**PART 3:**

**PUPIL ABSENT FROM SCHOOL - Cambridgeshire School Process for Children Missing from Education**

**Following allocation of school place from admissions,**

**school to attempt to contact parent.**

**Pupil on your school roll does not attend school.**

**School must contact parent/carer the same day.**

**CONTACT MADE?**

**NO**

**YES**

**CHILD IS VULNERABLE / CONCERNS:**

Please note: if there is social care/child protection involvement then a referral to the Local Authority should be made immediately (do not wait for 10 days) and the linked social worker informed. If necessary, request the police do a Safe and well check where appropriate.

**NO VULNERABILITIES/**

**CONCERNS:**

**ATTENDING ANOTHER SCHOOL**

**PARENTS OPTING TO ELECTIVITY HOME EDUCATION**

**STILL RESIDING WITHIN THE LA –** SCHOOL ATTENDANCE POLICY SHOULD BE FOLLOWED

**School should conduct a home visit and hand deliver a letter (keep a copy)**

CHILD RETURNS TO SCHOOL

If you are aware of the pupil’s destination and have confirmation of the new educational placement **and** the pupil is on roll at the new provision, the school is required to complete on online ‘[**Deletion from Register - Destination Confirmed Form**](https://cambridgeshire-self.achieveservice.com/service/Deletion_from_register_destination_confirmed_form)

**Home Education**

On receiving a confirmation letter/email or verbal communication from the parent of their intention to home educate the school needs to refer to the local authority via the ‘[**Elective home education deregistration online referral form**](https://cambridgeshire-self.achieveservice.com/service/Elective_home_education_deregistration_form)

**NO - School continue to attempt to locate the child.**

**Refer after 10 days**

**YES - SCHOOL KEEP A**

**RECORD OF INTERVENTIONS**

**V**

School complete an online ‘[**Request for Children Missing from Education Investigation**](https://cambridgeshire-self.achieveservice.com/service/Request_for_children_missing_from_education_LA_intervention)**’.** School and LA will work together to continue to carry out reasonable enquires to identify child’s whereabouts. A ‘Child Missing from Education’ Involvement will be opened to a Local Authority Attendance Officer (LAAO). After four weeks should such efforts prove unsuccessful then the school, in consultation and agreement with the LAAO should remove the child’s name from its roll and create a missing common transfer file (CTF) with XXXXXXX as the destination. Schools will receive written confirmation from the LAAO that they can remove the child from school roll. The ‘CME’ Involvement will remain open to the LA.

**N.B A CME referral will not be accepted unless a home visit has been completed**

**Vulnerable child – examples:**

|  |  |
| --- | --- |
| **Looked after child or accommodated child** | **CP or CIN register or subject of a CP investigation** |
| **Has or is in the process of being referred to MASH** | **Has significant additional support/leaning needs** |
| **Has medical issues including mental health** | **Is a victim of bullying** |
| **Has cultural issues** | **Is at the centre of a custody dispute** |
| **A house where you're aware of domestic violence** | **Is open to Early Help** |
| **Has a history of running away** | **Is a young carer** |
| **History of substance misuse personally and/or within the family** |

**Footnotes:**

1. **If at any time during the process the school or any agency believes the child may be at risk, CP procedures must be implemented.**
2. **If the child is on the CP register the social worker or team manager must be notified immediately**
3. **Records should be kept of all actions taken, decision reached and outcomes**

**SCHOOL CHECKLIST**

**Use the recommended checklist below as a guide to taking proportionate action when a child is absent with no contact.**

**Schools should triage each case to determine the priority and urgency of particular interventions, for example home visit.**

**Keep a chronology of all your attempts to contact the family, copies of emails, voice mail messages, home visits, letters sent / hand delivered etc and the outcome of these checks. Include the phone numbers and email addresses you’ve tried.**

# First Day Response

**☐ Contact all emergency contact numbers as well as parent/carer.**

**☐** **Check with siblings in other schools.**

**☐ Check what other staff may know**.

# Suggested steps the school should take if the child has been identified as vulnerable

**☐ As Above - plus.**

**☐ Do a home visit and leave a letter if there is no response (keep a copy)**.

**☐ Contact relevant agencies involved with the family / child.**

**☐ Make all reasonable and practical efforts to locate the child / family. This could include speaking to neighbours, known friends of the family, extended family, community members, GP, Police etc.**

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# Day 2 – 10

**☐ Continue to make all reasonable and practical checks to contact the child, parent/carer, family.**

**☐ Do a home visit and leave a letter if there is no response (keep a copy)**.

# ☐ Check with health professionals e.g. school nurse.

# (Day 2 – 5 for vulnerable child)

**As above with day 1-10 plus:**

**☐ Continue to liaise with named person such as a Social worker, family worker etc.**

**☐ Check with the police, if appropriate.**

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# Day 10 (Day 5 for vulnerable child)

**☐ Complete the online CME referral with as much detail as possible & attach your chronology.**

**☐ Continue to work alongside the LAAO allocated the CME until the child is found or the LAAO advises school they can take off roll.**

**☐ If you gain further information after the child is off roll, notify the LAAO who was working on the case.**

**CME Referrals will only be accepted if the appropriate levels of investigation has taken place**