New Seaham Academy
Children Missing From Education Policy (CME)

This policy follows the procedures laid out in the September 2019 document 'Procedures for locating missing pupils and the removal of pupils on rolls' from Durham County Council.

Rationale

The Education and Inspections Act 2006 placed a statutory duty on all LAs to make arrangements to identify children missing from education in their area.

Durham County Council is committed to ensuring that:

- all pupils who go missing or who are lost from schools in County Durham and move to other areas are located as soon as possible.
- It supports other LAs to locate their own missing pupils should such pupils move to County Durham.

Statutory Guidance

Children Missing Education - Statutory guidance for local authorities – September 2016

Keeping Children Safe in Education – Statutory guidance for schools and colleges – September 2066.

- New Seaham Academy must notify their Local Authority when they are about to remove a pupil's name for the school admissions register under any of the fifteen grounds listed in the regulations (Annex A).
- New Seaham Academy must also notify the local authority within five days of adding a pupil's name to the admission register at the start of a non-standard transition point.
- New Seaham Academy must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting the pupil's name from the register.

Procedures to safeguard missing children

Pupils leaving a County Durham School

1. Should a child leave New Seaham Academy without the school being advised by the parent/carer of the new school the child is to attend, we are required to make reasonable enquiries* to establish the whereabouts of the child jointly with the local authority before deleting the pupil's name from the register.

(*see Children Missing Education – Statutory guidance for local authorities, page 12)

2. If there are specific safeguarding concerns, New Seaham Academy must contact the family's dedicated social worker or the First Contact Service on 03000 267979. If a child may be in immediate danger phone 999. The police can also be contacted on 101 if there is an urgent child welfare concern. Also contact Eve Rutherford on 03000 265908 or eve.rutherford@durham.gov.uk.

3. It is important to establish whether or not the child/family is still resident at the known address. Where the whereabouts of the family remain unclear, New Seaham Academy will call the First Contact Service on 03000 267979 and inform of Child Missing from Education.

4. School should share any known risks which may impact on visiting the home and steps already taken to trace the child. FCS will triage referral to One Point Duty Officers on an Early Help Assessment. School should detail:

- efforts made to trace the family to date
- whether there are any known risks which may impact on visiting the home

The case will be allocated to a member of the One Point service who will make up to three visits to the family home (see flowchart in appendix 1).

5. If the pupil is known to be of Gypsy, Roma or Traveller ethnicity, school can contact the GRT Team on 03000 267800 who will carry out further checks within the community.

6. If the family are still resident (or they have moved to another address within reasonable travelling distance of the school) and the child has not attended school for 5 or more

days, a referral should be made to Attendance Improvement Officers to consider whether enforcement action is required.

7. If the child is located out of the area, he/she should remain on the school roll until admission to another school is confirmed, at which time the child's Common Transfer File (CTF) should be forwarded to that school.

8. If the child is not found, One Point officer will feed this back to the school who will then inform the local authority CME Officer Margot Bland on 03000 265902 or margot.bland@durham.gov.uk. (see Appendix 2 for the information required in this referral). If the GRT team cannot trace a child, this should be fed back to the CME officer as above.

9. After four school weeks (20 school days), should efforts to trace the child be unsuccessful, the school should remove the pupil's name from the roll and create a 'lost' Common Transfer File (CTF). This is a statutory requirement (The Education (Pupil Information)(England) Regulations 2000). The CTF should be uploaded onto the DfE s2s secure site where it will be held in the Lost Pupil Database.

9. If enquiries through national CME contacts are unsuccessful, the child's name will be entered on the CME Register.

10. When removing a child from roll, schools should ensure information on the pupil's destination is entered on the Schools MIS system. Where the destination of the child is unknown at the time of leaving but the school receive subsequent information as to the child's whereabouts, the school should update the system with this new information. The CME register held centrally in the School Places and Admissions Office is reviewed on a regular basis. Updating the system with new information will greatly reduce unnecessary phone calls to schools from the officers trying to track pupils.

11. There is a separate CTF procedure to be followed in the case of pupils who leave a County Durham school to go to a base where the destination is known, but the receiving school is unable to accept a CTF (for example, leaving to go to an independent school, a school outside of England or Wales, or to be electively home educated). In this case, once the school has been formally notified by the parent/ carer of their intentions they should

remove the pupil's name from the school roll and send the CTF to the s2s database, thereby sending the CTF to the database of pupils who have moved out of the maintained system.

12. Should a pupil leave a County Durham school in order to be home educated, on receiving written confirmation of the parents' intentions, New Seaham Academy should send a copy of this to ElectiveHomeEducation@durham.gov.uk . The pupil can then be removed from the school roll.

Pupils being admitted to a County Durham School

13. When a pupil is added to the admission register, New Seaham Academy should contact the pupil's previous school and request a Common Transfer File (CTF**)**

14. It is important to inform Admissions if the child's previous school should not be notified of the destination school (e.g. when a family is escaping domestic violence).

Management Information Systems

New Seaham Academy provides information on admissions and leavers electronically via the SIMS system.

Reviewed: September 2026

To be reviewed by: September 2027