# CHILDREN MISSING EDUCATION GUIDANCE January 2017

**Best Practice** **Points for Schools**

* Safeguarding (CP) Procedures take precedence where there are any such concerns, and must be discussed with your CP Lead in school promptly by all staff as they arise
  + Use the Form for Leavers for parents to complete if you know they are intending to move, at the earliest opportunity

* + Remember that all names on your pre-admission lists for Main Rounds Rising Fives, 11+, or Junior School, must be treated as leavers if they do not show up in September. ALWAYS USE THE FINAL LIST DATED 31 AUGUST EACH YEAR as new offers and withdrawals may take place during the school summer holidays. If families do not attend the Induction / Open Day offered in the Summer Term, they should be contacted then to see if they are still intending to come in September, or have moved, or made alternative arrangements (for which you should get the details and record in school as well as advising Admissions).
  + In-Year Admissions must likewise be accounted for once they have a Place Offered for your school. When you have difficulties in contacting start Reasonable Enquiry as soon as possible.
  + School Attendance leads and managers should use the Reasonable Enquiry Form detailing school actions to carry out ‘Reasonable Enquiry’ and to refer on to your Primary Link School Attendance worker or the High School Attendance Worker for him/her to continue the ‘Reasonable enquiry’ for pupils who have left without giving details of their new address/school cannot be contacted and no new school has contacted you; or for expected new admissions when a place has been offered but they fail to start. Record any new provision on your leavers list after obtaining a confirmed start date from the new school. If parents have decided to continue at their current provision, ask them to confirm this to you or Admissions by email or reply slip. For others, refer to CME team.
  + Keep to requirements to enter on S2S Lost Pupil Database, act in accordance with the Pupil Registration Regulations, and notify the CME Lead of all such pupils, **not taking them off roll** until acknowledged by CME team.
  + Upload and download CTFs via S2S for **all** admissions and leavers, so all pupil movements can be tracked.
  + All Leavers must be accounted for on your Leavers Lists with either a confirmed destination school (not always possible when gone abroad – emigration is a legitimate destination but ask for email confirmation from parents of new provision where possible – and increasingly this is) or be recorded as having been referred to and acknowledged by the CME Lead after Reasonable Enquiry.

Please contact your school’s Designated CP Lead, or the Children Missing Education Lead for advice or to discuss any related matters:

Children Missing Education

020 8825 9647

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