**

LOCATING MISSING PUPILS AND THE REMOVAL OF PUPILS FROM THE SCHOOL ROLL

The Education (Pupil Registration)(England) Regulations 2006. Further information can be found at: <https://www.gov.uk/government/publications/children-missing-education>

This guidance applies to all compulsory school age children.

Please note: that if there are any safeguarding concerns a referral to MASH should be completed in the first instance.

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| Reason  | Criteria | Action for school | Follow up action |
| 1. Pupil has transferred to an alternative school | Notification has been received from parents/carers giving details of new school.  | CTF uploaded to s2s using DFE number for new school.When a pupil transfers to a private school or one outside of England and Wales the MMMMMMM should be used as the destination code. | No further action |
| 2. Pupil has moved home address but new school placement is not known | Notification of new address in another area received from parents/carers indicates that a new school will be required. New school placement information has not been received. | If details of new provision or request by new school for the CTF file are not received within a reasonable period, school should complete CME paperwork and forward to Children Missing Education Officer for action.Child to be kept on roll until notification received from CME Officer. | Pupil recorded on CME database. CME Officer will contact CME Officer in new authority to give details of pupil and ask them to follow up school placement.School informed to remove child from roll. |
| 3. Pupil has not been at school for 10 continuous days or more and pupil’s whereabouts has not been established  | School has followed their attendance procedure for unauthorised absence.School has made all reasonable checks to ascertain pupil’s whereabouts using CME Guidance but whereabouts remains unknown. | School should complete CME paperwork and forward to Children Missing Education Officer for action.Child to be kept on roll until notification received from CME Officer | Pupil recorded on CME database. CME Officer to carry out checks using CME guidance.If child located to another area, CME Officer will contact CME Officer in new authority to give details of pupil and ask them to follow up school placement.If child located in Herefordshire, the CME whereabouts known procedure will be followed. If child not located, CME officer with submit a referral to MASH.School informed to remove child from roll and upload CTF to S2S using XXXXXXX as destination school. |
| 4. Pupil has failed to return from previously authorised extended leave | Pupil was granted extended leave of absence and has failed to return within the agreed time. No reasonable explanation has been received.School has followed their attendance procedure for unauthorised absence.School has made all reasonable checks to ascertain pupil’s whereabouts using CME guidance, whereabouts remains unknown. | School should complete CME paperwork and forward to Children Missing Education Officer for action.Child to be kept on roll until notification received from CME Officer. | Pupil recorded on CME database. CME Officer to carry out checks using CME guidance.If child located to another area, CME Officer will contact CME Officer in new authority to give details of pupil and ask them to follow up school placement.If child located in Herefordshire, the CME whereabouts known procedure will be followed. If child not located, CME officer with submit a referral to MASH.School informed to remove child from roll and upload CTF to S2S using XXXXXXX as destination school. |
| 5. Pupil from a Gypsy Roma Traveller (GRT) family has not been at school for 10 continuous days or more and pupil’s whereabouts are unknown and no information has been given on their travelling arrangements. | If the parents have not informed the school of their travelling arrangements and school has concerns about the pupil’s whereabouts they should contact the GRT team but whereabouts remains unknown. | School should complete CME paperwork and forward to Children Missing Education Officer for action.Child to be kept on roll until notification received from CME Officer.If, however, you are the Base School, their absence should be recorded as authorised (T) and their place kept open (this only applies to those with a travelling occupation). They must remain on roll whilst they are known to be travelling. GRT pupils are allowed 180 sessions of travelling per academic year. Please refer to section 444(6) of the Education Act 1996. | Pupil recorded on CME database. CME Officer to carry out checks using CME guidance.If child located to another area, CME Officer will contact CME Officer in new authority to give details of pupil and ask them to follow up school placement.If child located in Herefordshire, the CME whereabouts known procedure will be followed. If child not located, CME officer with submit a referral to MASH.School informed to remove child from roll and upload CTF to S2S using XXXXXXX as destination school. |
| 6. Pupil has been withdrawn from the school by parents/carers to be Electively Home Educated (EHE) | Parents/Carers have formally notified the school of their intention to educate their child at home. | School to pass on details to EHE Officer. CTF to be uploaded to s2s using MMMMMMM as destination school | EHE will make an initial home visit.Follow up visits will be carried out periodically to ensure the pupil is receiving an appropriate education. |