

Children Missing Education – A quick guide for partner agencies

Suffolk County Council is committed to quickly identifying children missing from education and securing appropriate provision for them as quickly as possible. In order to achieve this goal the county council needs the help and assistance of all agencies that come into contact with children and families

Who is a child missing from education?

A child or young person is missing from education if they are of compulsory school age (age 5-16) and they do not have a school place and no alternative education arrangements have been made for them.

A child is not classed as missing from education if they have a school place but are not attending regularly or they are being home educated or they are in temporary alternative provision such as a Pupil Referral Unit.

Some children and young people are at greater risk of going missing from education. These include:

- looked after children
- young runaways
- children permanently excluded from school
- young carers
- children from transient families
- teenage mothers
- young offenders
- children of homeless families, perhaps living in temporary accommodation
- children living in women's refuges
- children with long term medical or emotional problems
- unaccompanied asylum seekers
- children of refugees or asylum seeking families
- children in new immigrant families not yet established in the UK
- children from families in the army

Children missing from education are at much greater risk of:

- physical harm
- becoming involved in crime
- demonstrating anti-social behaviour
- abusing drugs and alcohol
- sexual exploitation
- being illegally employed
- forced marriages

It is vital therefore that the local authority, schools and other agencies work closely together to help safeguard children.

Why do children go missing from education?

Children fall out of the education system for a variety of reasons, these can include:

- failing to start appropriate provision and hence never entering the system;
- moving out of the independent sector
- ceasing to attend, due to exclusion or parental withdrawal;
- failing to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA);
- failing to make the transition between phases (e.g. primary to secondary transfer); or
- are part of a transient or mobile population.

How can you help?

Identifying children who go missing from education requires all agencies that come across children and families to be vigilant in alerting the Education Attendance Service if they suspect a child is not in receipt of education.

Given the safeguarding issues and the fact that we know that children who are missing from education are potentially vulnerable in a number of ways it is essential that all agencies notify the Education Attendance Service without delay.

Help us to keep children safe and ensure that they receive an appropriate education.

If you suspect that a child is missing *from* education please use the form below to notify the Children Missing Education Officer immediately.

If you are uncertain as to the child's educational status do not hesitate in making the referral. We would rather trace the child and find that they are not missing from education than let a child fall through the net.

By making a referral to the Children Missing Education Officer you are supporting us to keep children in Suffolk safe.

If you would like to discuss Children Missing Education in general or arrange a briefing for your team please contact Bettina Lambert using the address below.

Thank you for your support

**Education Attendance Service
NOTIFICATION OF CHILDREN MISSING EDUCATION**

CME:

REMOVAL FROM SCHOOL:

NAME OF CHILD:

OTHER NAMES BY WHICH CHILD IS KNOWN:

DOB:

ETHNICITY:

SEX:

UPN:

PARENTS/CARERS NAMES:

TELEPHONE NUMBERS:

LAST KNOWN ADDRESS:

EMAIL:

NEW ADDRESS (IF KNOWN):

LAST SCHOOL / PROVISION ATTENDED:

DATE LAST ATTENDED (IF KNOWN):

DOES THE CHILD HAVE SEN?

DOES THE CHILD HAVE A STATEMENT OF SEN?

IS THE CHILD ON THE CHILD PROTECTION REGISTER OR SUBJECT TO AN INVESTIGATION?

Suffolk County Council
Education Attendance Service

IF SO HAS SOCIAL CARE BEEN INFORMED OF THE FAMILY'S DISAPPEARANCE?

HAS A REFERRAL BEEN MADE TO THE EDUCATION ATTENDANCE SERVICE?

BRIEF DESCRIPTION OF ENQUIRIES MADE AND RELEVANT INFORMATION (include copies of any relevant correspondence):

REASON FOR REMOVAL FROM ROLL:

DATE REMOVED:

NEW SCHOOL (IF KNOWN):

START DATE (IF KNOWN):

HAS IT BEEN CONFIRMED THAT PUPIL STARTED:

NAME OF PERSON COMPLETING FORM:

AGENCY:

ROLE WITHIN SCHOOL:

DATE:

E-MAIL:

**PLEASE RETURN TO: Wendy Brett
CHILDREN MISSING EDUCATION OFFICER**

Help us keep all children safe