

This document sets out the requirements for schools identifying children 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

The Department for Education made 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.

Guidance can be found at the following:

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.

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

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 pupil information. We would like to continue to build on these excellent working relationships.

What we are asking you to do

At the beginning of and 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 statutory school aged pupil’s name from the admission register. Names must be recorded on the **‘Migration Form’**
- 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 (see Appendix 1 at the end of this protocol)
- 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

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 twice a year, including all pupils resident in the City and those residing in other authorities. We will provide a '**Pupil Roll Form**' to enable you to do this. An electronic copy of all the forms will be sent to you.

To enable us to ensure that attendance is recorded consistently, it would be very helpful to us if attendance data provided to us is recorded in line with DfE guidelines. Guidance to support you with this is attached.

Children who are offered a school place, but who don't turn up to school are a particular concern. To ensure the City of London fulfils its safeguarding responsibility, 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 this information to the City.

Table of Requirements

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

Standard or Non-standard Transition Points?	Reason for Notification	Method of recording information	Timeframe / Frequency
Standard	1. Full Pupil School Roll including new starters and leavers for Reception and Year 7 2. Attendance for Summer 2017 term	Pupil Roll Form	30 th September 2017
Non-Standard	1. Full Pupil School Roll January School Census 2. Attendance data for Autumn term 2017 and Spring term 2018	Pupil Roll Form	End March 2018
Non-Standard	New Starter	Migration Form	To be sent 5 days after registering a new pupil
Non-Standard	Leaver	Migration Form	To be sent to the City of London before removing a child or young person from school roll
Non-Standard	Children not arriving at school when expected	Migration Form	To be sent into the City of London immediately with concerns

Documents Included

Document name	Format
Letter to all schools	PDF
Pupil Roll Form	Excel Document (password protected)
Migration Form	Excel Document (password protected)
DfE School Attendance Policy	PDF

Secure method of notification

We thank all City of London Schools in helping improve communication and co-ordination with the City, which is vital in keeping children safe. Monitoring children who are either missing education or are at risk of missing education ensures better outcomes for families and helps avoid tragedies.

As the information is highly confidential, it will need to be sent to us securely. For our one maintained school, Sir John Cass's Foundation Primary School, all information can be sent to us using the LGFL Document Exchange. For all other schools, returns will need to be made via the S2S Website (access is given by the Department for Education) or by password protecting the Migration and Pupil Roll Form.

All information returned to the City of London will be checked and monitored by the Performance Team and will be the key contact for any enquires.

Primary notification officer – Elizabeth Malton Elizabeth.malton@cityoflondon.gov.uk

Secondary notification officer – Amrul Khan Amrul.khan@cityoflondon.gov.uk

It is the responsibility for each school to ensure that notifications are sent to the City's Strategy and Partnerships 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 3274

Email: Kirstie.hilton@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

Appendix 1: Grounds For Deleting a Pupil from the School Admission Register

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	
1.	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.
2.	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.
3.	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.
4.	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.
5.	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.
6.	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(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;</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 and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
7.	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.
8.	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and</p> <p>(i) at no time was his absence during that period authorised by the proprietor in 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.	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.
10.	8(1)(j) - that the pupil has died.
11.	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and (i) the relevant person has indicated that the pupil will cease to attend the school; Or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12.	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.
13.	8(1)(m) - that he has been permanently excluded from the school.
14.	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.
15.	8(1)(o) where (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.