

# **Missing Pupil Procedure**

Revised June 2015

***Access and Inclusion***

## **Missing Pupil Procedure**

This guidance refers to all children who have been registered in a school but fail to attend and are thought to have moved from Cumbria.

### **Pupils who are registered in Cumbria**

Any child who is not attending school and has 'unauthorised' absence should be treated as a straightforward attendance issue and dealt with by the school through their procedures.

If the school believes that the child may be missing they should ensure that they have carried out the checks on the CME 1 referral form prior to submitting the form to their CME Officer.

### **If a child is reported as missing Children Missing Education (CME) Officers will:**

- take details from the referrer
- carry out a home visit to determine if the child is living in the area;
- make reasonable enquiries if it appears the address is empty. These should consist of enquiries to;
  - neighbours;
  - the ONE database;
  - Children's Services ICS;
  - School Health;
  - other agencies, e.g. Inspira, Housing, Police;
  - other schools in Cumbria.
  
- Any serious concern for the child's safety will be addressed via the normal child protection procedures which can be found on Cumbria LSCB website.
- If the CME Officer locates the child, they will remain involved until education provision is re-established.
- If the CME Officer is satisfied that the child has left the area and/or that all reasonable enquiries are exhausted and 20 school days or more have passed, they will notify the Administrator for Missing Pupils on Form CME 2 (copy attached). The CME Officer will also notify the school that the child may be taken off roll from the date on the CME 2.
- However if enquires have found that the child may have moved to an unidentified area the school should be asked to keep the child on roll until the identified area has been contacted. CME Officer will then attempt to reconcile the child's movements into a receiving school.

### **The Administrator for Missing Pupils role:**

- From the CME2 enter a referral on to ONE Missing Pupil's Procedures database.
- Send notification that the child is missing to;
  - County schools via the School Portal within 3 working days;
  - Other LA's (where a forwarding address or area has been reported) within 3 working days;
  - Schools S2S site on the DCSF website within 3 working days;
  - Child Benefit Office within a further 12 working days, in appropriate cases and after consultation.
- The Administrator will provide a report for Management as required, indicating how many children are missing and have been added to the Missing Pupils Procedures database from the date on the CME 2 form.
- If the child is subsequently located the Administrator will update One, Missing Pupil's Procedures database, and inform the CME Officer.
- If the child remains missing and there are serious safeguarding concerns then the Police, Public Protection Unit, will be notified if appropriate.

### **Child/ren who are reported as missing by other authorities**

Any notification of such a child should be forwarded to the Administrator for Missing Pupils.

If the notification indicates that the child is believed to be in Cumbria, but no home address is given, the Administrator will refer to the ONE system and refer the enquiry to the Children Missing Education (CME) Officer by completing the CME1 form. The Administrator will enter the enquiry on to the Missing Pupils Procedures database.

If the notification indicates an address for the child the Administrator will forward the details to the CME Officer who will arrange for a visit to be made. If the child is located the CME Officer remains involved until education provision is established. The CME Officer will report back to the Administrator for Missing Pupils as to whether or not the child was found within 10 working days.

The CME Officer will notify the referrer of the outcome of the enquiry within 15 working days.

If the pupil is not located within 8 weeks the CME Officer will advise the Administrator for Missing Pupils who will send notification to the Authority that reported the child as missing, that reasonable enquiries have failed to locate the child.

The Administrator will not respond to 'blanket' enquiries that do not specify a forwarding school, address or area. These are now dealt with through the S2S website.