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CHILDREN MISSING EDUCATION

Guidance for Early Years, School
and Academies



BARNSLEY
Metropolitan Borough Council

**CHILDREN, YOUNG PEOPLE &
FAMILIES DIRECTORATE**

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CHILDREN MISSING FROM EDUCATION - GUIDELINES AND PROCEDURES

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Introduction

The Government has placed a duty on local authorities (Education and Inspections Act 2006) to make arrangements to establish the identities of children in their area who are of compulsory school age and not receiving a suitable education. This duty is supported by the original statutory guidance issued February 2007 and the revised statutory guidance for local authorities in England to identify children not receiving a suitable education issued January 2009.

The purpose of this guidance is to establish a set of principles which all agencies can subscribe to and is underpinned by Barnsley's Children and Young People's Plan, to ensure that Barnsley Council. This policy can be located via the following link www.barnsley.gov.uk (and search under Education Welfare Service)

- Is able to fulfil its statutory duty to provide an education for all children of compulsory school age¹;
- Is able to track children and young people missing from education (CME);
- Identifies those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene;
- Maintains contact with those missing from education and those at risk of becoming so.

The Children Act 2004 places a duty on all agencies to work together to promote the safeguarding and welfare of children and young people and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that children and young people do not "slip through the net" and become missing as well as ensuring that all children within Barnsley achieve the five core outcomes:

1. Being Healthy
2. Staying Safe
3. Enjoying & Achieving
4. Making a Positive Contribution
5. Achieving Economic Well-being

This guidance does not replace any of the Barnsley Child Protection Procedures.

Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be adhered to at all times. A copy of Barnsley Child Protection procedures can be found at www.safeguardingchildrenBarnsley.com

Definitions for Child Missing from Education (CME)

The definition of children missing education refers to all children of compulsory school age *who are not on a school roll and who are not receiving a suitable education otherwise than being at a school (for example, at home or in alternative provision)

These 'missing' children and young people are amongst the most vulnerable in our area and therefore it is vital that practitioners in all services work together to identify and re-engage these children and young people back into appropriate education provision as quickly as possible.

*Year 11 pupils are covered by this policy until the last Friday in June of their last year at school.

The statutory guidance (2007) talks about the need for Local Authorities to monitor groups of pupils who are likely to go missing from education.

For the purpose of this document, **Barnsley's definition** of children missing from education or at risk of missing education has been agreed as:

“To include any child who is not accessing appropriate educational provision”.

The CME Officer holds or can access data on pupils who are not on the roll of a school or where pupils are at high risk of going missing from education or school. This includes details of children from the following vulnerable groups:

- Pupils taken off roll
- Gypsy, Roma and Traveller children
- Asylum seeker, refugee and migrant worker children
- High mobility pupils (transient families)
- Pupils awaiting school placement through Admissions and those who have appeals pending
- Pupils with a Statement of Special Educational Needs (SEN) awaiting an appropriate placement
- Pupils in receipt of alternative educational provision but not on a school/college roll (including all permanently excluded pupils)
- Those pupils offered alternative provision ie Elective Home Education (EHE) or Education Other Than At School (EOTAS) but do not access this provision. This includes pupils with long term medical conditions and teenage mothers
- Young people who have committed offences and those at risk of becoming involved in crime
- Looked after children
- Private fostering arrangements
- Children with poor attendance
- Children for whom English is an additional language (EAL)
- Children identified with specific child protection issues and those who are subject to a child protection plan
- Children living in women's refuges
- Young carers

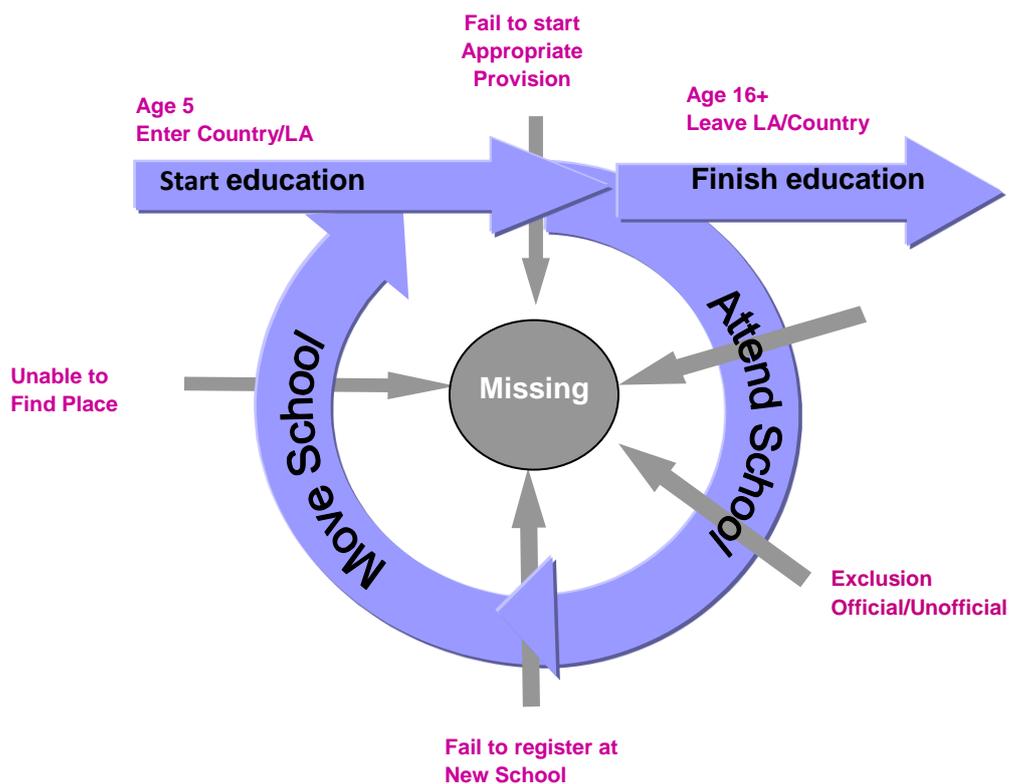
Runaways and children who are at risk of sexual exploitation (CSER). These pupils are discussed at the Child Sexual Exploitation and Runaways multi-agency Forum. Which Barnsley CME Officer is a key member. A copy of the CSER strategy can be found on www.safeguardingchildrenBarnsley.com

How and why do Children go missing from Education? (See diagram below)

Children fall out of the education system and are at risk of 'going missing' due to a wide range of reasons and some examples of which are listed below:

- fail to start appropriate provision and so never enter the system (e.g. pre –school to Yr 1, new to Barnsley and no application made to school);
- cease to attend, due to exclusion (e.g. illegal or unofficial exclusions) or withdrawal; removal from roll with no named destination; or
- fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA or within Barnsley).

Diagram 1



To limit the opportunity for this happening, Barnsley has identified a range of systematic processes and procedures. Links with different agencies to address CME are well established.

Identification Processes in Barnsley

In order for Barnsley to take overall responsibility for Children Missing from Education (CME), it is necessary to have an officer, which other teams and organisations can contact regarding CME.

Barnsley has established a post of **Children Missing from Education (CME) Officer** for CME to receive referrals and to actively seek and identify those children missing through multi-agency work.

If a child is identified as being on the roll of an educational provider but is not attending, a referral should be made, by the school, initially to the CME Officer.

The post of **Children Missing from Education Officer** has been established to look at undertaking the developmental work, which is needed in this area of responsibility and part of this role is to take responsibility for:-

- Developing a monitoring and referral system for children out of school, at risk of missing education and those reported missing, destination known or otherwise
- Maintaining and updating the children missing education database and acting as a link officer with schools and other agencies referring or tracking pupils out of school
- Developing systems for the regular reporting of data on children missing education
- Working with schools, settings and other agencies to ensure that procedures and practice are in place to minimise the possibility of children and young people going missing from education
- A member of the multi-agency forum for Children at Risk of Sexual Exploitation and Runaways(CSER) and the Elective Home Education(EHE) and Children Missing Education (CME)

The Children Act 2004 places specific responsibilities on agencies to share information to safeguard children and young people.

Checks are carried out in accordance with the following legislation for children identified as missing or at risk of going missing from education:

- Current Child Protection legislation, which states that any child missing from education, is deemed to be a 'Child in Need'.
- Section 27 of The Children Act 1989, which states that a local authority may request help from any local education authority and other agencies in exercising their duty to provide support and services to children in need and that Education staff have a duty to gather information regarding concerns.
- Section 7 of the Education Act 1996, which states that it is the duty of the parent of every child aged five to sixteen to cause the child to receive efficient, full-time education, suitable to his or her age, ability or aptitude and to any special need he/she may have, either by regular attendance at school or otherwise.

CME Database

The database is a register of pupils identified as being missing from education and is maintained and managed by the CME Officer. Data is held in line with the Data Protection Act 1998 and current child protection legislation.

The CME Officer will manage the co-ordination of the referral process to ensure that the referral channels outlined below are understood by all professionals, providers and agencies.

Once the child has been placed with an educational provider, their admission will be monitored. No child's name will be removed from the CME database until admission and attendance at the new educational provision has been established.

Notification and Referral Routes

If you are aware of a child missing from education (in whatever capacity), you should notify the Children Missing from Education Officer by using the referral form see Appendix D page 20, please email the form to the CME Officer, email address is located on the form.

Alternatively, you can contact the:

Children Missing from Education Officer – Diane Richardson 01226 773545

All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer to ensure that comprehensive data on the issues is recorded. Even if you will be ensuring that the child or young person moves swiftly into appropriate provision you should still make a referral or enquiry.

Academies and Trust Schools not purchasing the Education Welfare Service through a service level agreement should refer to the CME officer directly Academies and Trust Schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

The Education Welfare Service via the CME Officer will make reasonable enquiries in tracing the missing children throughout the process and if they have not been able to establish the whereabouts of the child they will consult with the school re removal from roll to ensure best practice advice is followed this process will usually be 4 weeks.

It is the requirement of both the Education Welfare Service and school to try to find the pupil before deleting them from the register.

Please see Appendix B Education (Pupil Registration) Regulations 2006.

The referral process is identified in the check list on page 9.

Referrals received from other authorities.

Other Local Authorities and agencies use many different methods to notify Barnsley of children new to the area, including:-

- Referral Form - CME
- Letter/email to the CME Officer
- s2s secure messaging

If a search on the Barnsley education database is unproductive the CME Officer will allocate an EWO to undertake further investigation.

To ensure joined up integrated working, CME Officer will check Barnsley children's databases in order to identify which other professionals are currently or have previously worked with the child.

Partner agencies and services involved in the referral and monitoring process

There is a fundamental principle that all officers of the Council and other partners have some level of responsibility around the issue of children missing education. If anybody is aware of any child or young person who does not appear to be accessing education appropriately they should make a referral or enquiry. This may result in referrals being made for children and young people already known and on a school roll. However, given concerns around the safeguarding and welfare of this group of children, this is more beneficial than not receiving notification

Removing a child from a school roll

Schools are reminded that they must at all times act in accordance with the Education Pupil Registration Regulations 2006. This means that the local authority CME Officer must be involved before removing from school roll in order to allow them to conduct their statutory duty and carry out reasonable enquiry as to the child's location.

The pupil should not be removed from roll until the CME Officer has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated otherwise.

Removal from roll for any reason other than those specified in Appendix B is **illegal**. Ofsted will monitor schools' compliance with legal requirements. As a result of the Children Act 2004 Ofsted has become more rigorous in this area and compliance with the Education and Inspections Act 2006 will form part of Children's Services inspections. This is supported by the (former DCSF) 'Revised Statutory Guidance for Local Authorities in England to identify children not receiving a suitable education' Jan 2009.

Child Missing Education – Check list

The process steps are based on identified good practice the process checks are:

Pre referral checks

School

Before referring a pupil as missing from education have you undertaken the following checks?

Made telephone calls to any numbers held/ identified or sent any letters to the family

Checked with members of staff who the child may have had contact with e.g. SENCO, Nurse, Learning Mentor

Checked with pupils, friends, siblings, and known relatives at this and other schools.

Ask the Education Welfare Officer to undertake a home visit (to the address on file) in order to ascertain if the family are still residing there.

EWO

Before referring a pupil to the CME Officer have you undertaken the following checks?

Check that the school have undertaken those checks listed above.

Undertaken a visit to address(s) given by school.

Check with EWS colleagues / files if there is any other information held as to the likely whereabouts of the subject.

Check with the Admissions Section to find out if a pupil admission form has been submitted by the parent for a school place in another Barnsley School for this pupil.

Check with any other agencies known to have involvement with the pupil or family e.g. Probation, Police, GP, Health Visitor, School Nurse, Social Services, Youth Services etc

THE CME REFERRAL FORM (Page 20) NEEDS TO BE COMPLETED IN ALL CASES OF A CHILD MISSING EDUCATION EITHER BY THE SCHOOL OR THE EWO WITH DETAILS OF ALL ACTION TAKEN BY SCHOOL AND EWO, GIVING DATES, NAMES OF THOSE CONTACTED AND COPIES OF ANY RELATED CORRESPONDENCE

Identifying a child missing education or at risk of doing so

All schools, academies within the Council in Barnsley has procedures regarding contacting children at risk of going missing from education. These procedures are closely tied into Education Welfare procedures and good practice and also the use of the schools to schools (S2S) website and the Lost Pupils Database for the transfer of pupil data. Once a school has completed all the processes, which they are required to follow and are unsuccessful they should notify the CME Officer by completing the CME Referral Form and then inform their Education Welfare Officer.

This proactive approach will help to enable us in limiting the opportunity for children and young people to become missing.

Children and Young People who are looked after there are links are in place to ensure that they are reported when missing education or not accessing appropriate provision via Children's Social Care & Safeguarding Unit, Fostering and Adoption Team and CSER Forum members.

Children subject to a child protection plan or any other safeguarding concerns you should make every attempt to contact them as a matter of urgency. If you are unable to locate them, then you should contact the CME Officer or Social Care.

Excluded pupils are tracked by the Behaviour Support Service, to ensure that they are accessing provision and their whereabouts are known. The LA is committed to providing full time education for all permanently excluded pupils and this is usually provided through Pupil Referral Units, although alternative providers may be used if this is deemed appropriate.

Pupils previously on a school roll and are no longer on that roll: it is anticipated that the CME Officer will carry out checks on a monthly basis to try to ensure that those children and young people who were have been admitted to another educational provision either inside or outside of Barnsley.

Non-attendees: Children and Young People who have not attended their allocated provision may be deemed to be a non-attender and in the absence of any other professionals being involved the CME Officer must be notified

Emigration Please complete CME form with as much information as possible re residence in another county and submit to the CME Officer.

School Admissions and Transfers

School Admissions

Any child applying for a school place in Barnsley must complete a school admission form and be processed via the admissions team further information regarding school admissions transfers and appeals can be found via the following link admissions@barnsley.gov.uk.

School Transfers

Under normal circumstances when a child moves school the receiving school must contact the previous school to inform them they have placed the pupil on roll. In response to this, the previous school must complete a Common Transfer Form (CTF) and transfer this file to the new school via the secure data transfer site, referred to as School-to-School (S2S). The purpose of this nationally used system is to avoid pupil's going missing.

Where a pupil leaves a school and no notification of a new school has been received within 4 weeks of their leaving their details must be posted on the S2S site in accordance with the Department of Education instructions. This enables LEA staff on a national basis to see who is missing and provide fresh information where possible

Any school receiving a pupil for whom they have not been sent a CTF2 and do not know their previous school should contact the CME Officer for advice.

Identifying available provision and places When identifying school places for children, staff should contact the Admissions team who will be aware of available places in local schools.

Under the Fair Access Protocol, children who are difficult to place will normally be placed in the most appropriate school according to the criteria and weighting arrangements of the protocol.

Placement in Special Schools and within specialist educational provision will be facilitated by the Special Educational Needs Team.

Special Educational Needs: Pupils with a Statement of SEN who are not in a provision will be tracked by the SEN Caseworkers in liaison with the CME Officer.

Border Agency/Missing EU Nationals Refugees and Asylum Seekers many enter the education system then fail to attend /go missing or return home Please ensure as much information is collected on admission especially details of previous school and refer to the CME Officer.

Children of Traveller Heritage: Within registration legislation allowance is made for Traveller children to be dual registered. This gives them an entitlement to be registered at more than one school.

Schools should ensure that they work with the travelling families to establish if they are travelling or being withdrawn from a school. If the family informs that they will not be returning, the school should make all reasonable efforts to establish where they will be going to school or make a referral to the CME Officer who will then liaise with the School Improvement and Support EAL EWO.

The Department for Education advice that it is not good practice to delete Traveller pupils from the school roll if they are known to be travelling. As is the case for all pupils, when removing any child from the school roll, schools should exchange pupil information with the new school using the s2s system.

Children not of Statutory School age If a school or provider is aware of a child not of statutory school age who goes missing from education provision without notice, the provider must still act to establish the location of the child or contact the CME Officer. Although there is no statutory responsibility to attend educational provision, the provider should satisfy itself that there are no safeguarding concerns related to the removal from provision. Nursery settings can refer non-compulsory school age children to the EWS

Elective Home Education (EHE) parents must inform the school in writing re their intentions then forms can be processed by the school further information regarding EHE can be found via the following [Elective Home Education by Parents - Policy Guidance for Schools](#)

Legislation

There are various statutory duties upon the Council's and parents (supplemented by guidance) relating to the provision of education and the safeguarding of the welfare of children and which may be relevant to children missing education. The principal provisions are as follows:

Section 14(1) of the 1996 Education Act provides that a local education authority must make sure there are sufficient schools for providing education in their area. For these purposes, the schools must be sufficient in number, character and equipment to provide all pupils with the opportunity of appropriate education (s. 14(2)). "Appropriate education" means, broadly education which is desirable in view of the pupils' different ages, abilities and aptitudes and the different periods for which they may be expected to remain at school (s. 14(3)).

Section 7 of the 1996 Education Act provides that the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise.

Furthermore **Section 437 (1) of the 1996 Education Act** provides that if it appears to a local education authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they must serve a notice in writing on the parent ("a school attendance order") requiring him to satisfy them within the period specified in the notice that the child is receiving such education.

Section 19 (1) of the 1996 Education Act requires every local education authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. For these purposes, "suitable" education is defined as "efficient education suitable to the age, ability, aptitude and to any special educational needs the child (or young person) may have." (s. 19(6)).

Moreover, **section 19(4A) of the 1996 Education Act** provides:

"In determining what arrangements to make under subsection (1) in the case of any child or pupil, a local education authority shall have regard to guidance given from time to time by the Secretary of State."

s. 175 of the Education Act 2002 puts a duty on all local authorities, maintained (state) schools, and further education institutions, including sixth form colleges, to exercise their functions with a view to safeguarding and promoting the welfare of children (children who are pupils and students under 18 years of age, in the case of schools and colleges). The same duty is put on Independent schools, including Academies by regulations made under section 157 of that Act.

The Children Act 2004 includes various provisions relating to safeguarding and promotion of welfare of children, including:

Section 10 requires each local authority to make arrangements to promote co-operation between the local authority, each of their relevant partners and such other persons or bodies, working with children in the local authority's area, as the authority consider appropriate. The arrangements are to be made with a view to improving the well-being of children in the authority's area – which includes protection from harm or neglect alongside other outcomes. This section is the legislative basis for Children's Trust arrangements.

Section 11 requires a range of organisations to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.

Section 12 enables the Secretary of State to require local authorities to establish and operate databases relating to the section 10 or 11 duties (above) or the section 175 duty (below), or to establish and operate databases nationally.

Section 17 enables the Secretary of State to require local authorities to prepare and publish a plan setting out the authority's strategy for discharging their functions in relation to children and relevant young persons. The Children and Young People's Plan Regulations (England) 2005 required local authorities to publish their first Children and Young People's Plan on or before 1 April 2006 and to review the plan annually.

Section 63 of the Children Act 2004 amended Schedule 5 of the Tax Credits Act 2002, meaning that the Inland Revenue now has lawful authority to provide local authorities with “... information, other than information relating to a person’s income, which is held for the purposes of functions relating to tax credits, child benefit or guardian’s allowance by the Board” (extract from section 63(1)). This information can only be requested where it is needed in order for the local authority to fulfil their statutory responsibilities to safeguard and promote the welfare of children. Such enquiries will generally be made under section 47 of the Children Act 1989, which requires local authorities to make enquiries where they suspect a child is suffering or is likely to suffer significant harm.

Children Act 2004 guidance can be found at:

<http://www.everychildmatters.gov.uk/strategy/guidance/>

Related Guidance

For more guidance on safeguarding children local authorities should refer to the *Working Together to Safeguard Children 2010* document (Part 1 of which is statutory) and other guidance available on the Every Child Matters website

<http://www.everychildmatters.gov.uk/socialcare/safeguarding>

Education (Pupil Registration) (England) Regulations 2006

Deletions from Admission Register

8. — (1) the following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

(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 education authority for that named in the order or the order is revoked by the local education 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;

(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;

(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;

(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;

(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;

(f) in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —

(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;

(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

(iii) both the proprietor and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(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;

(h) that he has been continuously absent from the school for a period of not less than twenty school days and -

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(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

(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

(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;

(j) that the pupil has died;

(k) that he will cease to be of compulsory school age before the school next meets and the relevant person has indicated that he will cease to attend the school;

(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;

(m) that he has been permanently excluded from the school; or

(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.

(2) In a case not covered by paragraph (1)(a), (j) or (m), the name of a child who has under arrangements made by a local education authority become a registered pupil at a special school shall not be removed from the admission register of that school without the consent of that authority, or if that authority refuse to give consent, without a direction of the Secretary of State.

(3) The following are prescribed as the grounds on which the name of a pupil not of compulsory school age is to be deleted from the admission register;

(a) that he has ceased to attend the school, or, in the case of a boarder, that he has ceased to be a pupil of the school;

(b) that he has been continuously absent from the school for a period of not less than twenty school days and —

(i) at no time was his absence during that period agreed by the proprietor;

(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

(iii) the proprietor of the school has failed, after reasonable enquiry, to ascertain where the pupil is;

(c) that the pupil has died;

(d) where the pupil has been admitted to the school to receive nursery education, he has not on completing such education transferred to a reception, or higher, class at the school; or

(e) that he has been permanently excluded from the school.

(4) For the purposes of this regulation—

(a) a pupil shall be treated as ordinarily residing at a place where the pupil is habitually and normally resident apart from temporary or occasional absences;

(b) "reception class" means a class in which education is provided which is suitable to the requirements of pupils aged five and any pupils under or over that age whom it is expedient to educate together with pupils of that age;

(c) children are to be regarded as having been admitted to a school to receive nursery education if they were placed on admission in a nursery class;

(d) the permanent exclusion of a pupil from a maintained school does not take effect until the proprietor has discharged its duties under regulations made under section 52 of the Education Act 2002[9], and—

(i) the relevant person has stated in writing that he does not intend to bring an appeal under those regulations;

(ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or

(iii) an appeal brought within that time has been determined or abandoned;

(e) the permanent exclusion of a pupil from an Academy, a city technology college or a city college for the technology of the arts does not take effect until the proprietor has discharged its duties in relation to a permanent exclusion under the agreement entered into pursuant to section 482 of the Education Act 1996[10] and

(i) the relevant person has stated in writing that he does not intend to bring an appeal;

(ii) the time for bringing an appeal has expired and no appeal has been brought within that time; or

(iii) an appeal brought within that time has been determined or abandoned.

Useful Contact Numbers

NAME	TITLE	CONTACT DETAILS
Diane Richardson	Senior Education Welfare CME / EHE Officer & Business Manager	Tel: 01226 773545 Email: dianerichardson2@barnsley.gov.uk
Rachel Bowman	EWO for School Improvement (EAL).& Traveller Achievement	Tel : 01226 704550 Email : rachelbowman@barnsley.gov.uk
Keren Harben	Service Manager Education Welfare Service	Tel: 01226 773542 Email: kerenharben@barnsley.gov.uk
Jane Allen	Area Manager Education Welfare Service	Tel: 01226 773191 Email: janeallen@barnsley.gov.uk
Caroline Bedford	Area Manager Education Welfare Service	Tel: 01226 773543 Email: carolinebedfore@barnsleygov.uk
Derek Vint	Area Manager Education Welfare Service	Tel: 01226 773547 Email: derekvint@barnsley.gov.uk
Lynne Lynch	Senior EWO Youth Offending Team	Tel 01226 787977 Email: lynnelynch@barnsley.gov.uk
Jenny Davis	Inclusion Manager Springwell Community School	Tel: 01226 291133 Email: jennydavis@barnsley.gov.uk
Beverley Sadler	Principal Admissions Officer	Tel: 01226 773506 Email: beverleysadler@barnsley.gov.uk
Safeguarding Childrens Unit	Ruth Holmes Manager Safeguarding Services	Tel :01226 772400 Email: ruthholmes@barnsley.gov.uk



Child Missing Education Form (CME)

PLEASE TRY TO COMPLETE ALL SECTIONS OF THIS FORM			
Date referral made:			
Pupil Surname:		Pupil First Name :	
Alias:		Pupil Middle Name:	
Date of Birth:		UPN No (If Known) :	
Address: Current <input type="checkbox"/> Last Known <input type="checkbox"/>		Names of parents / guardians (full names please) DOB if known	
Post code :		1.	
		2.	
		Relationship to child:	
		Contact No Home:	
		Contact No Mobile:	
		Any Other Contact No's:	
Are there any known concerns related to staff safety in visiting this family/address: YES <input type="checkbox"/> No <input type="checkbox"/> Please enter any details over the page			
Ethnicity:		Gender:	Year Group:
Name of School:			
Contact name in school:			
On Roll: YES <input type="checkbox"/> No <input type="checkbox"/>		If not on roll please enter last known school	
Date last attended school:			
Is this child / young person currently: (please tick if known)			
Looked After?		A Refugee/ Asylum Seeker?	
Subject to a Child Protection plan?		From a Travelling Family?	
In Temporary Accommodation?		Subject to a CAF?	
Are any of the following agencies known to be currently involved with this child / family? (please tick) (please can you provide contact names and telephone numbers on the additional comments box overleaf)			
Social Care / Stronger Families		Education Psychology	
Education Welfare		School Health / Nurse	
CAMHS		Youth Offending Team	
Other (please detail)			

Please provide details of any siblings below (if known) – only those of compulsory school age

<u>Name</u>	<u>DOB</u>	<u>School</u>

ADDITIONAL CONCERNS / COMMENTS: - Please add more info on an additional sheet if required

Recent action taken by school/ referrer

	<u>YES</u>	<u>NO</u>	<u>Dates / Details</u>
Telephone calls made			
Letters sent (please attach copies)			
Home visits made			

Name of referrer :	Service :	Contact no :
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Signed **Date**

Please send this referral form to: Diane Richardson, SEWO/CME Officer by E-mail to dianerichardson2@barnsley.gov.uk

Address: Barnsley Metropolitan Borough Council, Corporate Mailroom, PO Box 634, Barnsley, S70 9GG. Telephone number 01226 773545



Education Welfare Service
Diane Richardson, Senior Education Welfare Officer/CME Officer
Barnsley Metropolitan Borough Council, Corporate Mailroom, PO Box 634,
Barnsley, S70 9GG. Telephone number 01226 773545