFFICER..... | 4 |
| NOTIFICATION AND REFERRAL ROUTES..... | 4 |
| CROSS BORDER ARRANGEMENTS..... | 5 |
| CME TRAINING FOR PROFESSIONALS..... | 5 |
| ELECTIVE HOME EDUCATION (EHE)..... | 6 |
| RESPONSIBILITIES OF ALL EDUCATIONAL PROVISIONS | 6 |
| MONITORING ATTENDANCE FOR ALL PROVISIONS | 13 |
| DFE SCHOOL TO SCHOOL WEBSITE (S2S) | 13 |
| MONITORING OF S2S LOST PUPIL DATABASE..... | 14 |
| APPENDICIES | |
| LIST OF ACRONYMS..... | 15 |
| LEGISLATIONS..... | 15 |
| PROCESS CHARTS | |
| CME Other Local Authority and Other Agencies - Process Chart 1 | 16 |
| Children Missing Education Referral – Process Chart 2 + 2a..... | 17 & 18 |
| CME at Start/Transfer Stage – Process Chart 3 | 19 |
| Letter Template – FOR SCHOOLS USE ONLY | 20 |

INTRODUCTION

The Government has placed a duty on the local authorities Section 436A of the Education Act 1996 (as amended by the Education and Inspections Act 2006) to make arrangements to establish (so far as it is possible to do so) the identities of Children Missing Education (CME).

The duty applies to children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.

All Maintained Schools, Academies, Free Schools, Education Support Centres and Independent Schools are all required to notify the Local Authority when removing a pupil from roll.

This duty is supported from the revised Statutory Guidance which was issued for Local Authorities in England to identify Children Not Receiving a Suitable Education – August 2024.

Other relevant legislation –

- 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)
- The School Attendance (Pupil Registration) (England) Regulations 2024 prescribes the circumstances (regulation 9) in which pupils may be removed from roll legitimately. (See the School Attendance (Pupil Registration) (England) Regulations 2024)

Bedford Borough Council will:

- Produce a written policy
- Ensure that there are embedded arrangements to identify and provide services for children missing education.
- Ensure appropriate monitoring of processes.
- Identify and provide clear notification routes and processes for key stakeholders.
- A named Children Missing Education Officer (CMEO).
- Maintain a database of CME.
- Monitor the numbers of CME.
- Provide and monitor appropriate brokering services.
- Ensure effective process are in place.
- Ensure that up to date information regarding school places and access to alternative provision is readily available.
- Develop and monitor effective tracking systems
- Support schools to make an effective contribution to the referral and tracking processes.
- Support and encourage schools to transfer files via S2S.
- Use the Lost Pupil database area of the S2S Site
- Produce a report to Elected Members and Senior Management and LSCB when required

The Childrens Act 2004 places a duty on all agencies to work together to promote the safeguarding and welfare of children and young people and to share information. There is an expectation that all agencies will work together to ensure that children and young people do not “slip through the net” and become missing as well as ensuring that all children within Bedford Borough achieve their full potential through education.

To reduce the risk of children missing their education, Bedford Borough has a systematic process and procedure as outlined in this document. These include the provision of a Children Missing Education Officer and a common referral process for all agencies. The Children Missing Education Officer will continue to develop existing systems to identify those children at risk of missing education and will work with schools and other professionals to ensure that they do not fall through the net.

DEFINITIONS FOR CHILDREN MISSING EDUCATION

The **national definition** of a children missing education is:

- 'Children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period (usually four weeks or more).

CHILDREN AND YOUNG PEOPLE GO MISSING FROM SCHOOL FOR MANY REASONS THESE CAN INCLUDE:

- Failing to start appropriate provision and never enter the education system e.g. new to area and no application is made to school, unable to find a suitable school place.
- Ceasing to attend, due to illegal unofficial exclusion or withdrawal; removal from roll with no named destination.
- Pupils with a Statement of Special Educational Needs (SEN) awaiting an appropriate placement.
- Those pupils offered alternative provision but do not access this provision.

SYSTEMS USED TO REDUCE THE RISK OF CHILDREN BECOMING CME

These include:

- Inclusion Welfare Service (IWS) team will support schools to undertake regular audit of their registers
- Regular Truancy Sweeps by the Inclusion Welfare Service (IWS) and Police
- Sharing and receiving information from other agencies e.g. Inclusion Welfare Service, all Bedford Borough Schools including Academies, Free Schools Independent Schools and Pupil Referral Units, Travellers Education Service, Youth Offending Service, Primary Care Trust Staff, Social Care colleagues to identify those at-risk becoming CME
- Ensuring all partner agencies have access to information and can contact the CMEO.
- Continuing to develop procedures that identify children missing education through liaison with other LA's and access to national databases School to School (S2S)
- Raising awareness by keeping website up to date for public members regarding CME and every child's right to education.
- Putting measures in place to re-engage CME, e.g. referrals to the IWS and to relevant education panels for further professional support.

ROLE OF THE CHILDREN MISSING EDUCATION OFFICER

The role of the Children Missing Education Officer (CMEO) is to ensure that all children identified within Bedford find an education and ensure correct procedures are followed as listed below.

- Ensure accurate recording of data and actions that identifies CME
- Maintain and update the Children Missing Education Database
- Undertake the tracking process of CME
- Co-ordinate casework and contribute to assessment to determine appropriate provision for a child
- Provide relevant data as required and an annual report
- Raises awareness of procedures via presentations and training to teams on referral routes and circulating leaflets to professionals and public where appropriate.
- Reminding schools - a pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 and the need to create a Common Transfer File (CTF) (uploaded onto the DFE S2S secure website) when a child has left school to an unknown destination.

NOTIFICATION AND REFERRAL ROUTES

It is the responsibility of all agencies including schools to alert the CMEO when they believe

- Family has moved into Bedford Borough Council and the children are not or do not appear to be accessing education.
- It is known that a child is not on a school roll or accessing an alternative education provision.
- Where another Local Authority contacts Bedford Borough seeking help regarding a child missing from their LA who they believe now lives in Bedford Borough or there are child protection concerns.

CMEO will check the LA held databases, including Pupil Support Services, Liquidlogic (Social Care database) and other relevant council departments e.g. Council Tax. CMEO will ensure recording of data and undertake the process of tracking CME. Details recorded will include date of referral, any assessment, provision determined and when accessed.

The 2 referrals routes are outlined below.

Referral route 1

The e-form is to be used by all schools in Bedford Borough for compulsory school aged children only, schools can report a child who is missing education or complete a notification off roll.

Both forms have been placed on the Bedford Borough website, please see tab below as shown on website and link is https://bedford-self.achieveservice.com/service/Report_a_Child_Missing_Education#

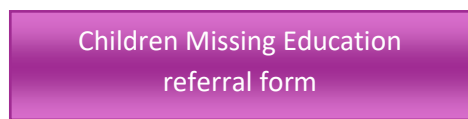
Children Missing Education referral
and off roll form

Referral route 2

This e-form is to be used by all agencies, other Local Authorities and the general public when they believe a compulsory school age child is not receiving any form of education.

The 'Children Missing Education Referral Form' has been placed on the Bedford Borough website, please see tab below as shown on website and link is

https://bedford-self.achieveservice.com/service/Notification_to_the_Local_Authority_of_a_Child_Missing_Education



The Children Missing Education Officer can be contacted via email:

CME@bedford.gov.uk

CROSS BORDER ARRANGEMENTS

- Bedford Borough Council has protocols with other LAs regarding referrals where children attend schools in Bedford Borough but live in another LA. If such a child is missing from education a Bedford Borough school the EWS will refer to the CMEO of the LA in which the child resides.
- If a child is permanently excluded from a Bedford Borough school but lives in another LA, the home LA is alerted to provide interim support.
- If a child is absent from school due to long term medical needs or pregnancy, the EWS will inform the home LA EWS to access support for the child. Details will be logged on the database until education support is identified.
- Details of children stopped during a Truancy Sweep will be sent to the CMEO in the child's home authority and/or school.
- Information will be shared with the home LA on any legal action taken or any Parenting Order or Education Supervision Order made by Bedford Borough.

CME TRAINING FOR ALL PROFESSIONALS

- The Children Missing Education Officer does offer training to school staff and other professionals.
- The aim of the CME training is to make all professionals aware of how important it is for children and young people to be in education and ensure they know how to make timely referrals.
- To organise a training session please contact the **Children Missing Education Officer via email:**

CME@bedford.gov.uk

ELECTIVE HOME EDUCATION (EHE)

- Parents must ensure their children receive suitable full-time education either by regular school attendance or otherwise (section 7 of the Education Act 1996). Some parents may choose to educate their child at home themselves. Process Chart 1 will be followed for any child referred to the CMEO who has moved into Bedford.
- When parents withdraw their child from school to EHE, the child's name can only be deleted from the admissions register when the parents inform the school in writing giving the reasons for decisions. The Head Teacher/Governor must inform the LA of withdrawal together with reasons before the child's name is deleted.
- In Bedford Borough the Elective Home Education Officer is responsible for monitoring the education of EHE children. If home education is unsatisfactory a School Attendance Order may be issued.
- If a pupil has an EHCP then the Senior Inclusion Support Officer must be informed via the off-roll process that all schools must complete in all cases.

Responsibilities of all Educational Provisions

Schools also have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies, Free Schools and independent schools have a similar safeguarding duty for their pupils.

Schools have a key role in ensuring that children do not become a child missing from education and must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

This duty is supported from the revised Statutory Guidance which was issued for Local Authorities in England to identify Children Missing Education – August 2024 and Working together to improve school attendance August 2024 for all schools (including maintained, academies and independent schools) are required to:

- Inform their LA when they are about to delete a pupil's name from the admission register under **all fifteen grounds**, this duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.
- When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name, address and full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and the ground in regulation 9 under which the pupil's name is to be removed from the admission register
- Schools must **make reasonable enquiries** to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 9

The following is an extract from Children missing education Statutory guidance for local authorities August 2024 which sets out the grounds for deletion from roll.

Deleting a pupil of compulsory school age from the school admission register as set out in the above documents

1. **Ground A - The pupil has been registered at another school**

Relevant regulation 9(1)(a)

222. Where a pupil has been registered at another school, unless:

- a school attendance order naming the school is in force in relation to the pupil (see further information below),
- the pupil is a mobile child and the school is their main school (see further information below),
- the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school (see further information on dual registration below), or
- the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school (see further information on dual registration below).

Transfer between schools

Where a pupil is transferring to another school, the original school must delete the pupil's name from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed or been told the pupil will attend the school as explained under Expected First Day of Attendance.

For example, if a pupil leaves School A on 28 March and their expected first day of attendance at School B is 29 March, they would be added to the admission register of School B and deleted from that of School A on 29 March.

School A will:

- record the pupil's attendance and absence up to and including 28 March,
- delete the pupil's name from the admission register on 29 March, and
- transfer the appropriate pupil information via the S2S system.

School B will:

- enter the pupil's name on the admission register on 29 March,
- record the pupil's attendance and absence from 29 March,
- follow up any unexpected absence on or after the 29 March, and
- request the transfer of the pupil information.

There are a small number of exceptions, these are:

School attendance order

If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).

If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground A even if they have been registered at another school as well.

Mobile child

Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name. Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if

there is more than one school that fits that description, the school that most recently fulfils those criteria.

Dual registration

In circumstances where it has been agreed between the school and a person with control of the pupil's attendance that the pupil will be registered at more than one school, the pupil's name will remain on the admission register. This is also the case where it has been decided by the school if it has control of the pupil's attendance at the other school. The main examples of dual registration are pupils who are attending another school on a temporary basis, such as a pupil referral unit, a hospital school or a special school.

2. Ground B - The pupil has not continued at the school following completion of nursery education

Relevant regulation 9(1)(b)

Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).

3. Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Relevant regulation 9(1)(c)

Where a pupil is registered at one or more other schools, and:

- the school does not have reasonable grounds to believe that the pupil will attend the school again,
- each school where the pupil is registered has given consent to the deletion,
- there is no school attendance order naming the school in force in relation to the pupil (see further information below), and
- the pupil is not a mobile child, or if they are, the school is not their main school (see further information below).

School attendance order

If a school attendance order is in place for the pupil, and the name of the school has been replaced by the relevant local authority with that of another school, their name must be deleted from the admission register under the reason for deletion at ground D (regulation 9(1)(d)).

If the school attendance order has not been amended and still names the school, the pupil's name must not be deleted under ground C even if the other criteria are satisfied.

Mobile child

Where a child of compulsory school age has no fixed abode and their parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place, the child can temporarily attend another school without the need for their main school to remove their name.

Main school in this context means the school that, during the last 18 months, the child has attended during periods when their parent was not travelling in the course of their trade or business, or, if there is more than one school that fits that description, the school that most recently fulfils those criteria.

4. Ground D - The pupil has a school attendance order which has been changed to name another school

Relevant regulation 9(1)(d)

Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.

5. Ground E - The pupil had a school attendance order which has been revoked

Relevant regulation 9(1)(e)

Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been

made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.

6. Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Relevant regulation 9(1)(f)

Where the pupil's parent has informed the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.

School Attendance Order

If a school attendance order has been revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, the pupil's name must be deleted from the admission register under the reason for deletion at regulation 9(1)(e).

7. Ground G - The pupil no longer normally lives a reasonable distance from the school

Relevant regulation 9(1)(g)

Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.

In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.

Reasonable distance

DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

Temporary or occasional absence

Relevant regulation 9(5)(a)

Whether a pupil normally lives a reasonable distance from the school is not affected by a temporary or occasional absence. A judgement should be made in an individual case as to whether an absence is temporary or occasional, but a prolonged absence is not generally considered as temporary.

8. Ground H - The pupil has not returned following a leave of absence

Relevant regulation 9(1)(h)

Where a pupil has been granted a leave of absence and:

- the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for,
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out
 - the pupil's location and circumstances, but:
 - o they have not succeeded, or
 - o they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.

DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school

Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

Examples of appropriate use include:

- The pupil is still away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil still normally lives a reasonable distance from the school.

The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

9. Ground I - The pupil has been continually absent from school for 20 school days

Relevant regulation 9(1)(i)

Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.
 - the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
 - the school and the local authority have jointly made reasonable efforts to find out
- the pupil's location and circumstances, but:
 - o they have not succeeded, or
 - o they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

DfE's guidance on Children Missing Education sets out the expectations for schools and local authorities in respect of making reasonable efforts to find out a pupil's location and circumstances.

Pupils who have been located but have not returned to school

Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school.

This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In these cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

Examples of appropriate use include:

- The pupil is away from home and the parent has refused to give a date for their return but there is no reason to think there is anything preventing them from returning.
- No date or evidence of the pupil returning has been provided by the deadline set out in the school's contact with the parent and there is no reason to think there is anything preventing them from returning.
- The parent has given a date, or several dates, for returning and the pupil has failed to return by or on the last given date.

Examples of where regulation 9(1)(g) may be appropriate instead:

- The date for return the parent has provided is too vague or too far in the future to reasonably believe the pupil normally lives a reasonable distance from the school.

The school does not believe, taking account of any information from the parent, that the pupil still resides within the area and the pupil's absence does not appear to be temporary.

10. Ground J-The pupil is detained under a sentence of detention

Relevant regulation 9(1)(j)

Where a pupil is found guilty of a crime and detained under a sentence of detention (as defined in regulation 3) before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released.

This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil's youth offending team worker.

Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.

11. Ground K - The pupil has died

Relevant regulation 9(1)(k)

Where a pupil has died.

A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child.

12. Ground L - The pupil will be over compulsory school age and will not continue into the sixth form

Relevant regulation 9(1)(l)

Where a pupil will be over compulsory school age by the school next meets, and:

- the school does not have reasonable grounds to believe the pupil will attend the school again, or
- the pupil does not meet the academic entry requirements to be transferred to the school's sixth form.

Compulsory school age

A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

13. Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

Relevant regulation 9(1)(m)

Where a pupil is a boarder at the school and:

- the school is maintained by a local authority or is an academy,
- charges for the pupil's board and lodgings are payable by the pupil's parent, and those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

14. Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school

Relevant regulation 9(1)(n)

Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).

15. Ground O - The pupil has been permanently excluded from the school

Relevant regulation 9(1)(o)

Where a pupil has been permanently excluded from the school.

A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts)

Deleting the name of a pupil of compulsory school age from the register of a special school

Relevant regulation 9(2)

Where a pupil of compulsory school age is registered at a special school under arrangements made by a local authority, the pupil's name cannot be deleted without the consent of the local authority, or if the local authority refuses to give consent, without a direction from the Secretary of State, unless:

- The pupil is registered at the school as result of a school attendance order, but the school is not now named on that order or the order has been revoked because arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude somewhere other than at a school, and the pupil's name is deleted under regulation 9(1)(d) or (e); or
- The pupil has died, and the pupil's name is deleted under regulation 9(1)(k); or
- The pupil has been permanently excluded from the school, and the pupil's name is deleted under regulation 9(1)(o).

All schools must also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

- When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.
- For each new child please use your MIS to create a Common Transfer file (CTF) containing Your school name, Start date at your school, Forename, Surname, gender, data of birth as a minimum. Please also include the UPN number although this might not be available if you are an Independent school. Additionally, please include Address, ethnicity, National curriculum year and first language.
- As part of the process of creating the file your system will ask for the DfE number of the "destination school". In this case please use 822LLLL as the destination school number. This will ensure that the S2S system will send the file to us at Bedford Borough.
- Your MIS will create a file automatically named LASSS1_CTF_822LLLL_NUM where LASS1 is your school number and NUM is an incremental system identifier.
- Before you upload the file to S2S please rename the file, replacing the letters CTF with **NEW**. This will ensure we can identify the file as containing a new starter record when it arrives with us.
- The file is still a CTF file so please select the option "Upload CTF file" when loading onto S2S.

MONITORING ATTENDANCE FOR ALL PROVISIONS

LA tracks children who may cease to attend the registered provider

- Schools and alternative providers are required to have systems in place for monitoring attendance and to track the whereabouts of children.
- Schools should make timely referrals to the Inclusion and Welfare Service (IWS) using the threshold criteria agreed in their Service Level Agreements. Schools must report any continuous pupil absences, greater than 10 school days, where no reason is given by parents.
- Schools can only delete a child's name from the register as laid down in the statutory guidance for Children Missing Education and Working together improve school attendance 2024. Schools must keep evidence that supports their reasons to delete a child from the roll, including, any documents supporting a move to another school and/or proving their whereabouts which justifies their removal from the school roll.
- When a school removes a pupil from its roll (other than normal transfer process), the school **must** complete the online Notification of Removal from School Roll. Should a school remove a pupil from roll in contravention to the statutory guidance, schools will be advised to re-instate the pupil onto the school roll.
- Where a child, due to start or transfer school across phase, does not arrive, the new school must try to contact with the parent within 7 days (they should also contact School Admissions in case the child is registered elsewhere). Unless the parent has refused the school place offered, **the child should be placed on the school roll from the expected start date**. If after 10 days the child fails to arrive, the school should refer to the IWS as a Child Missing from Education. If the child is subject to a child protection plan the school must contact Integrated Front Door (IFD) immediately.
- Schools must inform the Elective Home Education Officer within 5 working days where they receive written notification from the parent to de-register their child to EHE. Children with a statement of special needs, on roll at a special school, can only be removed from a school roll with the permission of the LA or Secretary of State. Schools can remove the child from school roll once they have received a written notification from the parent stating their intention to home educate.

DFE SCHOOL TO SCHOOL WEBSITE

- All Bedford Borough Schools must use the DFE School to School website to enable pupils (CTF) to accompany every child joining or leaving Bedford Borough schools.
- If a child joins a BBC school without a CTF being received from a previous school, the school should request details of the previous school from parents and if not available, ask the Performance, Analytics & Data Protection team to search the Lost Pupil Database for the relevant CTF.
- If a Bedford Borough school, previously having sent a lost child CTF to the Lost Pupils' Database, becomes aware that the child is attending another school, they should create a new CTF and send this to the new school, and advise the Performance, Analytics & Data Protection team to remove the file from the Lost Pupil's Database.
- If a child leaves a Bedford Borough school to be EHE, the school, on receiving written confirmation of the parents' intentions, should remove the child's name from the school roll providing they have informed the IWS. School should then send the CTF to the DFE S2S Database using MMMMMMMM as a destination. (The CTF goes to a database of pupils having moved outside the maintained system.)

MONITORING OF THE S2S LOST PUPIL DATABASE

- The CMEO will download the names of pupils whose CTF has been placed on the S2S Lost Pupil Database. Names will be checked with IWOs to establish that CTF's have been placed correctly and that the school has referred the children to their IWO as a 'child missing education' following the LA CME Policy and procedures
- Where an IWO finds that the names have been placed incorrectly, they should immediately let the CMEO know via email. The CMEO will remove the CTF from Lost Pupil Database and the school should then create a new CTF and send it to the appropriate destination.
- Where the names have been placed correctly but not referred to the IWO, the IWO will request a referral, reminding the school of the LA CME Policy and Procedures.

APPENDICIES

LIST OF ACRONYMS:

| | |
|------|------------------------------------|
| IFD | Integrated Front Door |
| CME | Children Missing Education |
| CMEO | Children Missing Education Officer |
| CTF | Common Transfer File |
| DFE | Department for Education |
| EHE | Elective Home Education |
| IWO | Inclusion Welfare Officer |
| IWS | Inclusion Welfare Service |
| PSS | Pupil Support Services |
| EIS | Early Intervention Safeguarding |
| LA | Local Authority |
| S2S | School to School |

Relevant LEGISLATION for reference.

Children missing education Statutory guidance for local authorities August 2024

Working together to improve school attendance (Statutory guidance for maintained schools, academies, independent schools and local authorities) August 2024

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, 19)

Education and Inspections Act 2006 (section 4 and 38)

Education (Pupil Registration) (England) Regulations 2006

Education (Pupil Registration) Amendment (England) Regulations 2016

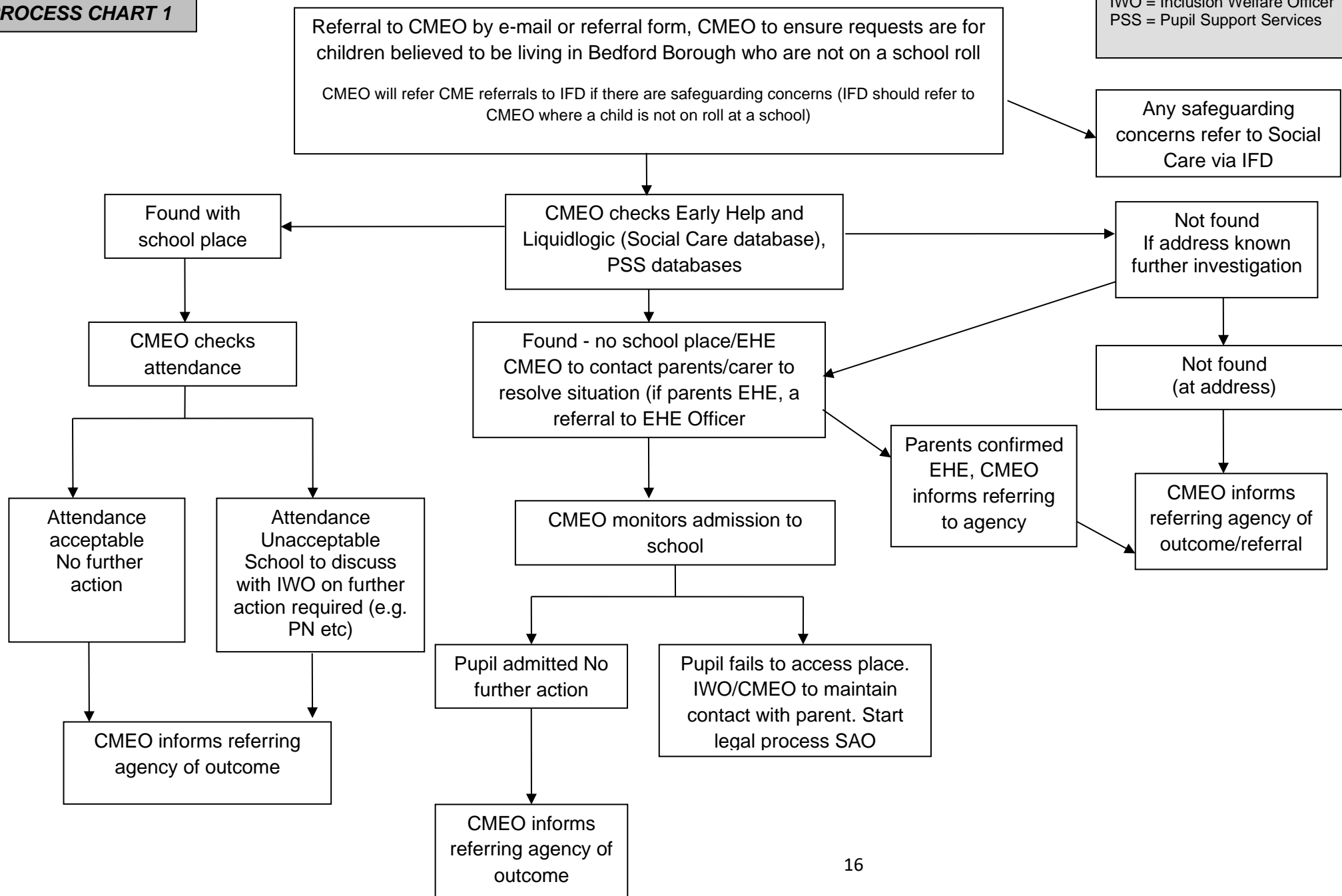
Other Legislation

Children Act 2004 (section 10, 11, 12, 17, 63)

CME REFERRALS FROM OTHER LA AND OTHER AGENCIES (external & internal)

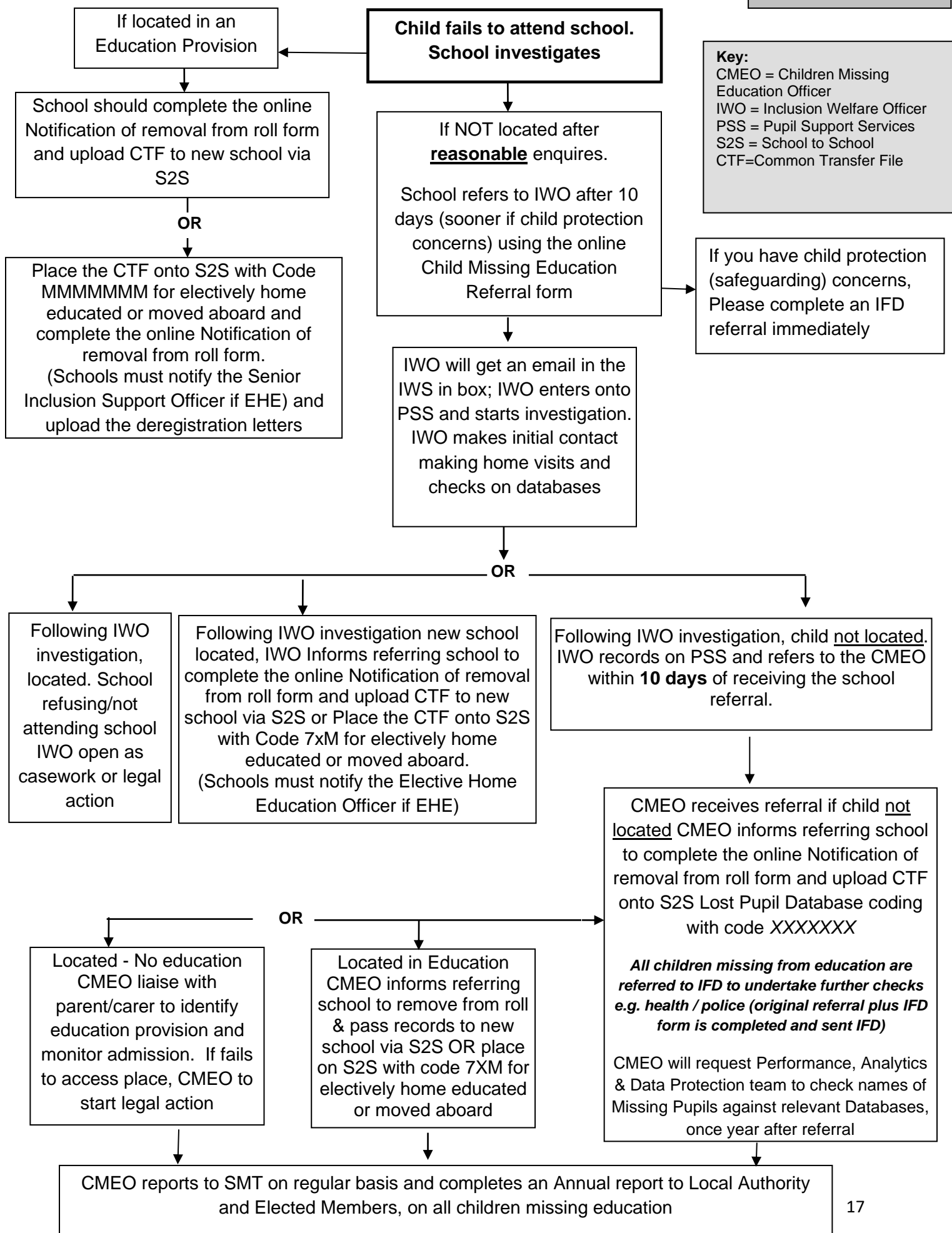
PROCESS CHART 1

Key:
 CMEO = Children Missing Education Officer
 IWO = Inclusion Welfare Officer
 PSS = Pupil Support Services



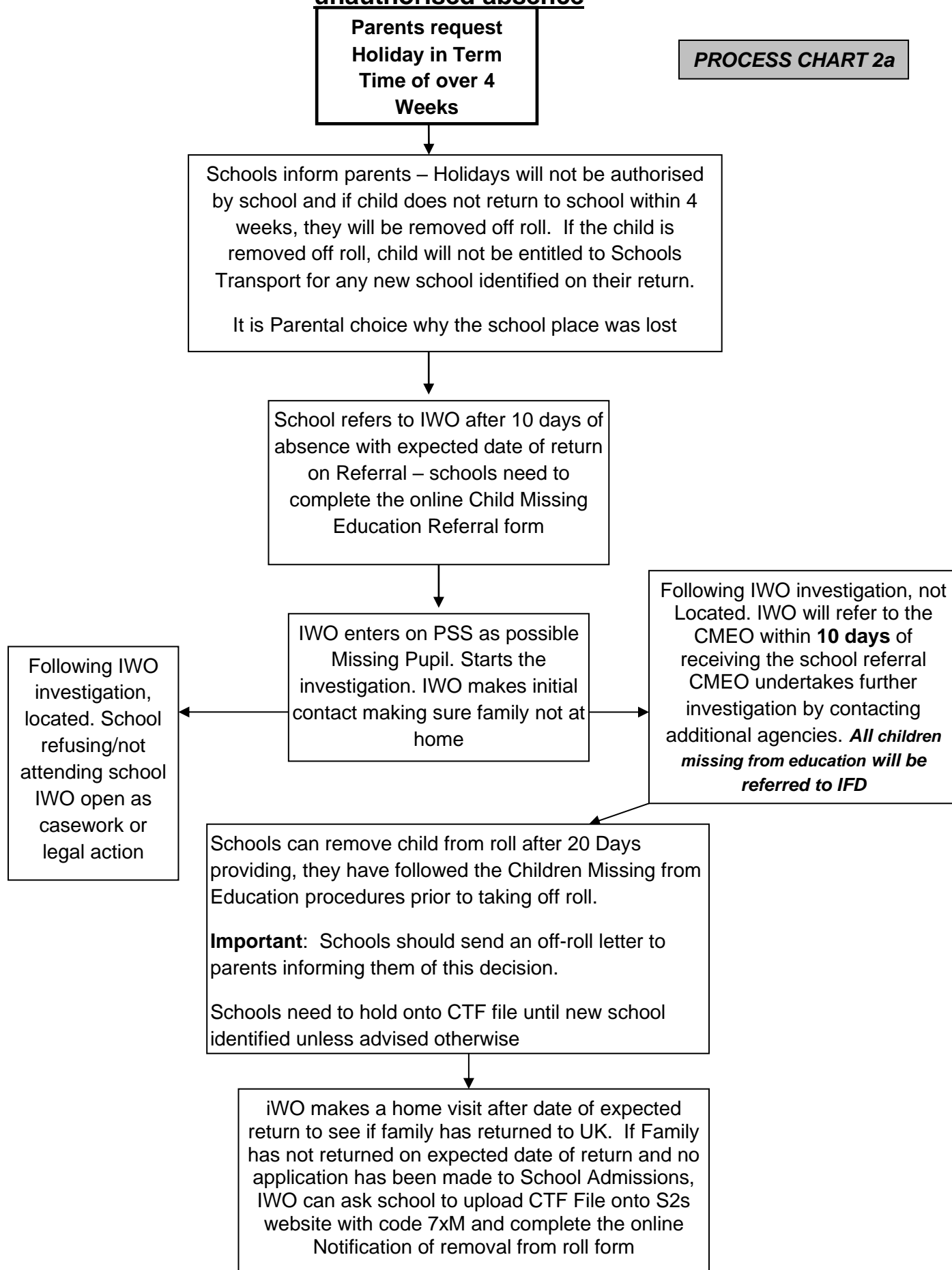
CHILD MISSING EDUCATION REFERRAL PROCESS FOR ALL BEDFORD BOROUGH SCHOOLS

PROCESS CHART 2

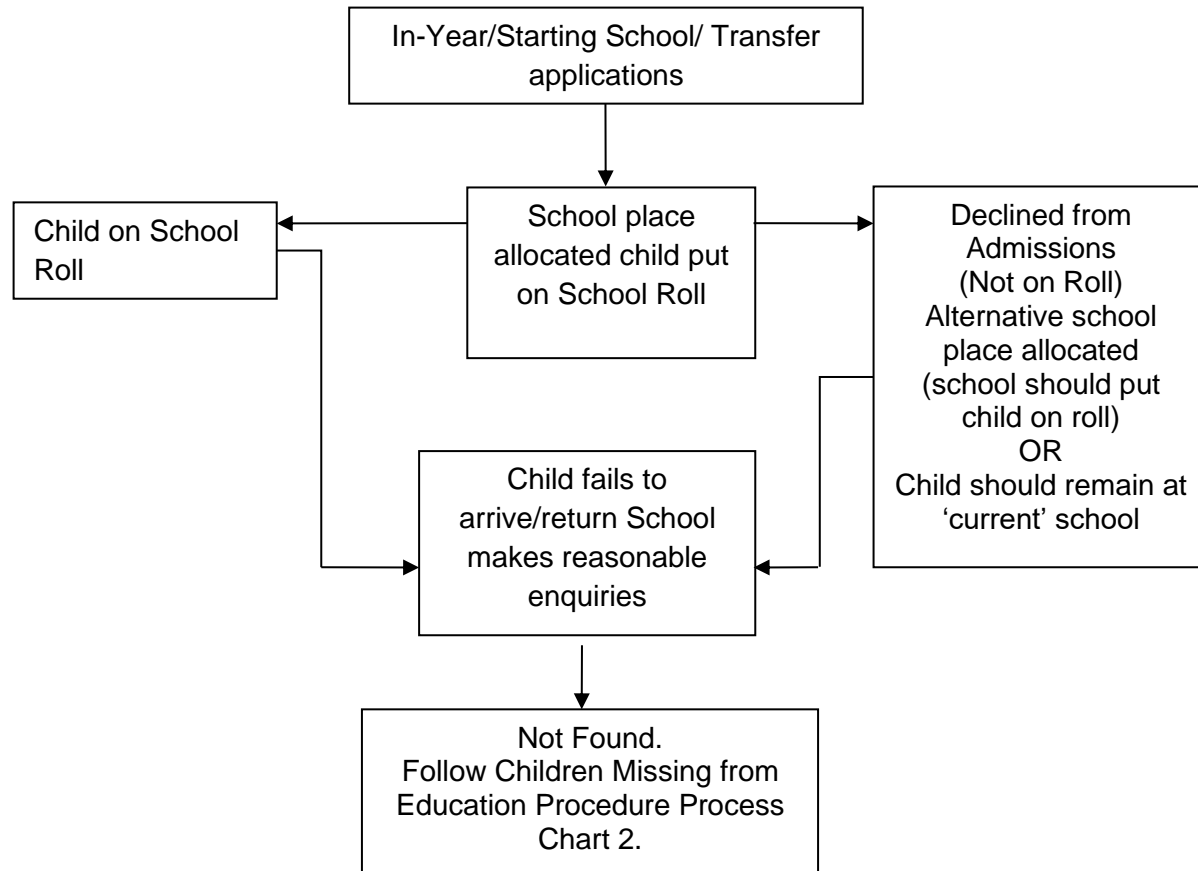


Process of Removing a Child from Roll after 4 weeks of unauthorised absence

PROCESS CHART 2a



CHILDREN MISSING EDUCATION AT START OF SCHOOL AND TRANSFER STAGE



Key:

CMEO = Children Missing Education Officer
IWO = Inclusion Welfare Officer
PSS = Pupil Support Services

Letter Template for School USE ONLY

| | | |
|-------------|------------------|--------------------------|
| Name | Please | |
| Address 1 | ask for: | |
| Address 2 | Direct | |
| Address 3 | line: | |
| Address 4 | E-mail: | name.name@bedford.gov.uk |
| Address 5 | Fax no: | |
| Postal Code | Your ref: | |
| | Our ref: | |
| | Date: | DD Month YYYY |

To the Parent/Carer of <child's name>

Under The Education (Pupil Registration) (England) Regulations 2006, a pupil can be removed from a school's roll after 20 days of continuous unauthorised absence.

Due to your recent unauthorised leave of absence from <date left school> to <date due to return>, <child's name> has been absent from school for over 20 school days. Following a discussion with our Inclusion Welfare Officer the school has decided to remove <child's name> from our school roll and report <child's name> as a Child Missing Education to the Local Authority.

Upon your return to the UK you will now need to make a formal application to Bedford Borough Council for another School place for <child's name>.

Yours sincerely

Head Teacher