

## Frequently Asked Questions

### **How do I know if the child is a Child Missing Education (CME)?**

- If the family have moved **over** 8 miles and you have their forwarding address but the child is not yet in a new school.
- If the family are uncontactable and have moved from the home address with no forwarding details.

By Day 11, please refer to CME.

After our searches CME will advise when you can remove the child from your school roll.

Do school have safeguarding concerns? If so, contact Starting Point. Tel: 01629 533190

A child can often be prevented from becoming CME by school using the [Pupil Exit Form](#) to obtain forwarding details from parents when a move is mentioned.

### **If parents are uncontactable, what searches should school undertake in the first 10 days?**

- Have all emergency contacts been exhausted? Addresses, phone numbers (call/text), e-mail addresses of parents/carers, contacts for relatives, friends and work.
- Have you completed checks with known services? Is the young person open to: Early Help or Social Care, Health/School Nurse, School Admissions, any other relevant support service, and if so has contact been made?
- Are there known siblings/family members attending another school?
- Have you made a home visit to establish the whereabouts of the child/family? If the family are at the home address this is not CME but an attendance issue. If the child/family have moved away and their whereabouts is unknown, this should be referred to CME.

### **What does a home visit involve?**

Home visits will allow you to gain a sense of whether the child/family are still living at their known address. A visit can be done after you have exhausted all the emergency contacts but an early visit may resolve the issue sooner.

- Check the property for any signs of occupation
- Leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- Visit during different times of the day
- Have neighbours seen or heard from the family?
- If contact is unsuccessful and the property appears unoccupied refer to CME
- If contact is unsuccessful however the house does appear occupied, a DSL needs to refer to the Derby and Derbyshire Safeguarding Childrens Partnership threshold document to see if a threshold is met for safeguarding. A school can also contact the Starting Point professional's advice line on 01629 535353
- If the pupils whereabouts have not been established by day 11 refer to CME - This contact should be made sooner if there are safeguarding concerns.

*Robust risk assessments should be in place to ensure the safety of school staff undertaking welfare checks.*

## **A child/young person has moved out of county, with a forwarding address but I do not have a new school to forward the pupil file to. What should I do?**

- In most cases, where this is an Admissions delay school will be happy to monitor the child into a new school themselves.
- If there are safeguarding issues OR school have concerns about the child, as no school place has been applied for, school should refer to CME. We will advise when you can remove the child from your school roll.
- In the absence of a school to send the CTF to, you will need to send it to the Lost Pupil Database.

## **What should I bear in mind if a parent/carer chooses to home educate?**

A parent/carer has the legal right to electively home educate. However, in some circumstances a parent may not fully understand their responsibilities and implication of making this choice and it may not always be in the child's best interests, i.e. safeguarding concerns.

Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. The local authority would want to ensure that all possible alternative solutions have been explored with parents.

For further information see [EHE section](#) on Derbyshire Schools Net or email [CS.EHE@derbyshire.gov.uk](mailto:CS.EHE@derbyshire.gov.uk)

## **What do I do if a child is allocated a place at my school and does not arrive?**

- When a child has been allocated a place at your school outside of normal transition round, you should contact the parent to agree a start date. For the first 5 days school should try and engage the family; telephone calls, letters, visits (where appropriate).  
If contact cannot be made **please inform Admissions Transport at Day 5.**
- Where a start date has been agreed with the family or the local authority, the child's name should be put on to the school roll.
- If the child does not attend and their whereabouts is known, school should use its normal attendance management procedures.
- If the child is placed on your school roll, but subsequent contact with the parent cannot be established and you have confirmed they are not at the address provided – refer to CME.

## **A child is leaving my school and moving abroad; what do I need to record and what happens if I cannot obtain the information?**

- Before family has moved school should request from parent/carer the new home address abroad and name of the school they will be attending or hope to attend. The [Pupil Exit Form](#) may be the simplest way to gain this information. This should be completed prior to their departure and forwarded via Perspective Lite to CME.
- If the child leaves unexpectedly, the form can be emailed to the parent/carer.
- If school have safeguarding concerns, these should be referred to Starting Point.
- At the point of the move, the family may not yet know which school the child will attend. Keep in touch with parent and set a reasonable time frame within which you hope to get the information.

- If there is no response from the parent/carer in the time frame school has set, please refer to CME, who will advise when you can remove the child from your school roll.
- If a child is confirmed as moving abroad and school is unable to confirm they have started at a new school in the country they have moved to, after 10 school days they should refer to CME. The child should remain on the school roll for a further 10 day to enable CME to undertake further searches. At Day 20 please refer to CME regarding next steps.

### **Child is open to a social worker; do I still need to follow attendance procedures?**

It is important that school has a good relationship with social workers, liaising / sharing information accordingly.

- Where children do not arrive at school and no explanation is provided, school should contact the social worker.
- If the family's whereabouts becomes unknown during this time, please follow the usual process to refer to CME even though there is a social worker.

### **Child missing from education has an ECHP; what should I do?**

- You must notify SEND and discuss with the caseworker.
- Refer to CME using normal procedures.
- The child should NOT be taken off school roll until approved by SEND.

### **Child has moved to a refuge; what should I do?**

- The child should NOT be taken off school roll until advised to do so by CME.
- School should liaise with Social Care (where involved) and refer to CME using normal procedures.
- Consideration needs to be given to whether child will eventually return to your school, and whether dual registration at a more local school is appropriate in the interim.

### **When can I remove the child from my roll?**

- A child can be removed from school roll if they meet one of the 15 prescribed grounds for removal. Please find a [guide](#) on the SchoolsNet website.
- A missing child should not be removed from the school roll until:-
  1. you have confirmation of how they are being educated **OR**
  2. the case has been accepted by CME and the removal from roll agreed.

### **How to contact CME**

Phone: 01629 535741

Email: [CS.CMEcoordinators@derbyshire.gov.uk](mailto:CS.CMEcoordinators@derbyshire.gov.uk)

Further guidance can be found on the [SchoolsNet](#) website.