

GUIDANCE FOR SCHOOL'S WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Frequently Asked Questions

What do I need to consider and what information do I need to share when I refer a child/young person?

- Do school have safeguarding concerns? If so, contact Starting Point. Tel: 01629 533190
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts,
- Have you completed checks with known services? Is the young person open to: MAT or Social care, Health/School Nurse, School Admissions any other relevant support service and if so has contact been made?
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person?

Home visits:

- Check the property for any signs of occupation?
- Leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact?
- Visit during different times of the day?
- Have neighbours seen or heard from the family?
- If no contact has been established by day 11 refer to Derbyshire's CME Officer, this contact should be made sooner if there are safeguarding concerns? Tel: 01629 536520

What does a home visit involve? What do I need to do?

Home visits will allow you to gain a sense as to whether the family are still living at their known address, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of occupation at the house, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of occupation. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?

If a family has moved out of the area school should request from parent/carers the name of the child's new school and **new family address**. If a school place is not yet obtained please request the address and share this with **CME officer** who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Derbyshire. The CME officer will inform you when you can remove the child's name from your school roll. The pupil file can be transferred once a new school is identified.

What should I bear in mind if a parent/carer chooses to home educate?

A parent/carer has the legal right to electively home educate. However in some circumstances a parent may not fully understand their responsibilities and implication of making this choice and it may not always be in the child's best interests, i.e. safeguarding concerns. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. The local authority would want to ensure that all possible alternative solutions have been explored with parents. Please liaise with the EHE Team.

What do I do if a child is allocated a place at my school and does not arrive?

(If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made **please inform admissions within 10 days of allocations**. Where a start date has been agreed with the family or the local authority the child's name should be put on to the school roll. If the child does not attend, school should use its normal absence procedures and consider referral to the MAT EWL regarding the non-attendance.

A child is leaving my school and moving abroad; what do I need to record?

For children who move abroad, obtain from the parent the forwarding home address and full details of the school they will be attending or hope to attend. Without this a referral needs to be made to CME officer – do not record comments such as "moved abroad", "left country", "Poland", "USA". without more details. School should request in writing from parents details of the new address, telephone numbers and name of school. Also obtain contact details of, for instance, friends/family in the UK, e-mail addresses, and work contacts.

Safeguarding concerns, past, present and potential, must be raised without delay.

School needs to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers reported that they have spoken to the child via social media since moving abroad?

Where possible, school should make every effort to confirm the young person's attendance at their new school. Be mindful of how this is done, giving due consideration to GDPR.

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports can be provided to parents to give to the new school.

My young person is open to a social worker; do I still need to follow attendance procedures?

It is important that school has a good relationship with social workers, liaising / sharing information accordingly. Where children do not arrive at school and no explanation is provided, school should consider contacting the social worker. If the family's whereabouts becomes unknown during this time, a separate referral should be made to CME at the earliest opportunity.

My young person has moved to a refuge; what should I do?

The child should NOT be taken off school roll. School should liaise with Social Care (where involved) or refer to CME Officer. Consideration needs to be given to whether child will eventually return to your school, and whether dual registration at a more local school is appropriate in the interim.

When can I remove the young person from my roll?

Children should remain on the school roll until their new school is confirmed and a start date agreed, or, confirmation is received from the CME officer that the child/young person is known to another local authority and their CME team is taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Derbyshire and is living at an **unreasonable** distance to travel to their previous school, this should be referred to the CME officer. Child should not be removed from roll until CME Officer has confirmed it is appropriate to do so.

For missing children please refer to:

<https://www.derbyshire.gov.uk/education/schools/attendance-behaviour-welfare/children-missing-education/children-missing-from-education.aspx>

