



Children Missing Education (CME) Protocol

Linked Policies

Elective Home Education Policy

DfE Working together to Safeguard Children

Attendance Policies

DfE Working Together to Improve School Attendance

DfE Schools Admissions Code

Bury's Vulnerable Pupil Multi-Agency Group

Bury's Education Access Board

September 2023

www.bury.gov.uk

INTRODUCTION

This document explains the statutory responsibility of schools and the local authority to ensure that children who go missing from the education system are speedily located. It also provides an outline of Bury Council's policy and procedures for identifying, registering, tracking and locating children missing from education. This guidance should be used in conjunction with appropriate safeguarding best practice. Bury Council are committed to ensuring:

- All Bury schools are made fully aware of their responsibilities in relation to missing/lost pupils and are supported to meet these responsibilities.
- Support is given to other local authorities to locate their own children missing from education.

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 (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving education otherwise than at school. CME are at significant risk of underachieving, being the victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Each year a small number of children are identified as missing from education in Bury. These children are often amongst the most vulnerable. It is vital that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible.

¹Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

LEGISLATION UNDERPINNING CME STATUTORY GUIDANCE:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspection Act 2006 (section 4 and 38)
- Education (pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

The purpose of the section 436A Education Act (1996) duty is to ensure that local authorities can identify and return to full-time education the children who are in their area and missing education.

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended 1st September 2016, now requires that all schools provide notification to the local authority of the grounds in regulation 8, under which the pupil's name is to be removed from the

¹ 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

admission register (see Annex A). This amendment has been incorporated into the CME referral process as Appendix 3.

In addition, all schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point, Appendix 4. These separate ON/OFF ROLL notification forms will need to be completed by all schools.

Who are 'Children Missing from Education' (CME)?

THE NATIONAL DEFINITION IS:

²Children 'missing from education' are children and young people of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a substantial period of time (usually four weeks or more).

Therefore, children or young people of statutory school age children between the ages of 5 to 16 years are deemed to be 'missing education' if they fit into at least one of the following criteria:

- They are not on the roll of a school
- They are not receiving a suitable education otherwise than being at school (e.g. at home, privately or in an alternative provision)

WHY DO CHILDREN GO MISSING FROM EDUCATION?

Children can go missing when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a transition, for example:

- Fail to start appropriate provision and hence never enter the system
- Cease to attend
- Illegal or unofficial exclusions
- Withdrawal by parent, and/or removal from roll with no named destination
- Fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new local authority or after leaving a custodial establishment).

CHILDREN AT PARTICULAR RISK OF MISSING EDUCATION

Some children are more at risk of missing education, as their personal circumstances or those of their families often contribute to the withdrawal process. Children missing education (CME) are often amongst the most vulnerable children in our society. This list is therefore not exclusive.

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- **Pupils at risk of harm/neglect** –Further statutory guidance is available on the Department for Education website: *Working Together to Safeguard Children*
- **Children of Gypsy, Roma and Traveller (GRT) families.**
- **Families of Armed Forces**
- **Missing children/runaways**
- **Children and young people supervised by the Youth Justice System.**

LOCAL AUTHORITIES' RESPONSIBILITIES

- Local authorities have a duty under S. 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.
- The local authority should consult the parents of the child when establishing whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision. Prompt action and early intervention are crucial to discharge this duty effectively and in ensuring that children are safe and receiving suitable education.
- Bury Council's CME Officer liaises with a large number of agencies to ensure that robust tracking systems are implemented to safeguard vulnerable missing children.
- Bury Council has an updated policy and procedures in place to enable us to meet our duty to ensure that these children are effectively traced, tracked and essential enquiries systems are in place. A named officer whom schools and agencies can make referrals about children missing education is appointed. All referrals are made to a standard email address: cme@bury.gov.uk.
- Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex problems face tougher obstacles to getting back into suitable education. Bury Council works with a large range of multi-agencies for families with more complex needs to consider the reasons why children go missing from education and the circumstance that can lead to this happening.
- Under S. 436A Bury Local Authority's wider safeguarding duties and local initiatives to promote the safeguarding of all children missing in education. A process has been created to refer all CME cases into the MASH (multi-agency and safeguarding hub) in the first instance via a referral form. The referral forms are sent to: childwellbeing@bury.gov.uk
- Bury Council will review and evaluate all policies and procedures on an annual basis to ensure that these continue to be fit for purpose in identifying children missing in their area.

SCHOOLS' RESPONSIBILITIES UNDER CME PROCEDURE

Schools and other agencies have an essential role in identifying and preventing children from going missing from education. It is vital that information is sort from parents/family at an early stage in order to try to prevent children and young people from becoming CME.

1. A SCHOOL BECOMES AWARE OF THE ARRIVAL OR EXISTENCE OF A CHILD IN BURY NOT IN EDUCATION.

- All schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.
- If a school becomes aware of a child out of education, they should notify the CME Officer so enquiries can be initiated, and any vulnerable children protected.

2. A PUPIL IS EXPECTED TO JOIN AT A NORMAL TRANSITION POINT, OR AT ANY TIME (IN-YEAR)

- Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Should the child fail to start at school following enquiries, schools **must** inform the CME Officer.

3. IF A PUPIL CEASES TO ATTEND SCHOOL OR RETURN FOLLOWING KNOWN ABSENCE

- Schools, including Academies and Free Schools, must monitor pupils' attendance through their daily register. When a pupil has missed 10 school days or more without permission schools should activate their own CME procedures. It is vital that schools make contact at an early stage to try and establish the whereabouts of the child or young person, such as a forwarding address and/or school if possible.
- The pupil must remain on the school-roll until all reasonable enquiries are completed **jointly** by school and Local Authority, even if this means that pupil will amass more than 20 days absence. Periods when the school is closed, e.g. holidays and INSET days, do not count towards the 20 days of unauthorised absence. The outcome of both the school's and the Authority's attempts to trace the pupil will dictate the next steps.
- Schools can remove a pupil from their roll in circumstances that comply with regulation 8 (1) of the Education (Pupil Registration) (England) Regulations 2006, amended 1st September 2016. **In most cases this will only be acceptable under law after the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.**
- Schools should **not** refer to CME nor remove from roll, if they locate the child. If a child ceases to attend school or fail to return following a known absence but their whereabouts are known, then normal attendance procedures should be followed.
- If a school has a legal position to remove a child from roll, they must notify the authority of the specific ground as outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006.

- Schools should create a “lost pupil” common transfer file (CTF) with **XXX XXXX** as the destination. This CTF should be immediately uploaded onto the DfE s2s secure website where it will be held in the ‘Lost Pupils Database’. Further information on the transfer of a CTF can be found at www.teachernet.gov.uk/s2s. Children who leave a school for a destination outside the maintained sector should be uploaded as ‘out of scope’ using the code **MMM MMMM**.

ELECTIVE HOME EDUCATION (EHE)

EHE is a term used to describe a choice by parents to provide education for their children at home instead of sending them to school full time. This is different to Education provided by the local authority Otherwise Than At a School (i.e. EOTAS) for example, tuition for children who are too ill to attend school. These children are not counted in these figures.

It is also different to children missing education (CME) who, as defined in the S. 436A of the Education Act 1996, are children of compulsory school age who are not registered at a school are not receiving suitable education otherwise than at a school.

An EHE child whose education is deemed unsuitable should no longer be classified as an EHE child and should be classified as CME. (*DfE May 2023*)

The EHE Officer and CME Officer in Bury work very closely together to ensure that EHE children receive a suitable education. Where it is found that no education is being provided for EHE children, families are notified that they will be referred to the CME Officer. The CME Officer will contact the family and other multi-agencies where appropriate. Where possible an in-year transfer form will be completed with the family to be heard at the IYFAP meeting for a school place to be offered. Where families do not engage in this process a School Attendance Order will be initiated.

Referring to CME

- All referrals should be only completed once schools have arranged for the following to be completed:

- i) promptly contacted the parents/carers**
- ii) arranged to visit the last known address**
- iii) made phone calls to all available contact numbers/email addresses**
- iv) asked pupils**
- v) consulted others with knowledge of the family, ie. other relatives or professionals**

- All CME referral forms should be sent to cme@bury.gov.uk only after a child has 'missed' a **minimum of 20 consecutive school days**.
- CME REFERRAL FORM is included as **Appendix 1** and can be accessed at www.bury.gov.uk/cme
- Dates, time and any outcomes/details are to be submitted on the referral.
- If the young person's destination is known in another area, school are to follow up with the other authority.
- Letter to parent - MOVING ABROAD & LEAVING A UNITED KINGDOM SCHOOL is included as **Appendix 2** and can be accessed at www.bury.gov.uk/cme
- Deletion from School Roll in Bury is included as **Appendix 3** and should be sent to onandoffroll@bury.gov.uk
- New Pupil Registration is included as **Appendix 4** and should be sent to onandoffroll@bury.gov.uk
- Should the child be the subject of a Child Protection Plan or should the school have safeguarding concerns, they should contact the Multi-Agency Safeguarding Hub (MASH). CME procedures are not a substitute for safeguarding responsibilities.

BURY COUNCIL DUTIES AND POWERS TO SUPPORT THE WORK ON CME.

CME Officer will:

- On receipt of school referral, continue to make reasonable enquiries to try and identify the child's current whereabouts/destination. The local authority will act as a link with other statutory bodies and universal services to ensure that all children missing education are promptly identified and re-engaged with educational provision. This includes:
 - i) Home visiting
 - ii) Contact made with extended family or neighbours
 - iii) Contact with other multi-agencies involved with the family
 - iv) Contact other Multi-agencies not involved with the family and follow statutory guidance as set out in Working Together to Safeguard Children
 - v) Checking centrally held databases
 - vi) List of agencies:
 - a. LCS – children's social care system
 - b. EHM – early help module system
 - c. SEN Team
 - d. Council Tax
 - e. Police
 - f. Electoral Register
 - g. S2S
 - h. School Health
 - i. GP Surgeries
 - j. Health Visitors
 - k. CAMHS
 - l. DWP
 - m. HMRC
 - n. School Admissions Team
 - o. School Appeals Team
 - p. Housing
 - q. Landlords
 - r. Connexions
 - s. Immigration
 - t. Border Control
 - u. MASH
 - v. GIAP – Get information about pupils DFE
 - w. Serco
 - x. GRT
 - y. International New Arrivals Officer
 - z. Other LA's
- Keep and maintain a central database record of Bury children missing from education. It may be appropriate to continue investigations on some of the missing children. Access 'Key to Success' to enable effective tracking of CME.
- Work with The Community Education and Safeguarding Lead Manager to ensure children do not remain missing in education and agree allocation of any further intervention to the wider School Attendance, Exclusions and Community Education Team.

- Check with other authorities in regard to families moving between local authority areas. This is important as children can sometimes become 'lost' in the system and consequently missing education – either regionally or nationally. CME Officer will ascertain where a child has moved to and ensure that they are attending education being home educated or will be tracked into education by school admissions in the new authority. Therefore, it is vital therefore that school make prompt attempts to contact parents.
- Attend the Vulnerable Child / MFH Panels to maintain effective networking and sharing of information related to vulnerable / children at risk missing in education.
- Attend the Education Access Board which is held on a monthly basis to provide feedback on the numbers of CME in Bury and share information related to vulnerable children at risk missing in education. Also to include the number of School Attendance Orders and good working practices amongst the Board.
- Attend the Regional CME Network meetings within GM (virtually or in person).
- Provide training to schools and multi-agencies via locality network meetings on a termly basis.
- Update policies and procedures to ensure that they are in line with DfE statutory guidance.
- Develop existing and new networks and liaison with colleagues in health, housing and benefits to ensure protocols are in place for improved identification and support for CME.
- Ensure the EHE Coordinator is informed to register those children whose parents have elected to home educated (EHE).
- Work closely with School Admissions staff to ensure efficient tracking of children out of school or moving schools.
- Maintain liaison with Complex Safeguarding Team to ensure missing children are identified, needs assessed and supported appropriately into educational settings.
- Attend Bury's Vulnerable Pupil Multi-Agency Group that has been established to ensure a consistent and transparent approach to building multiagency support for children and young people who are missing education (CME) or those who are not in full time education, and where progress towards a return to full time education has stalled. This will include children and young people with a 'C' attendance code as well as children younger than statutory school age who are entitled to educational provision but are out of education or have no school place.

1. **MEMBERSHIP**

The group is made up of a range of professionals from Education, Health and a Social Care. The following representatives will form the core group:

- Strategic Lead for SEND and Inclusion (Chair)
- Service Manager, Inclusion/Service Lead, SEND Support (from Sep23)
- EHC Assessment and Review Team Manager
- Primary Inclusion Leads/Primary SEND Support Leads (from Sep23)
- Secondary Inclusion Lead

- Head of Service, Family Help
- Service Manager Attendance and Exclusions
- Virtual School Headteacher
- Designated Clinical Officer
- Team Manager (Children with Disabilities Service)
- CME Officer
- Education Health and Care Social Worker (advisory basis)
- Senior Portage Worker (advisory basis)

School Admissions will:

- Provide information to the CME Officer on applications received for pupils being tracked under CME Processes.
- Ensure schools are asked to confirm the non-arrival of any allocated pupils at the normal transition point of entry (ie starting Reception / year 7).
- Ensure schools are asked to confirm when a child, that has been allocated a place during the school year (in-year admissions), has not started at the school and reminding them to adhere to CME Procedures. In meeting this duty, the team will use the 'On Roll / Off Roll' log compiled by the Education Welfare Team following notifications from schools.
- Follow-up with any school that does not confirm a start date for a pupil allocated to them via In-Year Admissions. In the case of HTP pupils, allocated via IYFAP, this will be done within 10 days of the decision at Panel. Any child not admitted will be referred to the CME Officer and Education Welfare Team Manager (for IYFAP cases).
- Ask parents/carers to confirm in writing should they wish to refuse the offer of a school place and then to confirm what arrangements they intend to put in place. Such cases will be referred to the CME Officer for tracking and resolution.
- Ensure information is shared in a timely manner with CME Officer and any concerns that arise through the admission process is also communicated to CME.

The School Attendance, Exclusions and Community Education Manager will:

Support the CME process by working with colleagues to ensure the Local Authority meets statutory duties to promote inclusion, including:

- Work with School Admissions Team to manage HTP applications to IYFAP and ensure pupils are placed as quickly as possible, in partnership with the Inclusion Officer(s) and schools.
- Work with Inclusion Officers to ensure suitable full-time education to permanently excluded pupils from the sixth school day of exclusion. Support schools in working within their Partnerships to ensure vulnerable children remain in education.
- Maintain close liaison with Complex Safeguarding Team and MASH to ensure missing children are identified, assessed in regard to their needs and are supported in accessing suitable education. Provide line management and case management for

Education Welfare Officer, based in MASH, to ensure educational support and advice is provided to the wider social work teams and schools.

- Act as Authorising Officer for School Attendance Orders (SAOs) to parents who the local authority believes are not securing a suitable education for their child. Act as Authorising Officer for the prosecution of parents / carers that do not comply with an SAO
- Act as Authorising Officer for the process of prosecuting or issuing fixed penalty notices to parents who fail to ensure their school-registered child's regular attendance.
- Applying to the family court for an Education Supervision Order for a child, where deemed appropriate intervention.
- Ensure that the Education Welfare Team follow safeguarding duties, for example, visiting a family if they have concerns about a child's welfare and poor school attendance.
- Support the CME Officer in development of cross-agency networks for information sharing and identification of CME within agreed protocols.

CHILDREN MISSING EDUCATION (CME)

To be completed for all pupils missing from school roll for the last 20 school days and for whom you have not received a CTF request from a new school. Not to be used to remove pupils with poor attendance.

BEFORE TAKING THE PUPIL OFF ROLL

Checklist of action to be taken by school staff to locate the pupil(s)

Week 1

- Check internal school records, class teacher, SENCO, HOY, Health, Learning Mentor etc
- Check with friends, siblings and relatives of the child.
- Telephone calls made/letters sent.
- If other agencies involved; notify as soon as concern arises.

Weeks 2/3

- Home visit must be completed by school or other agency instructed by the school.

End of Week 4 (20 school days)

- Submit form to LA and complete CTF.

Please give details of action taken before signing and submitting this form

Name of school:		
UPN N ^o :		
Eligible for FSM: Yes / No		
Name of pupil:		Date of birth:
Last known home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Full name of parents/carers:		
Parents contact telephone numbers:		
Date last attended school:	Percentage school attendance: %	

<p>Date the pupil has been deleted from the school roll: Date taken OFF Roll:/...../.....</p>	<p>What grounds * have been used for the deletion. (See Annex A below) ITEM NO:</p>
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*** *In accordance with Regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil’s name from their admission register.***

New address/location area (if known):

Details of home visit: (this must be completed prior to referral)

Outcomes of enquiries made by school:

Are there safeguarding concerns? If yes, have you referred these to MASH?

Any other relevant information:

- (a) The school must still maintain ownership of the pupil’s records until advised by CME Officer. Removal from roll must comply with DfE Registration Regulations and the LA’s procedure.
- (b) Non traded schools can request a CME home visit at a fixed charge of £25
- (c) The school must create a Common Transfer File (CTF) and upload electronically onto the ‘Lost Pupil database’ via the (S2S) website.
- (d) Once completed this form should be submitted by e-mail to: cme@bury.gov.uk

Signature of Head Teacher: Date:

Annex A: Grounds for deleting a pupil from the school admission register.

	<p>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</p>
1	<p>8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school. <i>** This would be used only if the child has been subject to a school attendance order.</i></p>
2	<p>8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school. <i>** This would be used when school have had a request for a CTF file from another school.</i></p>
3	<p>8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion. <i>** This may be used in relation to a failed PPP (Positive Pupil Placement) where the pupil is to return to the sending school.</i></p>
4	<p>8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school. <i>** This is to be used when a parent opts to Electively Home Educate their child.</i></p>
5	<p>8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with</p>

	<p>regulation 7(1A), that –</p> <p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
7	<p>8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.</p> <p><i>** This will be used for medical reasons, such as where a child is being educated in a secure medical unit or long term hospital setting.</i></p>
8	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and –</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
9	<p>8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that</p>

	<p>period. ** This is to be used when a child is serving a custodial sentence.</p>
10	<p>8(1)(j) - that the pupil has died. ** To be used if the child is deceased.</p>
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form. ** This may be used if a Year 11 child goes on an extended holiday and is not due to return whilst still of compulsory school age.</p>
12	<p>8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school. ** This may be used by an independent/private school, such as when a parent no longer wishes to finance the costs of education.</p>
13	<p>8(1)(m) - that he has been permanently excluded from the school. ** This would be used for a permanently excluded child, where the Head Teachers decision has been upheld at a Governors Disciplinary Meeting.</p>
14	<p>8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school. ** This would be used when a child does not transition from Nursery to Reception class.</p>
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate. ** This would be used when a child leaves a boarding school.</p>

[Parent Name]
[Address]

[Date]

Dear [Parent]

RE: MOVING ABROAD & LEAVING A UNITED KINGDOM SCHOOL

- [1. PUPIL NAME & DOB]**
[2. PUPIL NAME & DOB]* *if applicable*

As you and your child(ren) are leaving the United Kingdom to live abroad, I would like to draw to your attention the local authority procedure for children transferring to schools outside of the U.K maintained education system.

To ensure that we meet our legal responsibility towards pupils leaving our school, we need to obtain the new school details for your child(ren) elsewhere and would appreciate your co-operation in providing the name/address of the new school/s in writing by letter/ email to us at the school address above as soon as possible.

We would also ask that you pass on the enclosed letter to your child's new school abroad so that they may contact us to confirm the start date for your child and request school records.

If our school is unable (after 4 weeks of your child leaving) to obtain a forwarding address and confirmation of arrival at a new school for your child, then we are obliged to pass your child's details to Bury Local Authority who have responsibility for tracking children who may become lost or missing from the education system.

Email: cme@bury.gov.uk
Fax: 0161-253 5730

Address: CME, School Attendance Team, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ

Thank you for your understanding on this matter. May we also take this opportunity to wish you and your family well in your new life abroad.

Yours sincerely

[Headteacher]

Enc.

Date:

Dear Headteacher/School Principal

RE: MOVING ABROAD AND LEAVING A UNITED KINGDOM SCHOOL

- 1. [PUPIL NAME & DOB]**
- 2. [PUPIL NAME & DOB] * if applicable**

The above named pupil has been registered at our school in the United Kingdom and has now moved abroad.

In accordance with the local authority procedure for tracking children who transfer to schools abroad we are obliged to confirm wherever possible that an ex-pupil has rejoined a school elsewhere. It would be very helpful if you could confirm in writing (email/letter) that the pupil(s) named above have arrived at your school.

If we cannot establish a new school address for the pupil/s, then after a period of 12 weeks (excluding school holidays) it is possible that that the Local Authority may record the pupil on the national Lost Pupil Database as a missing pupil rather than a pupil who has left the U.K maintained sector.

This is something we would wish to avoid, and we therefore would appreciate your co-operation in confirming the child's arrival at your school by fax/email or letter. We are able to send you a copy of pupil school records if you require them.

Thank you for your co-operation in this matter.

Yours sincerely

[Headteacher]
[Bury School]

Enc.

PUPILS MOVING ABROAD & LEAVING THE UNITED KINGDOM
CONFIRMATION OF ARRIVAL AT A NEW SCHOOL

Please return this pro-forma to -

CME
School Attendance Team
3 Knowsley Place
Duke Street
Bury
BL9 0EJ
UNITED KINGDOM
Email: cme@bury.gov.uk
Fax: 0161 253 5730

I would like to notify you of the safe arrival of the following pupil/s at our school outside of the United Kingdom.

Name: Position:

Date:.....

Official School Stamp	
Name of Head Teacher, New School Address	
Tel/Email	

1. Name of Pupil	Date of Birth	
Name of previous UK School		
Start Date	Are school records required	YES / NO

2. Name of Pupil	Date of Birth	
Name of previous UK School		
Start Date	Are school records required	YES / NO

3. Name of Pupil	Date of Birth	
Name of previous UK School		
Start Date	Are school records required	YES / NO

APPENDIX 3

DELETION FROM SCHOOL ROLL IN BURY

The effective sharing of information between schools and local authorities is crucial to ensuring that all children and young people of statutory school age are receiving a safe and suitable education. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1st September 2016, and as a consequence all schools (including Academies, Free and Independent Schools) are now required to inform the LA as soon as possible when they are about to delete a pupils name from the admission register - this includes internal Bury transfers.

Please submit this form by e-mail to:

onandoffroll@bury.gov.uk

School:		DATE:
UPN N ^o :		
Name of pupil:		Date of birth:
Former home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
Name(s) of parent/carer with whom the child normally resides:		
Parents contact telephone numbers:		
New home address (including postcode):		
New School (if known):		
New Local Authority(if known):		

<p>Date the pupil has been deleted from the school roll:</p> <p>Date taken OFF Roll: /...../.....</p>	<p>What grounds * have been used for the deletion. (See Annex A below)</p> <p>ITEM NO: </p>
<p>Has this child been formally referred to CME?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

** In accordance with Regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil's name from their admission register.*

Annex A: Grounds for deleting a pupil from the school admission register.

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school. <i>** This would be used only if the child has been subject to a school attendance order.</i>
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school. <i>** This would be used when school have had a request for a CTF file from another school.</i>
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion. <i>** This may be used in relation to a failed PPP (Positive Pupil Placement) where the pupil is to return to the sending school.</i>
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school. <i>** This is to be used when a parent opts to Electively Home Educate their child.</i>
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i>
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

	<p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
7	<p>8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age. <i>** This will be used for medical reasons, such as where a child is being educated in a secure medical unit or long term hospital setting.</i></p>
8	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
9	<p>8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period. <i>** This is to be used when a child is serving a custodial sentence.</i></p>
10	<p>8(1)(j) - that the pupil has died.</p>

	** To be used if the child is deceased.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p> <p>** This may be used if a Year 11 child goes on an extended holiday and is not due to return whilst still of compulsory school age.</p>
12	<p>8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.</p> <p>** This may be used by an independent/private school, such as when a parent no longer wishes to finance the costs of education.</p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.</p> <p>** This would be used for a permanently excluded child, where the Head Teachers decision has been upheld at a Governors Disciplinary Meeting.</p>
14	<p>8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.</p> <p>** This would be used when a child does not transition from Nursery to Reception class in your school.</p>
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p> <p>** This would be used when a child leaves a boarding school.</p>

APPENDIX 4

NEW PUPIL REGISTRATION

The effective sharing of information between schools and local authorities is crucial to ensuring that all children and young people of statutory school age are receiving a safe and suitable education. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1st September 2016, and as a consequence all schools (including Academies, Free and Independent Schools) are now required to provide information to the LA **within 5 days** of registering a new pupil.

Please submit this form by e-mail to:

onandoffroll@bury.gov.uk

New School:		Date the pupil has been added to school register:/...../.....
UPN N ^o :		
Name of pupil:		Date of birth:
Home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
Name(s) of parent/carer with whom the child normally resides:		
Parents contact telephone numbers:		
Former School (if known):		
Former Local Authority(if known):		