

**NORFOLK COUNTY COUNCIL**

**CHILDREN MISSING EDUCATION  
Practice and Procedures**

This document has been produced to clarify the Local Authority's statutory duty regarding Children Missing Education.

It emphasises the link with both safeguarding children and child protection and as a result the need for information to be shared between agencies.

Sharing information is essential to enable early intervention to help children, young people and families who need additional services, to achieve positive outcomes. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect.

This document needs to be considered while giving due regard to the Local Safeguarding Children's Board's (formerly Area Child Protection Committee) protocol 4 Children who go Missing - Including Children who go Missing From Care.

## CONTENTS

	Page
Background and Government Statute/Guidance	4
Why Children go Missing from Education	5
Involvement and Responsibility of each Agency	7
The Role of the Local Authority	7
The Role of the Children Missing Education Assistant	8
The Role of Area Attendance Staff	8
The Role of the Admissions Team	9
The Role of the strategic Attendance and Exclusions Team	10
The Role of Schools	10
The Use of the School to School (S2S) Data Transfer Website	13
The Role of Other Agencies	15
Tracking and Monitoring including the Area Behaviour Service	15
Appendices	
Appendix 1-Table	
Appendix 2- CME 1 form	
Appendix 3- CME 2 form	

## CHILDREN MISSING EDUCATION

### 1. **Background and Government Statute/Guidance**

- 1.1 In 2002 the Department for Education and Skills set a target in its strategic framework document, that stated by 31 December 2005, robust multi-agency systems will be in place in each local authority to identify and track children missing education or at risk of doing so. In February 2007 the DfES published the Statutory guidance for local authorities in England to identify children not receiving education – which requires all local authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children residing in their area who are not receiving a suitable education.
- 1.2 **The definition of Children Missing Education** in this document refers to all children of compulsory school age who are not on a school roll, and who are not receiving education otherwise than being at school (for example, at home, privately or in alternative provision).
  - 1.2.1 The new duty does not apply in relation to children who are registered at a school but who are not attending regularly. The duty complements and reinforces duties that already exist for schools to monitor attendance and it is important that local authorities work with schools to make sure they do it effectively. Schools already have a duty to monitor attendance through the daily attendance register and to make returns to local authorities where the attendance of individual pupils gives cause for concern. (Further information on this duty is available at <http://www.dfes.gov.uk/schoolattendance>)
  - 1.2.2 The duty does not apply to children who are being educated at home. Monitoring arrangements already exist for children being educated at home. Parents have a duty to ensure that their children receive a suitable full-time education either by regular attendance at school or otherwise (under section 7 of the Education Act 1996) and they may choose, as is their right, to provide this by educating their children at home.
- 1.3 In paragraph 17.97 of the **Victoria Climbié inquiry report 2003**, Lord Laming recommends that front-line staff in each of the agencies which regularly come into contact with families with children must ensure that in each new contact basic information about the child is recorded. This must include the child's name, address, age; the name of the child's primary carer, the child's GP and the name of the child's school if the child is of school age. Gaps in this information should be passed on to the relevant authority in accordance with local arrangement.
- 1.4 **Ofsted** published the report **Key Stage 4: towards a more flexible curriculum**, in June 2003, which highlighted the large proportion of

unsatisfactory provision for pupils who were not at school. The report recommended that the exchange of information on the attainment and needs of pupils involved in alternative programmes out of school should be improved to secure better monitoring of and accountability for their progress. It also recommended that better systems for tracking pupils missing from school rolls should be put in place and maintained.

- 1.5 In September 2003, the Green Paper **Every Child Matters** set out the Government's aim to ensure that every child and young person has the opportunity to fulfil their potential, and no child slips through the net. The Green Paper set out five outcomes which services working with children, young people and families should work towards: being healthy, staying safe, enjoying and achieving, making a positive contribution and economic well-being.
- 1.6 The **Children Act 2004** places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure children are safely on a school roll. Guidance on information sharing and tools for integrated working can be found on the Every Child Matters website: <http://www.everychildmatters.gov.uk/delivering-services/information-sharing/>
- 1.7 Adopting the process steps in this guidance will help the LA meet statutory duties, relating to identifying children missing from education, plus those at risk of going missing, helping them move back into education (or alternative provision) and maintaining contact to prevent them slipping through the net again. This will help ensure all children and young people receive the universal services to which they are entitled.

## **2. Why children go missing from Education.**

- 2.1 Nationally Ofsted estimated in November 2004 that approximately 10,000 children are missing from school every day.

### **2.2 The main reasons why children miss education:**

There is considerable research available which identifies the reasons for children and young people being 'missing from school'. The most common reasons include:

- Failing to be registered at a school at age 5
- Failing to make a successful transition
- Frequent moves of house including periods of homelessness or periods in a refuge
- Family breakdown
- Exclusion (formal and informal)

- Persistent truancy leading to non attendance (especially in Years 10 and 11)
- Mid-year transfer of school
- Families moving into a new area
- Disaffection resulting in pupil and/or parent dissatisfaction with the school and the parent withdrawing the pupil or 'being asked to leave'

### 2.3 **Vulnerable groups:**

It will be recognised that the factors listed above make children and young people 'vulnerable' in every sense and that it is therefore particularly important that they are not allowed to slip through "the net".

Certain vulnerable groups of children are more likely to be affected by the factors listed above and include:

- Looked After Children
- Refugee and asylum seeking children
- Economic migrants
- Travellers
- Children who have suffered bereavement, trauma, domestic violence, homelessness or other adverse family circumstances
- Children with Special Educational Needs

### 2.4 **Costs of missing education:**

The costs of missing out on education are very high both to the young people and their families and to society as a whole. The most obvious impact is, of course, on education itself. Pupils who do not attend the final year(s) of compulsory education are unlikely to leave with any qualifications at all and a fractured educational history can result in low levels of functional literacy and numeracy.

### 2.5 **Truancy:**

Truants are more likely than non-truants to leave school with few or no qualifications. The latest Youth Cohort Study showed that 38 per cent of truants reported that they had no GCSEs, compared with 3 per cent of non-truants. Of those who had truanted, only 8 per cent obtained 5 or more GCSEs at grades A to C, as against 54 per cent of those who had not truanted in Year 11.

### 2.6 **Effects into adulthood:**

- 2.6.1 **Unemployment and homelessness:** Like others with low qualifications, those who miss school are more likely to be out of work at age 18 and are more likely to become homeless. For example, over three-quarters of homeless teenagers in one Centrepont study were either long-term non-attenders or had been excluded from school.

2.6.2 **Crime:** The most striking link is with crime. According to the Audit Commission, nearly half of all school age offenders have been excluded from school; and a quarter truanted significantly

Home Office research showed that truants were more than three times more likely to offend than non-truants. One study found that 78 per cent of males and 53 per cent of females who truanted once a week or more committed offences. A Basic Skills Agency study of 500 convicted offenders in Shropshire found that 64 per cent said they were habitual truants.

In 1995-96, the Metropolitan Police arrested 748 excluded children, some of whom had committed between 20 and 40 offences before arrest. There is evidence that sentencing of those who have truanted or been excluded is severe: one study showed that pupils who have a poor attendance record were much more at risk of a custodial sentence than those with more positive reports.

A six-month study by the Metropolitan Police found that 5 percent of all offences were committed by children during school hours. 40 percent of robberies, 25 percent of burglaries, 20 percent of thefts and 20 percent of criminal damage were committed by 10 to 16 year olds.

2.6.3 **Other social difficulties:**

- involvement in prostitution and the sex trade
- involvement with substance abuse (cigarettes, alcohol and drugs)
- teenage parenthood
- anti-social behaviour
- mental health difficulties
- physical health difficulties (especially from health issues linked to poverty)

### **3. Involvement and responsibilities of each agency.**

3.1 **Roles and Responsibilities of agencies:**

Having identified 9 main reasons why children are likely to go missing from education, the table in Appendix 1 shows the agencies who need to be involved and their role with each group of children.

3.2 **Details of roles and responsibilities of agencies involved:**

3.2.1 **The role of the Local Authority (LA):**

The Attendance and Exclusions Manager is the LA designated officer for children missing from education.

It is the LA responsibility to ensure that all school aged children are in receipt of suitable and efficient education appropriate to their age, aptitude and ability whether at school or otherwise.

### **3.2.2 The Role of the Children Missing Education Assistant:**

3.2.21 The Children Missing Education Assistant will maintain a list of all children in the authority who are known to be not on a school roll or whose whereabouts cannot be established.

3.2.22 When another LA contacts Norfolk regarding a child who is believed to have moved into the area the Children Missing Education Assistant will check the IDEAR database to establish if the child is on roll at a Norfolk school. If they are, the CME Assistant will contact the school, confirm that the child is attending.

If a child cannot be identified as having registered at a school and an address in Norfolk is included in the enquiry paperwork, the CME Assistant will request that the area AIO makes a home visit to that address within 3 working days. This visit will be to establish if the child is residing there and what education arrangements have been made for the child. Support will be offered if necessary.

Outcomes of this work will be shared with the referring authority.

Cases where a child cannot be identified as being a pupil in a Norfolk school and no address is supplied with the enquiry a further check of IDEAR will be made 12 weeks later.

Information received from colleagues within Children's Services or other agencies will be checked and recorded by the Children Missing Education Assistant before being passed to the relevant area team to investigate. The progress will be monitored and logged.

### **3.2.3 The role of the Area Attendance Staff:**

3.2.31 When a child is referred to the area attendance staff by a school or other agency/body the case will be open until the child is back in school, or it is confirmed that the child is no longer living within the authority. This includes a referral from any agency via CME 2 form, see appendix 3

3.2.32 Area attendance staff and the Police undertake truancy sweeps and school age pupils found out of school will be stopped and enquiries made as to their educational status. If necessary the pupil will be escorted back to school. If the child is found to be without a school place the relevant procedures will be implemented. Information concerning pupils identified during Truancy sweeps is shared with colleagues from the Youth Offending Team and Connexions. More information about truancy sweeps can be found at <http://www.dfes.gov.uk/schoolattendance/truancysweeps/index.cfm>.

3.2.33 The area attendance staff has a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations.

### 3.2.4 The role of the Admissions Team:

#### 3.2.41 The Admissions team has responsibility for:

- the co-ordination of admissions to reception classes, ensuring, in co-operation with primary admission authorities, that no more than a single offer of a reception class place is made to applicants for Norfolk schools;
- the co-ordination of admission arrangements for pupils transferring from infant/first to junior/middle school, ensuring, in co-operation with junior/middle admission authorities, that Norfolk-resident pupils receive no more than a single offer of a junior/middle school place;
- the co-ordination of admission arrangements for pupils transferring from primary to secondary school, ensuring, in co-operation with secondary admission authorities and other LAs, that Norfolk-resident pupils receive no more than a single offer of a secondary school place;
- processing requests for mid-year admissions and transfer of school,
- identifying through the Authority's data systems and other agencies those children who require the allocation of a school place (for the major intakes at reception and secondary transfer but, also, in respect of other school years);

To contribute to the work of ensuring that all pupils are on a school roll and attending school, the Admissions Team works as follows:

- prioritises work on the allocation of school places for children in public care;
- ensures that advice about admissions and support with the application procedure is readily available for all families including those recently arrived from overseas;
- carefully considers each request for a transfer of school, ensuring that parents are aware of the implications of a change of school and discouraging the request where appropriate; ensuring, at every opportunity, that parents are advised not to withdraw their children from school without first having secured an alternative school place;
- contributes to the maintenance of an efficient pupil database which, following liaison with schools and parents as necessary, records the school places offered and those taken up or declined;
- shares information with other LAs and admission authorities regarding individual pupil placements within their schools;
- investigates, with parents, schools, the Early Intervention and Specialist Services and the area attendance staff, as necessary, those cases where

pupils fail to take up school places or where it becomes evident that a child is out of school;

- follows-up and monitors the outcome of admission referrals made to the Authority's community schools.

#### 3.2.42 Admission of Looked After Children

New legislation [The Education (Admission of Looked After Children) (England) Regulations 2006] comes into effect for admission arrangements for September 2007. This will require all admission authorities to place Looked After Children (LAC) as highest priority, after statemented pupils, in their over-subscription rules.

The Admissions Forum has developed a fair access protocol for high school pupils and endorses the Local Authority's position of exercising their power to direct a local school to admit any child (inc. a LAC) where the school does not accept placement via the protocol.

#### 3.2.5 **The role of the strategic Attendance and Exclusions Team:**

3.2.51 The Attendance and Exclusions Manager is responsible for recording and reporting all exclusions and therefore must be informed of all exclusions from school (both permanent and fixed term). It is expected that all schools will follow the DCSF statutory guidance.

<http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/guidance/>

3.2.52 Cases where it is identified that a school has imposed an unofficial/illegal exclusion the Attendance and Exclusions Manager will send a letter to the Headteacher to clarify the situation.

Records of any reported incidents of unofficial/illegal exclusions will be kept by the Attendance and Exclusions Manager and reported to CSMT on a 6 monthly basis.

#### 3.2.6 **The role of Schools**

##### 3.2.61 **When a pupil fails to start at a new school when expected:**

When a pupil is expected to join the school either at a normal time of starting (e.g. Nursery, Reception or Year 7) or at any time and he/she does not arrive, the school should firstly try to make contact with the parents by phone or letter. If after one week no contact has been made the school should contact the Admissions Department to find out if the child had been registered elsewhere. After two weeks the school should complete a referral to the Attendance Team who will follow the procedures for 'missing pupils'.

##### 3.2.62 **Prolonged absence:**

If a pupil is absent for a prolonged period or fails to return from a holiday or a fixed term exclusion the school should follow the normal procedures for investigating pupil absence (i.e. telephone calls, letters, invitations to meetings at the school etc). If the child does not return to school the absence will be unauthorised and should be referred to the

Attendance Team who will follow their procedures for 'missing pupils'. The pupil **should not be removed from roll** until the AIO has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated otherwise. If the pupil is not located the school will follow the S2S procedure as detailed in this document.

### **3.2.63 Regulations about when a school may delete a pupil's name from its Admissions Register.**

There are strict rules on when schools can delete pupils from their admissions register. These are outlined in Section 8 of the Education (Pupil Registration) Regulations 2006 as amended.

(1) The following are the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance 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.

**Removal from roll for any reason other than those specified above is illegal.**

**Link Inspectors and Ofsted will monitor schools' compliance with legal requirements. It is anticipated that as a result of the Children Act 2004, Ofsted will become more rigorous in this area.**

Home Education: In the event of a parent informing the school that s/he is removing the child to educate him/her at home the Officer with responsibility for Services to Home Educators should be informed (telephone number 01603 433275 x198). They will make arrangements

for the LA to satisfy itself that the education being provided is 'suitable and efficient'.

Fixed Term Exclusions: In the event of a pupil being excluded for a fixed term the school must provide work. If the exclusion is for more than 5 days, the school has a duty to arrange suitable full-time education provision for the pupil. Information on this can be found on Teachernet guidance (page 5 paragraph 35)

<http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/guidance/>

If a pupil fails to return to school after fixed term exclusion the school should treat the absence as an unauthorised absence and contact the Attendance Team.

### 3.2.64 **Actions a school must take when a pupils name is deleted from the Admissions Register:**

(i) When a pupil is deleted from the Admission register the school must clearly indicate the date and the reason for the removal from roll. In the event of a pupil moving to another school the name of the school should be indicated and the pupil's records should be sent to the new school within 15 days.

(ii) When a pupil's name has been deleted from the register, the school must use an electronic common transfer form to send the information via the Teachernet secure School to School Data Transfer Website (S2S).

(iii) The school must also notify the LA within 10 school days and information should be sent to the Children Missing Education Assistant on form CME 1. Information regarding normal transition transfers need not be made as these details can be obtained from the Admissions section.

## 4. **The Use of School to School Data Transfer Website (S2S)**

4.1 Schools are aware of the statutory responsibility placed on governors and teachers for the management of safeguarding and promoting the welfare of all children. This is underpinned by a statutory responsibility to use an electronic common transfer form to send and collect information via the Teachernet secure School to School Data Transfer Website (S2S).

It is recognised that these procedures will only function effectively if all Norfolk schools are committed to the principle that:

**WHENEVER A CHILD JOINS OR LEAVES A SCHOOL THEN A COMMON TRANSFER FILE MUST ACCOMPANY HIM/HER.**

Guidance notes for schools and local authorities to clarify the creation and use of CTFs can be found at

<http://www.teachernet.gov.uk/management/ims/datatransfers/CTF/>

The Local Authority will ensure that all Norfolk schools are properly supported to meet these responsibilities.

Information and training on S2S and the LPD is available from the Data Collection Team, Information and Research Centre at County Hall.

#### 4.1.1 **Actions required:**

(i) If a school knows which school a child is moving to the school should ensure that an electronic Common Transfer File (CTF) is sent to the receiving school via S2S as quickly as possible.

(ii) Should a child leave a Norfolk school without notice being given, the school should try to make contact with the parents. If after 10 days of non school attendance the school has been unable to contact the parents the school should contact their AIO who will work with the school and make reasonable efforts to try and identify the child's current whereabouts/destination. **Should the child be on the Child Protection Register or should the school have particular child protection concerns about the child the school should immediately contact the local Social Care team.**

(iii) If after 20 working days such efforts prove unsuccessful the school should remove the child's name from its roll and create a CTF using the "destination unknown" code XXXXXXXX (or MMMMMMM if the child has moved to the Independent Sector or out of the country, including Scotland). The file is uploaded onto S2S and the child's details automatically go onto the "Lost Pupil Database" section of the site.

(iv) If a file is sent to a known school or LA but comes back as rejected by that school or LA these should be treated as the child now being missing from education and should be uploaded using the code XXXXXXXX to the Lost Pupil Database as above.

(v) Schools should check S2S regularly to look for CTF's of new pupils, which have been sent to them. If a new pupil is admitted to a school and the CTF is not available schools should contact Management Information Centre to request that a search is made of the Lost Pupil's Database for a matching record using names or former names, date of birth and gender. The pupil's CTF can then be forwarded to them.

(vi) If a school has previously sent a lost child CTF to the Lost Pupils Database and is then contacted by a school at which the lost child has subsequently registered then either:

- the school which sent the CTF to the Lost Pupil's Database should create a new CTF and send this to the receiving school and request that the LA download the original CTF and delete it; or
  - the receiving school should request it's own LA download the original CTF from the Lost Pupil's Database.
- 4.1.2 If a child leaves a Norfolk school in order to be home educated by his/her parents, the school on receiving written confirmation of the parents' intentions, should send a copy to the Officer for Services to Home Educators and then remove the child's name from the school roll. A CTF should be created using MMMMMMMM, so that the CTF goes into the database of children who have moved outside the maintained system.

**5. The role of Other Agencies: (e.g. Health, Youth Offending Team, Connexions, Voluntary Agencies)**

- 5.1 If a member of staff from another agency identifies a young person who appears to not be on roll at a school or not be attending school regularly, that member of staff should complete a CME 2 form and send it to the Attendance and Exclusions Manager for further checks to be made.  
The referrer will be notified of the outcome of the enquiry.

**6. Tracking and monitoring:**

- 6.1 The Children Missing Education Assistant will keep records of
- information received from schools within Norfolk where they have taken a pupil off roll, except at times of normal transfer,
  - all contacts made by other Local Authorities, the checks undertaken and the outcomes,
  - information received from colleagues in other agencies, the checks undertaken and the outcomes.
  - children identified during Truancy Sweeps undertaken with the Police under section 16 Crime and Disorder Act 1998 and information received from partner agencies and actions taken.

The Attendance and Exclusions Manager will report to CSMT annually.

**The Area Behaviour Team (PRU/Behaviour Service):** will keep detailed records of all pupils in their area, who are, awaiting alternative provision, receiving alternative provision, where the provision is taking place and the number of hours each pupil is receiving.

**APPENDIX 1:**

**Table showing MAIN Reasons for Children Missing Education and each Agencies roles and responsibilities**

MAIN REASONS FOR CHILDREN MISSING EDUCATION	AGENCY- Role and Responsibility
<b>Group 1</b>	
<ul style="list-style-type: none"> <li>• Failing to be registered at a school at age 5</li> <li>• Failing to make a successful transition</li> <li>• Frequent moves of house including periods of homelessness or periods in a refuge</li> <li>• Mid-year transfer of school</li> </ul>	<p><b>School-</b>            Follow up non arrival            Check the situation with the Admissions Team            Refer to the area attendance staff            Follow procedures for removing a name from a school roll if appropriate.            Inform the Children Missing Education Assistant</p> <p><b>Admissions Team-</b>            Investigates situation            Offering advice re a school place            Processing requests.</p> <p><b>Area Attendance Staff-</b>            Home visit to the family offering support if necessary            Follow procedures for non-attendance if appropriate.</p> <p><b>Other agencies-</b>            Share knowledge            Support the family ensuring the child engages with education</p>

<b>Group 2</b>	
<ul style="list-style-type: none"> <li>• Family breakdown</li> <li>• Persistent truancy leading to non attendance (especially in Years 10 and 11)</li> <li>• Disaffection resulting in pupil and/or parent dissatisfaction with the school and the parent withdrawing the pupil or 'being asked to leave'</li> </ul>	<p><b>School-</b> Follow up absence Refer to the area attendance staff.</p> <p><b>Area Attendance Staff-</b> Home visit to the family offering support Follow procedures for non-attendance if appropriate In cases of unofficial/illegal exclusion pass information to the strategic Attendance and Exclusions team.</p> <p><b>Other agencies-</b> Share knowledge Support the family ensuring the child engages with education.</p>

<b>Group 3</b>	
<ul style="list-style-type: none"> <li>• Exclusion (formal and informal)</li> </ul>	<p><b>School-</b>  Follow procedures for excluding pupils  Follow procedures for removing a name from a school roll.  Inform the Children Missing Education Assistant</p> <p><b>Attendance and Exclusions Team-</b>  Monitor that all procedures are followed, advising when necessary.</p> <p><b>Admissions Team-</b>  Offering advice re a school place/ processing requests.</p> <p><b>Area Attendance Staff</b>  In cases of unofficial/illegal exclusion pass information to the strategic Attendance and Exclusions team.  Home visit to the family offering support if necessary.</p> <p><b>Other agencies-</b>  In cases of unofficial/illegal exclusion pass information to the strategic Attendance and Exclusions team.  Support the family ensuring the child re-engages with education.</p>

<b>Group 4</b>	
<ul style="list-style-type: none"><li>Families moving into a new area</li></ul>	<p><b>Admissions Team-</b> Offering advice re a school place Processing requests.</p> <p><b>Area Attendance Staff</b> Offering advice if required Home visit to the family offering support if necessary Follow legal procedure if necessary</p> <p><b>Other agencies-</b> Share knowledge Support the family ensuring the child engages with education.</p>

ATTENDANCE & EXCLUSIONS TEAM

**NOTIFICATION OF REMOVAL OF A CHILD'S NAME FROM A SCHOOL ROLL**

S2S must be completed each time you remove a pupil from the school roll (except when ending statutory education or at end of year transfer). At the same time send this form to the Children Missing Education Assistant. We would advise that you keep a copy for school records.

**The name of the following child has been removed from the school roll.**

Name of pupil		
Date of Birth		
UPN		
Parents or carers names		
Reason for removal		
<ul style="list-style-type: none"> <li>The pupil has been registered at another school (please state which school).</li> </ul>		
<ul style="list-style-type: none"> <li>Written notification has been received from the parent that the pupil is receiving education otherwise than at school.</li> </ul>		<i>Please tick if appropriate</i>
<ul style="list-style-type: none"> <li>The pupil has been continuously absent for 4 weeks or more. Both the school and the LA have failed, after reasonable enquiry, to locate the pupil.</li> </ul>		
<ul style="list-style-type: none"> <li>The pupil has been permanently excluded and all procedures have been completed.</li> </ul>		
Other reason (please specify) or further information.		
Has pupil's CTF been placed on S2S website?	<input type="checkbox"/> <b>Yes</b> for new school to collect.	
	<input type="checkbox"/> <b>Yes</b> code mmmmmmmm (Out of maintained system)	
	<input type="checkbox"/> <b>Yes</b> code xxxxxxxx (missing)	
	<input type="checkbox"/> <b>No</b> - Please give reason	
Date taken off roll		
School Name	Telephone Number	
School Contact	Position	
Date		

Please send, fax or e-mail to:  
 Tracy Henry- Children Missing Education Assistant  
 Children's Services Lakeside 500 West Wing  
 Broadland Business Park Old Chapel Way  
 Thorpe St Andrew Norwich NR7 0WG  
 e-mail: [tracy.henry@norfolk.gov.uk](mailto:tracy.henry@norfolk.gov.uk)

**NOTIFICATION TO CHILDREN'S SERVICES  
OF A CHILD NOT ATTENDING SCHOOL**

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. There is an expectation that all agencies will work together to ensure children are safely on a school roll.

This form should be completed by any Agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be, on a school roll, attending school or other provision arranged by the Local Authority. This should include any child who is out of school (or alternative provision) without good reason, whether registered at a school or not. **It should not be used when an agency considers a child is not receiving full-time education entitlement.**

Child's name	
Date of birth	
Address of where child lives	
Parent or carer's name	
What is the name of their current school (if any)?	
Your name	
Agency	
Telephone number	
Address (so we can advise you of the action we have taken)	
We will follow this up. Is there any other information that you can give us that will help us do this?	

Please send or fax (01603 708200) this form to Val Creasy Attendance and Exclusions Manager Children's Services Lakeside 500 Broadland Business Park Old Chapel Way Thorpe St Andrew Norwich NR7 0WG who will acknowledge receipt of the form. The information will be passed to the appropriate person in the area to make enquiries regarding the educational circumstances of the child. The person making the notification will be informed of the outcome of these enquiries and of the proposed action.