

**This document sets out the requirements for schools identifying children missing (or at risk of missing) education (CME) and is for the attention and action of all schools with pupils of statutory school age (5 – 16). This includes Independent schools.**

## Background

During the education year there are two types of enrolments – standard transitions and non-standard transitions. Standard transitions include all children of statutory school age who move into Primary school (Reception class) or into secondary school (Year 7) in September. Non-standard transition entry includes children from all other year groups who move schools during the rest of the school year.

With effect from 1st September 2016, all schools have been required to notify their home local authority of any children and young people who start or leave school during Non-Standard Transition Points and at standard transition points, that is to say the beginning and end of the education year, if the local authority asks for this information. In line with the City's Safeguarding duties we would like to request all of this information during each term.

The government consulted on amendments to the Education (Pupil Registration) (England) Regulations 2006 ("the Regulations") to improve communication and co-ordination between schools and LAs. This includes independent schools. The consultation took place from 19 January to 7 March 2016. The outcome was circulated on 21 July 2016 and Guidance was issued, which can be found at the following:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

We can also provide you with a hard copy if required.

We have been working closely with all of our schools to offer support through our Education Welfare Consultant in the areas of attendance and individual case work and schools have been providing us with information as agreed in the Data Sharing Agreements. We would like to continue to build on these excellent working relationships.

## What we are asking you to do

During the education year we will request pupil information from all City schools. The key points to remember are:

1) All schools must inform their home LA (in this case the City of London) when they are about to delete a pupil's name from the admission register under the permitted grounds relevant to children of statutory school age (these are shown on the '**Migration Form**' form which will be sent to you electronically following our meeting with you);

2) For all children and young people leaving a school, an entry must be recorded on the Migration form and must include the following details for each pupil:

- The full name and address of any parent with whom the pupil normally resides
- The full name and address of any parent with whom the pupil normally resides
- At least one telephone number of the parent
- The pupil's future address (if applicable) and destination school

- The ground in regulation 8 under which the pupil's name is to be removed from the admission register (this is attached as Appendix 2)

4) Schools must provide information to the City of London when registering new pupils within **five** days of the child or young person being enrolled, including the pupil's address and previous school (where they can reasonably obtain this information).

### **Additional Information Required**

Since September 2015 the City has been implementing a programme of tracking and monitoring school attendance so that we can address instances of children who are at risk of missing education or who are out of school. In addition to the above information, we would also like schools to provide us with a list of all pupils during the year whose attendance is below 90%, including all pupils resident in the City and those resident in other authorities. We will provide a '**Pupil Roll Form**' to enable you to do this. This will be sent to you as an electronic document following our meeting with you in the autumn term 2018.

In addition, we would like you to populate some statistical information for us, which will help us better understand our education landscape in relation special educational needs. Therefore on the '**Pupil Roll Form**' under the tab '**statistical information**' we would like the following information from you for all City and non-City children attending your school:

Year Group	Post Code	SEN Code (if a child has a special educational need)
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Children who are offered a school place, but who don't turn up to school are a particular concern. To ensure the safeguarding responsibly is consistent with state-maintained schools, it is requested that Independent schools use the Migration Form to notify the City of London of children that have not arrived as expected. The school must have carried out their own checks before passing to the City.

### **Passwords for Workbooks**

The password for both the Pupil Roll Form and Migration Form is City2018

### **Table of Requirements**

A timetable of what information we need from you and when is captured in the table below for easy referencing. Please see Appendix 1.

### **Secure method of notification**

We are asking all City of London schools to begin sending us the information as described above from November 2018.

As the information is highly confidential, it will need to be sent to us securely. In order to comply with GDPR, all personal information will need to be sent to us using the City's secure email system, Egress Switch. The system works by generating a secure email to the school. Therefore, an email will be sent to the designated person at the school by either the Admission and Attendance Manager or the Lead Advisor for Universal Education Services. Once that email has been sent, the email thread attached to the email is secure and the designated person at the school can securely send any personal information back to the City of London

All information returned to the City of London will be checked and monitored by the Education and Early Years Service. The key contact for any enquires are as follows:

**Primary notification officer** – Amrul Khan [Amrul.khan@cityoflondon.gov.uk](mailto:Amrul.khan@cityoflondon.gov.uk)

**Secondary notification officer** – Kirstie Hilton [Kirstie.hilton@cityoflondon.gov.uk](mailto:Kirstie.hilton@cityoflondon.gov.uk)

**It is the responsibility for each school to ensure that notifications are sent to the City's Education and Early Years Team. Reminders will not be sent but the designated officer will contact you if notifications have not been submitted for a period of 4 weeks**

**Other Useful contacts:**

**The Education and Early Years team:**

**Tel:** 020 7332 3998 / 3274

**Email:** [Kirstie.hilton@cityoflondon.gov.uk](mailto:Kirstie.hilton@cityoflondon.gov.uk) , [Amrul.khan@cityoflondon.gov.uk](mailto:Amrul.khan@cityoflondon.gov.uk)

**Early Help Service in City of London:**

**Tel:** 020 7332 3621 (Mon-Fri 9am to 5pm), after hours please phone Hackney Emergency Duty Team on 020 8356 2710

**Email:** [children.duty@cityoflondon.gov.uk](mailto:children.duty@cityoflondon.gov.uk)

**Appendix 1: Table of Requirements**

<b>City or non-City children</b>	<b>Reason for Notification / information to be provided</b>	<b>Method of information</b>	<b>Timeframe / Frequency (deadline)</b>
City and non-City children	New starters and leavers and children who have attendance below 90% (and SEN if applicable)	Pupil Roll Form <i>Tab 'individual children'</i>	N/A
	Statistical Information	Pupil Roll Form <i>Tab 'statistical information'</i>	Autumn term 2018
City and non-City children	Children who have attendance below 90% and SEN	Pupil Roll Form	N/A
City and non-City children	New starters and leavers and children who have attendance below 90% and SEN	Pupil Roll Form <i>Tab 'individual children'</i>	N/A
	Statistical information	Pupil Roll Form <i>Tab 'statistical information'</i>	Autumn term 2019
City and non-City children	Children who have attendance below 90% and SEN	Pupil Roll Form	N/A
City and non-City children	New Starters	Migration Form	To be sent 5 days after registering a new pupil (in-year)
City and non-City children	Leavers	Migration Form	To be sent to the City of London before removing a child or young person from school roll (in-year)
City and non-City children	Children not arriving at school when expected	Migration Form	To be sent into the City of London immediately with concerns (beginning of the academic year)

## Appendix 2: Grounds For Deleting a Pupil from the School Admission Register

<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>	
1.	<b>8(1)(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 authority for that named in the order or the order is revoked by the local 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>
2.	<b>8(1)(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.</b>
3.	<b>8(1)(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.</b>
4.	<b>8(1)(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.</b>
5.	<b>8(1)(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.</b>
6.	<b>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that –</b>  <b>(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;</b>  <b>(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</b>  <b>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</b>
7.	<b>8(1)(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.</b>
8.	<b>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and</b>  <b>(i) at no time was his absence during that period authorised by the proprietor in</b>

	<p>accordance with regulation 6(2);</p> <p>(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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9.	<p>8(1)(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.</p>
10.	<p>8(1)(j) - that the pupil has died.</p>
11.	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school;</p> <p>Or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12.	<p>8(1)(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.</p>
13.	<p>8(1)(m) - that he has been permanently excluded from the school.</p>
14.	<p>8(1)(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.</p>
15.	<p>8(1)(o) where</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>