

**Children Missing Education (CME) Policy**

**Children and Young People's Services**

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**September 2024**

## 1. Introduction

- 1.1. Statutory Department for Education (DfE) guidance, Children Missing Education (September 2016) (hereafter referred to as the 'Guidance') sets out the key principles to enable local authorities (LA's) in England to implement their legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education (CME). Local authorities should be able to demonstrate that they have considered this statutory guidance and, where it is not followed, the local authority should have reasonable grounds for not doing so.
- 1.2. All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have; Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation, or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment, or training) later in life.
- 1.3. Effective information sharing between parents, schools, and local authorities (LA's) is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. LA's should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.
- 1.4. This policy sets out how the LA and partner agencies will aim to ensure that all children missing from, or at risk of going missing from education are identified, tracked, monitored, and supported.
- 1.5. This policy operates in conjunction with other relevant legislation and guidance such as the Department for Education (DfE) April 2019 amended guidance for Elective Home Education (EHE), & working together to improve school attendance (August 2024)
- 1.6. **This policy does not replace any Child Protection Procedures. All existing procedures and reporting, referral and recording mechanisms in relation to child protection, must be followed at all times.**

## 2. Definitions

- 2.1. Government Statutory Guidance (Guidance) defines that *Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.*
- 2.2. *A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.*

- 2.3. Rotherham MBC (**LA**), Children and Young People's Services (**CYPS**) holds the statutory duty for Children Missing Education (**CME**).
- 2.4. **CME** is one function within the wider Access to Education Service
- 2.5. Access to Education service includes functions such as School Admissions, Appeals & FAP, Exclusions, CME, EHE, School Place Planning, Child Employment and licensing, Inclusion Service.

### **3. Access to Education**

- 3.1. Admissions staff monitor all transfer groups and in-year transfers to a school.
- 3.2. Where approval for a school place is given, parents are initially responsible for contacting the school to arrange an appointment for admission, however we expect schools to be proactive in attempting to engage parents wherever possible to ensure a child is admitted to the school roll. Schools should offer 2 admissions meetings, if parent fails to attend then a referral to Children Missing Education should be made. This referral should include all attempts made to engage parent, dates and times of missed meetings along with a home visit.  
(See appendix C)

If parents fail to ensure admission for a child, the process of pursuing a school attendance order will be initiated. (See appendix D)

- 3.3. Unless it is deemed as an unreasonable distance, where a request to move schools within Rotherham is made via an in-year transfer, the child will remain on the roll of the original school until they start attending their new school. An appendix B form (Notice of removal/leaver declaration) should still be completed by school.  
(Guidance [Travel to school for children of compulsory school age](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100000/travel-to-school-for-children-of-compulsory-school-age.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk)))

### **4. Notifying the Local Authority about Children Missing Education (CME)**

Schools must notify the Local Authority of all children who are added and removed from the school roll within a specific time. This was a key amendment to the CME statutory guidance (2016) and reiterated in Working Together to Improve School Attendance (2024).

The flow of pupil information is transferred between the councils, schools, and academies electronically on a regular basis through information management protocols and processes.

In accordance with regulation 13(1) to (3), a school must make a return to the local authority within 5 days of adding a pupil's name to the admission register (a New Pupil Return) and must provide the local authority with all the information held within the admission register about the pupil.

In accordance with regulation 13(4) to (6), a school must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return).

Working Together to Improve Attendance (DFE 2024)

## 5. Information for Schools

- 5.1. Schools have a duty to monitor attendance through registration and to inform the LA where the attendance of an individual is causing concern. This may involve a referral to the Early Help service if support is required for a family to improve attendance.

### Appendix A & B

To ensure that schools and LA are compliant with the regulations, the CME team have introduced two forms:

- Appendix A – Request to remove - Informing the LA that you are wanting to remove a child at a future date and that you require the LA to complete their enquires, prior to removal (Grounds: H&I) –
- Appendix B- Notice of removal/leaver declaration- Informing the LA that the school are or have removed a pupil from the school roll (Grounds: F, G, J, M, N) A home visit, new address details including post code and all other relevant checks on the form must be completed. If moving out of the country please ask for travel evidence showing the date leaving the UK.

It is imperative that schools act swiftly and efficiently to complete their enquiries within the first 5 school days, as any delays in referral to the CME team will result in a delay in the pupil being removed, the child not being adequately safeguarded and the school's attendance data being adversely affected. Please note that home visits must be completed for both Appendices.

A delay in referral, will result in a delay in the response. Referrals will be returned to school if incomplete

Specific grounds when a child can be removed from the roll of a school

The table (below) will help schools to identify which circumstances, and which forms should be used. Where 'No referral is required,' this information will be returned and picked up by the Local Authority as part of their regular B2B data transfer process.

Schools should ensure that they complete forms as fully as possible with the required information, for example, if child has moved out of Rotherham the full postal address, not just the area or county. Good quality referral information will result in less delays and improved safeguarding of children.

School should consider each case on its own merits and in accordance with Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. Part 7 of the Working Together to Improve School Attendance (DFE Feb 2024) provides further clarification and examples on how the regulations should be applied.

Regulation 9(1) of the School Attendance (Pupil Registration) (England) Regulations 2024 Deletion of names from the admission register	Referral to CME
(A) the pupil has been registered at another school, unless— (i) a school attendance order naming the school is in force in relation to the pupil; (ii) the pupil is a mobile child, and the school is their main school; or (iii) the proprietor has agreed with a person with control of the pupil’s attendance at the other school, or is such a person and has decided, that the pupil should be registered at more than one school;	No referral required
(B) the pupil was admitted to the school for nursery education and— (i) they have completed such education and would, if they continued attending the school, be transferred to a reception, or more senior, class at the school; but (ii) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again;	No referral required
(C) the pupil is also registered as a pupil at one or more other schools and— (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; (ii) the proprietor of each other school where the pupil is registered has consented to the deletion; (iii) there is no school attendance order naming the school in force in relation to the pupil; and (iv) the pupil is not a mobile child or, if they are, the school is not their main school;	No referral required
(D) a school attendance order relating to the pupil and formerly naming the school has been amended by the relevant local authority to substitute the name of the school with that of another school.	No referral required
(E) a school attendance order relating to the pupil and naming the school has been revoked by the relevant local authority on the ground that arrangements have been made for the pupil to receive suitable education otherwise than at school;	Refer to the relevant agencies involved
(F) a parent of the pupil has told the proprietor in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school and— (i) that day has passed; and (ii) there is no school attendance order naming the school in force in relation to the pupil;	Referral to Elective Home Education Officer
(G) the pupil no longer normally lives a reasonable distance from the school and— (i) the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; and	Appendix B – Notice of removal/ Leaver declaration

(ii)the pupil is not a boarder;	
(H) the pupil has been granted leave of absence and— (i)the pupil has not attended the school within the ten school days immediately after the end of the period of leave; (ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but— (aa)they have not succeeded; or (bb)they have succeeded, and 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;	Appendix A- Request to remove  (Granted leave – ‘Authorised absence’)
(I) the pupil has been continuously absent from the school for <u>at least</u> twenty school days and— (i)none of the circumstances mentioned in Table 2 in <a href="#">regulation 10(3)</a> or in any row of Table 3 in <a href="#">regulation 10(4)</a> other than the final three rows applied to the pupil at any point during that period; (ii)the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and (iii)the proprietor and the local authority have jointly made reasonable efforts to find out the pupil’s location and circumstances but— (aa)they have not succeeded; or (bb)they have succeeded, and they agree that there are no reasonable grounds to believe that the pupil will attend the school again, considering any reasonable steps they could take (either jointly or separately) to secure the pupil’s attendance;	Appendix A – Request to remove  (‘Unauthorised absence’)
(J) the pupil is detained under a sentence of detention and the proprietor does not have reasonable grounds to believe that the pupil will attend the school after they cease to be detained under that sentence;	Appendix B – Notice of removal/Leaver declaration
(K) the pupil has died;	No referral required
(L) the pupil will be over compulsory school age by the next time the school meets and— (i)the proprietor does not have reasonable grounds to believe that the pupil will attend the school again; or (ii)the pupil does not meet the academic entry requirements to be transferred to the school’s sixth form;	No referral required
(M) the pupil is a boarder at the school and— (i)the school is a school maintained by a local authority or is an Academy; (ii)charges for the pupil’s board and lodging are payable by a parent of the pupil; and (iii)those charges remain unpaid by the parent at the end of the school term to which they relate;	Appendix B – Notice of Removal
(N) the pupil has ceased to be a pupil at the school and the school is not— (i)a school maintained by a local authority; or (ii)an Academy; or	Appendix B – Notice of Removal

(O) the pupil has been permanently excluded from the school.	No referral required.  Notification to Exclusion Team
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5.2. The completed referral form should be submitted by email to:  
[cme@rotherham.gov.uk](mailto:cme@rotherham.gov.uk)

5.3. If RMBC has reason to believe that any removal of a child from the school roll has not met the prescribed regulation then the school may be asked to return the child to the school roll without delay.

## 6. Working with Key Stakeholders and Information sharing

6.1. Access to Education works in partnership with key stakeholders within Rotherham and wider to ensure positive outcomes for children and young people. The continued development of inter agency work, information sharing protocols and clear referral routes will ensure that every effort will be made to engage vulnerable children and young people. Relevant Partner Agencies may include but are not exclusively, as follows:

- Police
- UK Border Agency – Immigration Services
- Health – School Health, Accident and Emergency, GPs.
- Housing and Homeless organisations
- Voluntary and Community Groups
- Children’s Social Care
- Schools and other educational establishments
- Youth Offending Team
- Other Local Authority services
- External Local Authorities
- Members of the Public

6.2. If a professional receives information about a child who is not on the roll of a school or is not receiving education, they should bring this to the attention of relevant managers and/or inform [cme@rotherham.gov.uk](mailto:cme@rotherham.gov.uk)

6.3. In order to effectively identify, track and engage children missing from education, it is necessary to share information with appropriate agencies. Information sharing is carried out securely, fairly and is compliant with GDPR legislation that protects data and personal/sensitive information in line with RMBC Data Sharing protocols.

## 7. Relevant Legislation and associated Rotherham Policies and Protocols

- [The Education Act 1996 Section 436A;](#)
- [The Education Act 2002;](#)
- [The Children Act 1989;](#)
- [The Children Act 2004;](#)

- Statutory guidance for local authorities: Children missing education (September 2016);
- Working Together to Improve school attendance 2024
- Unregistered independent schools and out of school settings - non-statutory guidance for local authorities
- Elective Home Education Guidelines;
- School Admissions Code;
- School to school service: how to transfer information;
- The Education (Pupil Registration) (England) Regulations 2006, as amended (Education law regarding pupil registration where a child is on a school roll); The Education (Pupil Registration) (England) (Amendment) Regulations 2013; as amended The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- RMBC co-ordinated admission arrangements
- RMBC Fair Access Protocol
- RMBC School Attendance Matters Pathway



## Appendix A Request to Remove

CME REFERRAL FORM			
DATE:			
NAME OF SCHOOL:		School Email Address:	

CHILD/YOUNG PERSON'S DETAILS					
NAME:		D.O.B:		Ethnicity:	
Previous Address:				Postcode:	
New Home Address:				Postcode:	
ATTENDANCE %					
EHCP:					
Date Last attended School:	DD/MM/YYYY				

PARENTAL INFORMATION:			
Mother:		Contact/Email Details:	
Father:		Contact/Email Details:	

EMERGENCY CONTACT DETAILS					
Name:		Relationship to child:		Contact/Email Details:	
Name:		Relationship to child:		Contact/Email Details:	

SIBLING INFORMATION – Checks with schools in your catchment to be made					
Name:		D.O.B:		School:	
Name:		D.O.B:		School:	

CHECKLIST OF ACTIONS TAKEN TO SUPPORT ACTIVITY AROUND CME				
	Action	Date Required:	Who is responsible?	Comments
1.	Telephone calls to be made to all known contact numbers (including extended family) and correspondence to be sent to the family  HV completed			

2.	Check with all staff that know the child/ren as well as siblings and peers			
3.	Colleagues from other schools (of siblings) to be contacted and checks made to ascertain whereabouts.			
4.	Record any current or previous concerns about the child's wellbeing.			
5.	Any other relevant information			

Checklist completed by:		Date:	
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Please complete all the above checks and record as much information as possible regarding the outcome of your enquiries and submit to [CME@rotherham.gov.uk](mailto:CME@rotherham.gov.uk)  
Please remember to attach any emails with parents and ensure a home visit is completed. Forms will be returned to school if incomplete.

## Appendix B Notice of Removal / Leaver Declaration

<b>Date:</b>			
<b>School:</b>			
<b>Name of Child/Young Person:</b>		<b>D.O.B:</b>	
<b>New Home Address:</b>		<b>Postcode:</b>	
<b>Parental Information:</b>			
<b>Mother:</b>		<b>Telephone:</b> <b>Email:</b>	
<b>Father:</b>		<b>Telephone</b> <b>Email:</b>	
<b>Date of home visit including outcome</b>	(please speak with neighbours etc if no answer as confirmation family no longer at the address required)		
<b>Telephone calls to parents</b>	(please date all contact and attach any emails to your referral)		
<b>Please record any current or previous safeguarding concerns</b>			
<b>Name &amp; Full address of new school including postcode (If known)</b>			
<b>Start date at new school</b>			
<b>Date removed from your roll</b>			

### Reason for removal if no confirmed school

Ground (Please tick)
<input type="checkbox"/> 9(1)(g) the pupil no longer normally lives a reasonable distance from the school
<input type="checkbox"/> 9(1)(j) The pupil is detained under a sentence of detention
<input type="checkbox"/> 9(1)(m) Boarder – unpaid charges
<input type="checkbox"/> 9(1)(n) ceased to attend an independent school or non-maintained SEN school

### Deregistration disclosure statement

I am notifying the LA that the child(ren) detailed have been removed from the school roll in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. I am aware that the school/academy could be asked to reinstate the pupil if it transpires that the regulations have not been followed, and further enforcement action taken (as necessary).

**Date removed from roll/ grounds met for removal:**

Signed:

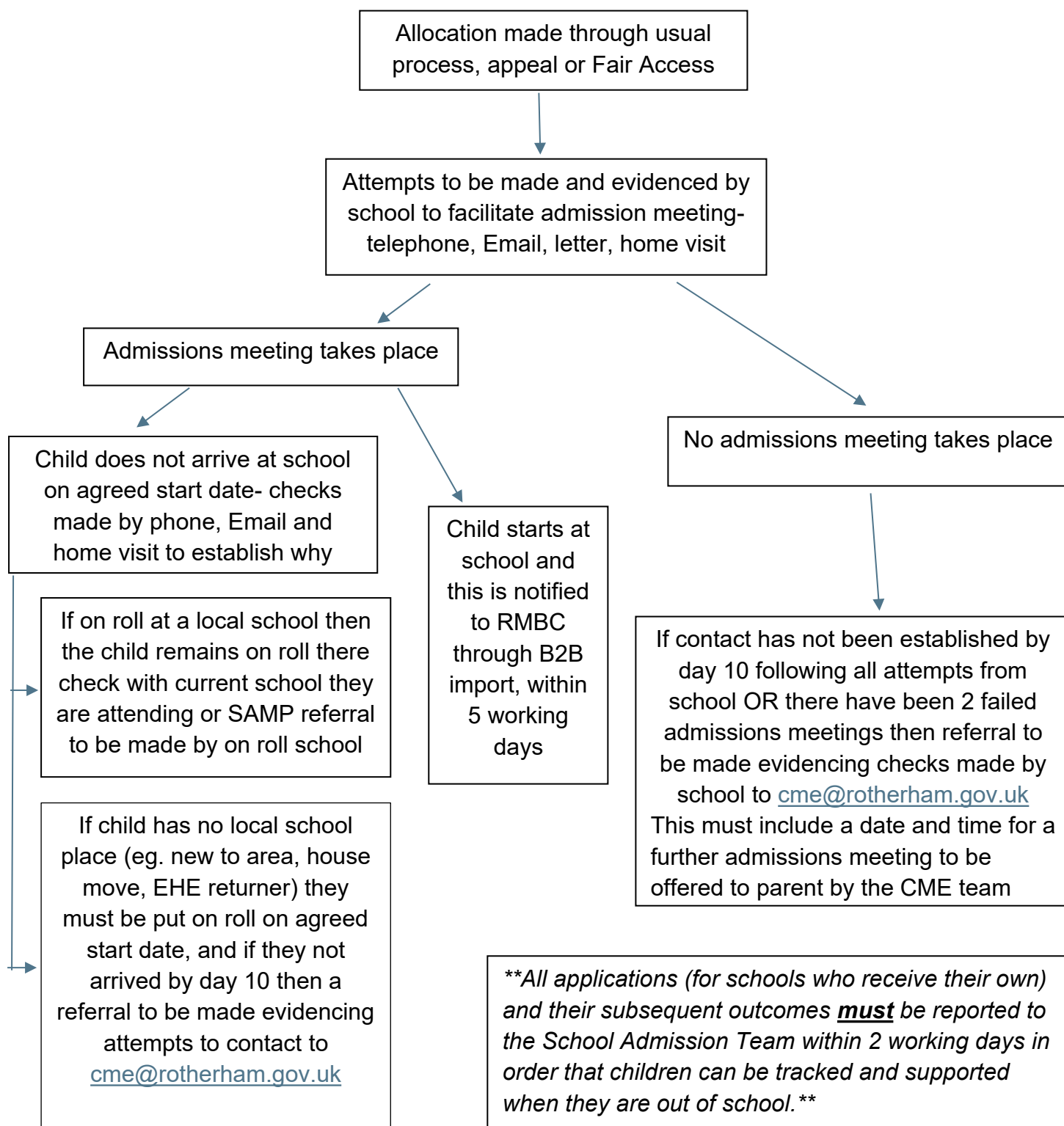
Print Name:

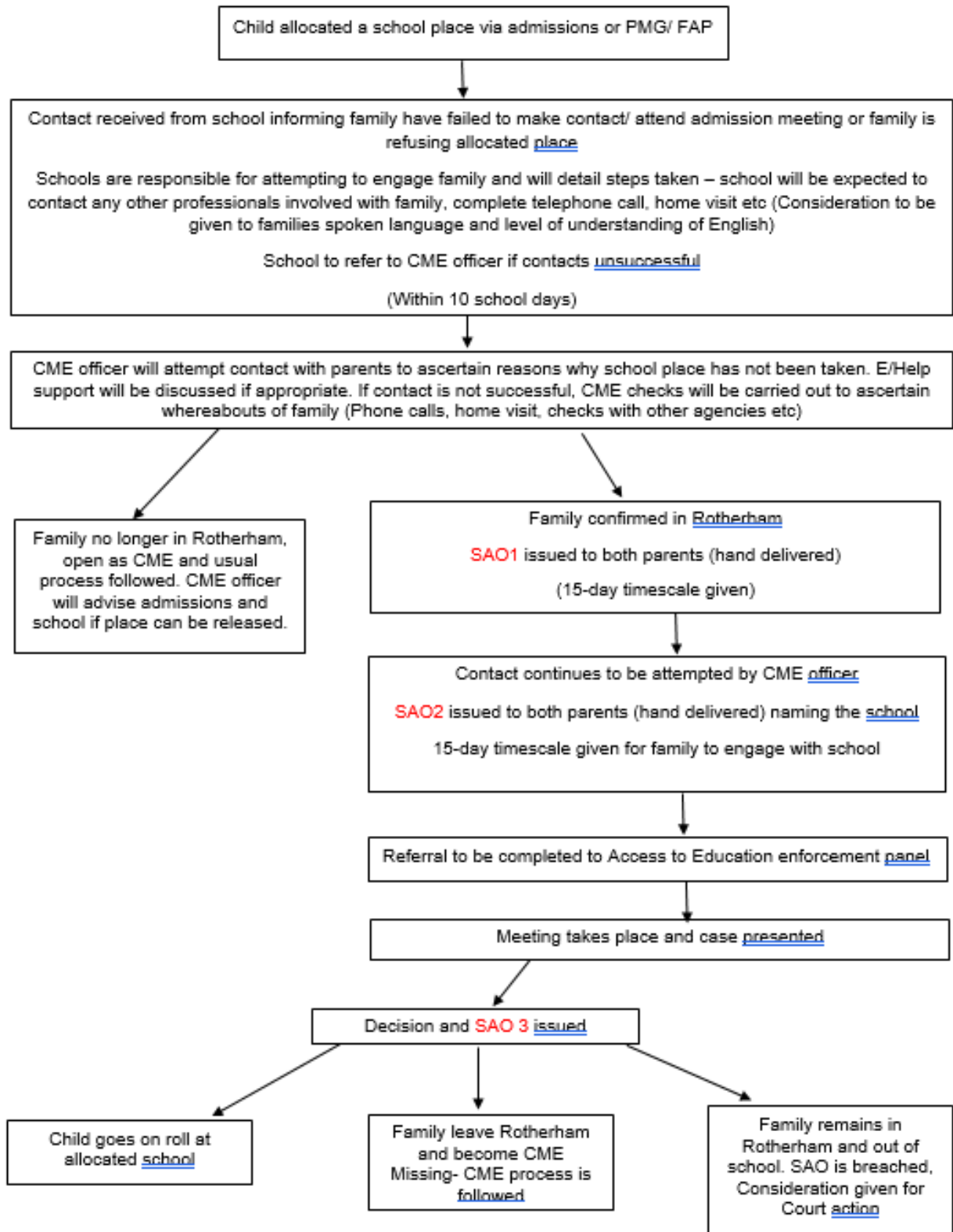
**Support to parent information** (please complete if a move within Rotherham and reasons why they can no longer attend)

## Appendix C

### Purpose:

To ensure prompt follow up when children have been allocated a school place in order that they do not become Children Missing Education. To ensure that statutory responsibilities as outlined in RMBC's Children Missing for Education are discharged.





Rotherham Metropolitan Borough Council has a designated Children Missing from Education Officer. If you have any concerns regarding a young person, please contact:

Michelle Dennis  
Children Missing from Education Monitoring Officer  
Riverside House  
Main Street  
Rotherham  
S60 1AE

Tel: 01709 254193  
Email: [cme@rotherham.gov.uk](mailto:cme@rotherham.gov.uk)