

FAO Headteacher (High Schools)

Dear Headteacher,

**RE: Requirements for Leavers and Joiners, Children Missing Education and Children Missing Out on Education**

**Spring return reminders**

As we settle into the academic year 2021/22 Spring Term, this letter is written as a reminder to all schools of the statutory process for reporting: Leavers and Joiners, Children Missing Education, Children Missing Out on Education, and the procedures for safely removing pupils from roll. These returns are part of all schools safeguarding duty, and Ealing schools have a strong track record of managing these areas robustly. We have attached some summary information which you may find useful:

- Appendix 1: Summary of key statutory processes in Ealing
  - Leavers and Joiners recording and reporting to the LA
  - Children Missing Education (CME)
  - Children Missing Out on Education (CMOE)
  - Post 16 Leavers
- Appendix 2: Flow chart
- Appendix 3: Template 'September No-Show Returns' form (to be introduced September 2022)

**Automated Pupil Feed (APF)**

The LA has been working toward a fully automated system for leavers and joiners returns in the future by using the APF. Many schools have already signed up and are returning data to us. We plan to finalise the roll in the coming months and are recruiting resource to support the ongoing requirements. If you have not already signed up or would like further information; please contact [EalingeducationICT@ealing.gov.uk](mailto:EalingeducationICT@ealing.gov.uk).

Yours sincerely

*Lucinda Poole*

Attendance and CME Lead

## **Appendix 1 – Summary of key statutory processes**

Parents can only withdraw their child/ren from school if:

- they have a confirmed start date at another school or confirm that an application has been submitted to the new local authority or county council (which the school they are leaving, must check prior to removal from roll); or,
- are intending to educate the child otherwise, which would include Elective Home Education. Ideally this would be confirmed to the school in writing by the parent and the school should request this. This letter or email should be copied and sent to Debby Legg, who maintains the Educated at Home list - email: [DLegg@ealing.gov.uk](mailto:DLegg@ealing.gov.uk) Tel: 020 8825 6775. If parents do not put this in writing, the school must advise the LA and the pupil/s remain on roll until EHE acknowledge the parent's intention.

Schools should be familiar with guidance - Keeping Children Safe in Education, which covers this area - view link: [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) – see page 42 (167)

### **Leavers and Joiners Reporting**

It has been a requirement to report in-year leavers and joiners since 2016. This was a response to the Consultation on Improving Information in Identifying Children Missing Education. The response can be accessed from the gov.uk website on: <https://www.gov.uk/government/consultations/identifying-children-who-are-missing-education>.

To minimise the possibility of Children Missing Education in Ealing, we require schools to report all Leavers and Joiners to us, both in-year and at standard transition points<sup>1</sup>.

The information is collected via an excel spreadsheet, which can be automatically produced by the SIMS Weekly Leavers and Joiners Report and should be sent to [cme@ealing.gov.uk](mailto:cme@ealing.gov.uk) by secure email. The report must be run, and the information submitted on the Friday of every week a pupil leaves or joins your school. Please only submit the information for leavers or joiners of that week, a cumulative report is not required.

For further information on producing and submitting this report, please see EGFL. This page also contains information on how to submit the required information if you do not use SIMS:

[Children missing education - new pupil registration requirements | Ealing Grid for Learning \(egfl.org.uk\)](https://ealing.gov.uk/children-missing-education-new-pupil-registration-requirements)

Much of the information required will be automatically generated by the report from your current SIMS data, but you must make sure that the following statutory information is added for all leavers, whether they remain in the UK or have moved abroad:

- The pupil's new address
- The details of the destination school
- The contact details of the parent the pupil will be living with
- The DfE reason for off rolling the pupil

Ealing expect schools to confirm a start date with the new school or confirm that an application has been submitted to the new local authority or county council. If the pupil has moved abroad, it is best practice to request copies the travel documents (flight tickets etc.) of children who are leaving the UK.

If you are unable to obtain the key pieces of information or confirmation of their new education provision within three days of a pupil ceasing to attend, you must begin reasonable enquiries, as per the CME process.

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<sup>1</sup> Standard transition points refer to end of phase, i.e., Nursery and Year 6.

If your enquiries fail to establish this information by the tenth day of non-attendance, please refer the pupil to the CME Officer at [cme@ealing.gov.uk](mailto:cme@ealing.gov.uk).

For further information on processing leavers and a useful flow chart on when a pupil can be removed from roll, please follow the link below:

[Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](#)

*Please note for leavers in mainstream school with EHCP's, schools should also notify the SEN Team as part of their Reasonable Enquiry and when they are about to off roll. Children with EHCP's in special school, cannot be removed from roll without the permission from the SEN team. All pupils with an EHCP attending a special school who are being withdrawn to be Home Educated, must have the approval of the SEN team.*

### **Children Missing Education (CME)**

The reporting of Children Missing Education is a statutory safeguarding duty. The CME process begins on the third day of absence when you have not been able to establish a child's whereabouts. For full information on the CME process, including a flowchart detailing the timeline of a referral, please see the link below:

[Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](#)

### **Children Missing Out on Education (CMOE)**

*Children in part time or alternative provision*

Ofsted require the local authority to collect data on pupils on part time provision and those not accessing the full curriculum in school (i.e., receiving less than 25 hours school-based provision). This includes both children who are accessing vocational courses or other alternative provision at other providers for part or all of the week and children who's medical, behavioural, SEN or other needs means they are currently on part time provision (including school refusers). For guidance on part time provision, please follow the link below:

[Guidance For Early Years Settings and Schools on Reduced Timetables October 2021.pdf \(egfl.org.uk\)](#)

The collection of CMOE data takes place on the first Thursday in November and the last Thursday in April every year. In addition, we have now introduced a facility for schools to quickly and easily inform us of any children who come on to or off the part time and alternative provision list outside of the twice a year data return cycle. The aim of this is to keep the list we hold at the LA as current as possible. For further information on CMOE, please see the link below:

[Children in part time or alternative provision | Ealing Grid for Learning \(egfl.org.uk\)](#)

**So that we can share important information with the right person in your school, please send the name and contact details of the named person for reporting leavers, CME and CMOE to [cme@ealing.gov.uk](mailto:cme@ealing.gov.uk).**

### **Post 16 Leavers**

Where schools have one, Connexions Advisers in schools work with young people until they leave year 11. Once they leave, they move to the Community Team who support any post 16 leavers. This will include referring them on for education, employment and training opportunities and maintaining regular contact with them until they are 18/19.

Schools are advised to include the following information in their leavers information:

#### **On parent's form –**

Has your child spoken to the schools Connexions Adviser? If not, and your child is 13 and above, you may want to contact them to arrange a careers guidance interview. If you would like some

information, advice and guidance about your child's careers options then please contact the Connexions service on [Connexionsinfo@ealing.gov.uk](mailto:Connexionsinfo@ealing.gov.uk)

**On school's form –**

Has the student seen the school Connexions/Careers Adviser? Have you informed Connexions Service/Schools Connexions Adviser that this student is leaving? All schools are required to let London Councils aware that students are leaving; you should input this information directly to the portal on <https://rpa.londoncouncils.gov.uk/>

If you have any queries about this process you can contact Dave Pether from the Ealing Council Data Management service on [dpether@ealing.gov.uk](mailto:dpether@ealing.gov.uk) It is essential that this process is undertaken as per statutory guidelines on the Pan London joiners and leavers protocol ([Pan-London Leavers Process | London Councils](#)) .