

**September 2007
Reviewed July 2009**



**Revised Missing Pupils
Procedures
(Schools and ESWS)**

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MISSING PUPILS

SUMMARY

- As of the 27 February 2007 **it is the statutory duty** on Local Authorities and Health to know the whereabouts of all children 0-16 years.
- Registration regulations, September 2006, make very clear the only conditions where a child should be removed from a school roll.
- In no circumstances should a child's name be removed from a roll where the child's destination is unknown unless this has been referred to and agreed by the ESW or Child Missing Education (CME) Officer – Rennie Thompson or CME Administrator Alan Blackmore.
- Schools need to ensure that where they are told that a pupil is moving out of their school, that they know where the child is moving to and that the destination leavers report (and code in SIMS) reflect the real position.
- The UK (Unknown) code should only ever be used when the child's/family's whereabouts/destination are genuinely unknown. Where this is the case a referral must be made to the ESW Service.
- If the child cannot be located by the ESW, the school will then be advised to take off roll as appropriate and to upload a 'xxx' file to the S2S website.
- It is a school's responsibility to log the 'xxx' file onto S2S (for help/guidance on this issue contact the Sims Support Team).
- Once off roll and having uploaded 'xxx' file school responsibilities end. It is for the authority's CME Officer to initiate and follow up on national search.
- Research indicates that special attention should be paid to tracking of any child identified as belonging to a vulnerable group. (See CME Strategy section3)
- Tracking includes reduced/part-time provision packages.

PUPILS MISSING FROM OXFORDSHIRE SCHOOLS

Missing pupils are likely to be identified in one of four ways, either:

- a) Direct referral from schools
- b) Concern raised by an appropriate officer of the authority following an inspection of school attendance registers.
- c) A referral from another agency.
- d) A referral from the CME Administrator in County Hall following a monthly check of the EMS system to identify children removed from school rolls.

All referrals regarding a child/family whose whereabouts are unknown should in the first instance be referred to the Area Education Social Work Team.

Definition of a Missing Pupil

A pupil will be classified as missing when:

He or she has either been removed from a school roll and the school does not know the pupil's/family's destination
(Please note a pupil's name should not be removed from the school roll in these circumstances unless a referral has been made to the ESW Service and confirmation given to the school for removal).

Where a pupil has not been seen in school for five consecutive days and no contact can be established with parents or carers

Or

Where a parent/carer informs a school that they are moving but cannot or will not inform the school of their destination

ACTION AFTER REFERRAL

On receipt and acceptance of a referral the ESW Service will:

- Visit the last known home address of the family
- Contact/visit emergency contacts, neighbours to establish whereabouts
- Check if the child is subject to a Child Protection Plan

There will be no need for an assessment to be carried out in response to a referral on a missing child but the expectation will be that the appropriate action will be taken within 5 working days.

It is essential that in making any referral for a missing pupil the referring agency should provide details of any safeguarding concerns that they have ie:

- Have there been suspicions in the past which together with the sudden disappearance are worrying?
- Was there any type of significant incident prior to the child/family going missing?
- Is there any reason to believe that the child's disappearance is the result of being a victim of crime?
- Is there current social care involvement?
- Is there police involvement or are they on the children missing list?
- Is the child in care?

If the referrer or the ESW accepting the referral believes the answer to any of the above questions is yes, then if it has not already been done, contact should immediately be established with Early Years and Family Support Team (EYFS) (formerly known as Social Services).

In some cases a referral to Thames Valley Police Missing Persons Unit may need to be considered and made as soon as possible where concerns, such as those described above, are identified (see contact list on page 21).

After undertaking the appropriate enquiries and where the child/family's whereabouts remain unknown, the ESW should refer the case to the authority's CME Administrator on the appropriate tracking form MP1a. The CME Administrator(s) is :

Alan Blackmore, tel 01865 810515/email: alan.blackmore@oxfordshire.gov.uk

Or

Jill Price, tel: 01865 810603/email: jill.price@oxfordshire.gov.uk

On receipt of the MP1a form, the CME Administrator will check the EMS database to establish change of address or school. If the pupil is still missing, then form MP1b (see Appendix 2) should be sent to the following agencies: Thames Valley Police, Early Years and Social Care Area Assessment and Family Support Teams, Area Housing teams, YOS, Connexions and Health (child health admin) and ASET.

Ideally these agencies are asked to check against their own records and to help identify the whereabouts of the child/family.

A response should be sent to confirm the outcome of these checks to the CME Administrator(s) in County Hall; ideally within two weeks.

On receipt of a response, or after two weeks with no response received, the CME Administrator will check the EMS database once more, if the pupil(s) is/are still not located, upload pupil details to the missing pupils section of the national S2S database. (This database can be accessed by every authority and school in England so if a missing Oxfordshire pupil is registered in a school in another authority elsewhere that information should be fed back to the CME Administrator).

At this point the CME Administrator will send an electronic MP1d to the ESW and pupils last school confirming that the pupil's name should be removed from roll and asking the school to upload pupil details XXX file on the S2S website. ***This is an important part of the process.**

Where it is believed that a child/family may have moved to an identified authority but neither a school nor home address is known, a referral should still be made to the CME Administrator(s) who will liaise with and send the form MP1a to their identified counterpart for action according to that authority's missing pupil procedure. After two weeks without response, the CME Administrator will again upload details to S2S and send for MP1d to the ESW and school.

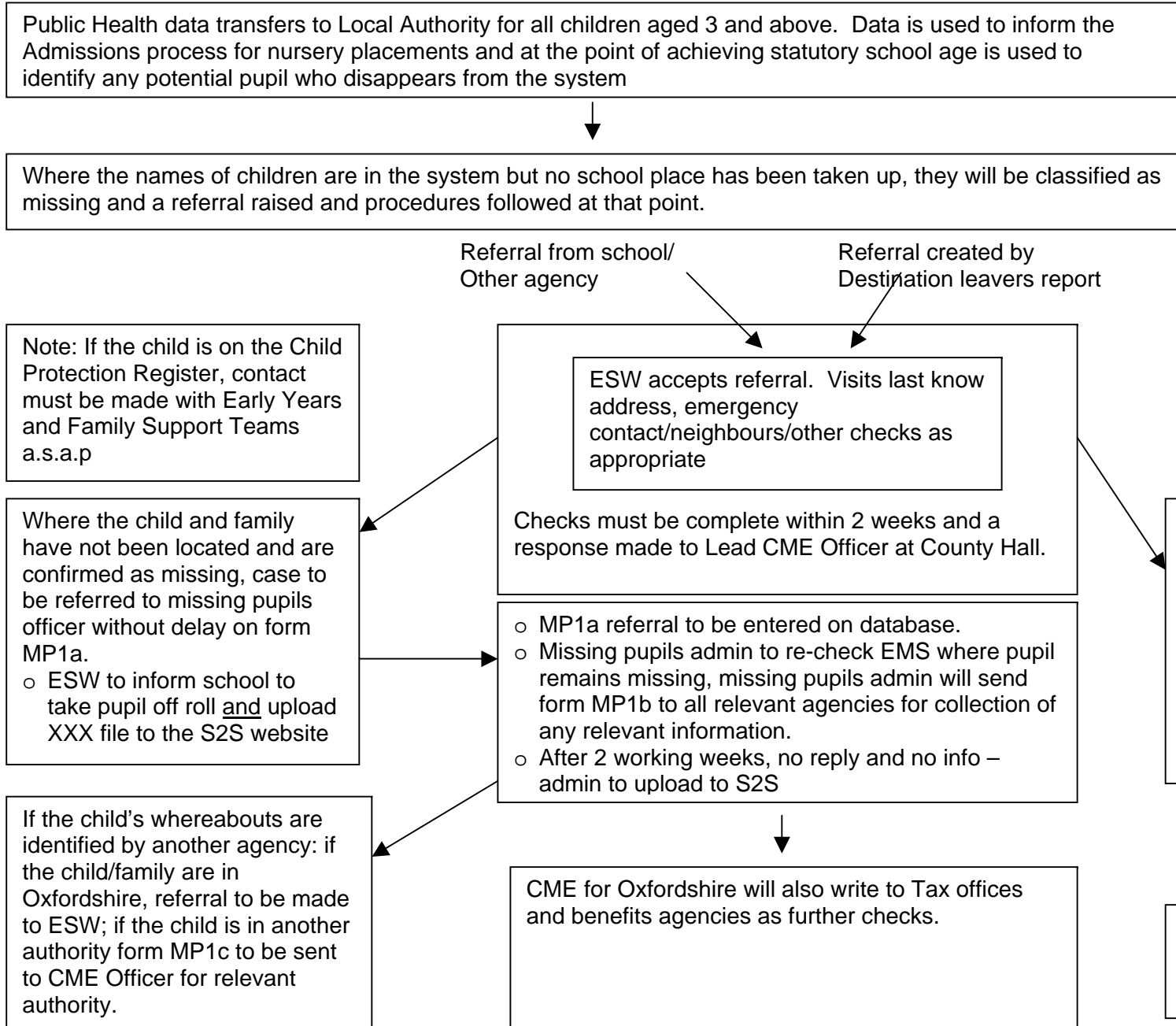
Pupils who move into Oxfordshire

Any notification of such a pupil should be forwarded in writing to the CME Administrator in County Hall who will;

- Check the EMS database
- Contact the named school (if there is one)
- Distribute relevant information to Area Managers for the ESW Service who will ask ESWs to check any Oxfordshire addresses given
- ESW will confirm finding of enquiries to CME Administrator within 4 weeks
- If after 4 weeks the pupil has not been located the CME Administrator will write back to the referring LA using the authority's enquiry form (MP1c).

Where a pupil whose name appears on the child protection register is thought to be missing, it is essential that ESW checks be carried out as a matter of urgency. If a pupil is not located both the police and Early Years and Family Support Assessment Teams must be informed immediately.

MISSING PUPIL PROCEDURE





MISSING CHILDREN MEMO – Enquiries to administrator

MP1a

Please send to:

Alan Blackmore or Jill Price, Oxfordshire County Council, Children and Young People Services, County Hall, New Road, Oxford OX1 1ND

Email: missing.pupils@oxfordshire.gov.uk

Enquiry from – ESW Details				
Name:				
Address:				
Telephone :				
Fax:				
Email:				
Date of Enquiry:				
Name of Child Surname		First Name	DOB	School last attended
UPN No:			SEN: Yes / No	
Parent / Carer:				
Last known address:				
Address believed to have moved to:				
Local Authority:				
Any other information:				

CHILD MISSING EDUCATION

MP1b

FAO: Primary Care Trust / Thames Valley Police Schools Section / Early Years and Family Support Assessment Team / Connexions / YOS / ASET

The children below are reported to be missing from education. Please indicate if they are known to you and where possible, provide relevant contact details. Please also provide any other pertinent information, for example parental details, which may also aid the Local Authorities ability to instigate further investigations. A speedy response would be appreciated

Enquiry from – Name: Alan Blackmore / Jill Price Address: Oxfordshire County Council, Children & Young People Services, County Hall, New Road, Oxford OX1 1ND Telephone : 01865 810515 Alan or 01865 810603 Jill Fax: 01865 816279 Email: missing.pupils@oxfordshire.gov.uk Date of Enquiry:				
Name of Child Surname		First Name	DOB	School last attended
UPN No:			SEN: Yes / No	
Parent / Carer:				
Last known address:				

REPLY

Address believed to have moved to:
Local Authority:
Any other information:

Please return to enquirer upon completion



MOVEMENT OF CHILDREN / ENQUIRY FORM

MP1c

OUTGOING ENQUIRY – (WHERE RECEIVING AUTHORITY IS KNOWN)

The child named is reported to have moved to the address shown in the area of your Authority. Would you please check this information and return with the reply duly completed.

Many thanks

Alan Blackmore, CME Administrator

Please return to: Alan Blackmore / Jill Price Oxfordshire County Council Children & Young People Services County Hall New Road Oxford OX1 1ND				Telephone: 01865 810515 Alan 01865 810603 Jill Email: missing.pupils@oxfordshire.gov.uk
Name of Child Surname		First Name	DOB	School last attended
UPN No:			SEN: Yes / No	
Parent / Carer:				
Last known address:				

REPLY

School to which now admitted or town/village to which the child may have moved:
Name:
Designation / Job Title :
Agency: Address:
Telephone:
Date:

Pupils believed not to be in provision

(Note : Please see county guidance of part-time/reduced provision)

Pupils do not only disappear from education because they move from one address/authority to another, they may miss educational entitlement for a number of other reasons. Research indicates that many of the children who miss out on education within authorities are representatives of vulnerable groups; Traveller, LAC, permanently excluded pupils etc. So while their whereabouts in some cases is known, their access to and uptake of education is either poor or non-existent.

The new statutory duty on the local authority requires that tracking and monitoring of all pupils is essential but this is especially crucial for vulnerable groups with high mobility.

While the local authority holds the statutory responsibility the LA do not necessarily hold all the intelligence.

To this end, any tracking and monitoring process has to be based on multi-agency input. Where any agency is concerned about the apparent lack of appropriate education provision being made for any pupil of statutory school age, a referral should be made to one of the Social Inclusion Officers (SIO) for further investigation. Additionally, to ensure that the reasons for the reduced provision are fully understood the Social Inclusion Officer should make a referral to the CME Administrator for entry into the CME list.

Entry into the CME spreadsheet will enable the appropriate monitoring of the duration of any reduced provision.

The lead caseworker (which is likely to be the Social Inclusion Officer) will have the responsibility to assess the appropriateness of the provision being made and keep the Lead CME Officer and CME Administrator informed.

Please note all referrals regarding concerns about inappropriate provision for children of statutory school age should be made by means of the referral form attached as Appendix 1.

Referrals should be sent to the CME Administrator at County Hall, New Road, Oxford OX11ND or by email to missing pupil@oxfordshire.gov.uk

Notification of Pupil on Reduced Provision / Not in Provision

As a consequence of the Education and Inspection Act 2006 the Local Authority is required to monitor the provision being made for all pupils as well as access to this provision.

Outside specific circumstances such as re-integration or diagnosed medical conditions, all children and young people should be in receipt of full-time provision, suitable to age, aptitude, ability and any special need s/he may have.

No reduced package should be agreed without this being part of a plan in either an IEP or PSP. Where reduced provision is being made on a planned time limited basis this should be recorded on this attached form. If your concern is about a child not having any provision, please also complete and return this form to Alan Blackmore, CME Administrator, County Hall, New Road, Oxford OX1 1ND.

School:(where appropriate)

Pupil Name:.....

Address:.....

.....

DoB: NC Year:

Any relevant details (ie start date of part-time provision).....

Looked after child: YES / NO

In youth justice system: YES / NO

Traveller: YES / NO

On Code of Practice: YES / NO If so what stage:

CAF completed: YES / NO Date:

Reason for concern:

.....

Signed:

Date of referral:.....

Leave Reasons Definitions for Use by Schools

Sims Leave Reason	School Usage
Deceased	Deceased Pupil
Education other than at school/college	Pupil deregistered from school and to be educated at home *
Emigration	Pupil has left the United Kingdom **
Further Education (leaver)	Pupil has left the school and attends a college of Further Education (the pupil should be above statutory school leaving age)
First to Middle Phase Transfer	DO NOT USE
Higher Education (Leaver)	Pupil has left the school and attends a College of High Education/University
Infant to Junior/Primary Phase Transfer	Pupil has left an Infant/Nursery School and transferred to a Junior/Primary School
Junior/Primary to Secondary Phase Transfer	Pupil has left a Primary School and transferred to Secondary Education
Middle to Secondary Phase Transfer	DO NOT USE
Other School Sixth form (Leaver)	Pupil has transferred to the sixth form of another secondary school
Other/Unknown	USE WITH CARE – use if you are unsure about the new provision for the pupil i.e. if you are unable to transfer the CTF file to a new school ***
Permanent Exclusion	Pupil has been permanently excluded
School transfer (Mid-Year)	Pupil has transferred to another LA or Independent School, in or out of Oxfordshire. <u>Do not use</u> if you are aware the pupil has transferred to another county but the destination school is unknown.
Training (Leaver)	Pupil has left full time education for a training programme
Unemployment (Leaver)	Pupil has left full time education and has not obtained employment
Employment (Leaver)	Pupil has left full time education and has obtained employment

* Copy of the parents' letter should be sent to Social Inclusion Coordinator, County Hall, New Road, Oxford OX1 1ND.

** Use this for pupils returning to their country of origin and when service families are posted overseas

*** Use of this code will invoke the safeguarding pupils process and you may be contacted for further information. Should you require further advice on use this code please contact Alan Blackmore (01865 810515) alan.blackmore@oxfordshire.gov.uk



www.teachernet.gov.uk/s2s

The school to school (s2s) website is now used by most authorities in England and there is an increasing expectation that Oxfordshire and Oxfordshire schools should be using it too. The greatest benefits of the site are that it allows data to flow between schools quickly, easily and securely, even between schools in different LEAs.

If a child moves from your school at any point during the year then you should upload their data to the website so that the receiving school (whether it be another Oxfordshire school or one further afield can download it. Similarly if a child comes to you at any point in the year you can expect there to be a file on the s2s website for you to download, for which you should receive an email alerting you to its presence.

The s2s website has an s2s handbook available for download (clickable on the front screen) which contains more information on using the site. However all of the information that you should need was contained in the transfer pack sent to you during half term.

Lost Pupils

The website also has a “lost pupil” functionality.

- If a pupil is leaving your school and you don't know where they are going then you should upload their file using a destination DCSF number of XXXXXXXX.
- Similarly if a child arrives at your school that has previously been in the English education system but you are not sure where, then the LA can search this database to look for the file for this pupil (Contact Jill Price – 01865 810603)

Again instructions for all of the above can be found in the downloadable handbook, as detailed above.

Alison Wallis, Data Manager, Commissioning, Performance & Quality Assurance.

Contact List:

Rennie Thompson, Service Manager, Monitoring and Tracking (Lead CME Officer)
Tel: 01865 810545 E-Mail: rennie.thompson@oxfordshire.gov.uk

Alan Blackmore, Administrator to Safeguarding Team (CME Administrator)
Tel: 01865 810515 E-Mail: alan.blackmore@oxfordshire.gov.uk

Thames Valley Police : PC 3024 Denise Trafford, Missing Persons Co-ordinator for
Oxfordshire BCU (Basic Command Unit), St Aldate's Police Station, Oxford OX1 1SZ
Tel: 01865 266340 E-Mail: denise.trafford@thamesvalley.pnn.police.uk

Family Support and Assessment: Assessment Teams:

Oxford City	01865 323048
North	01295 756508
South	01235 549297

Education Social Work Service:

North Oxfordshire: Hazel Ackroyd, Senior Practitioner
Banbury Office: Tel: 01295 272525 Witney Office: 01993 776703
E-Mail: hazel.ackroyd@oxfordshire.gov.uk

South and Vale: Paul Massie and Karen Boshier-Williams, Senior Practitioners
Abingdon Office: 01865 323513 paul.massie@oxfordshire.gov.uk / karen.boshier-
williams@oxfordshire.gov.uk

City Office: Mary Whitlock, ESW Manager
Tel: 01865 323444 E-Mail: mary.whitlock@oxfordshire.gov.uk

Social Inclusion Officers:

South Oxfordshire: Sharon Oliver
Tel: 01865 816280 E-Mail: sharon.oliver@oxfordshire.gov.uk

North Oxfordshire: Sreeja Bhaskaran
Tel: 01865 810658 E-Mail: sreeja.bhaskaran@oxfordshire.gov.uk

Oxford City: Mr Darren Utonagan:
Tel: 01865 815138 E-Mail: Darren.utonagan@oxfordshire.gov.uk

Social Inclusion Co-ordinator for home education: Suzy Dix Tel: 01865 815897 E-
Mail : EOTAS@oxfordshire.gov.uk