

# **Children Missing Education (CME) Protocol**

**2019/20**

## Introduction

This document explains the statutory responsibility of schools and the local authority to ensure that children who go missing from the education system are speedily located. It also provides an outline of Bury Council's policy and procedures for identifying, registering, tracking and locating children missing from education. This guidance should be used in conjunction with appropriate safeguarding best practice. Bury Council are committed to ensuring:

- All Bury schools are made fully aware of their responsibilities in relation to missing/lost pupils and are supported to meet these responsibilities.
- Support is given to other local authorities to locate their own children missing from education.

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving education otherwise than at school. CME are at significant risk of underachieving, being the victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Each year a small number of children are identified as missing from education in Bury. These children are often amongst the most vulnerable. It is vital that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

### Legislation underpinning CME statutory guidance:

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspection Act 2006 (section 4 and 38)
- Education (pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

The purpose of the section 436A Education Act (1996) duty is to ensure that local authorities can identify and return to full-time education the children who are in their area and missing education.

Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended 1<sup>st</sup> September 2016, now requires that all schools provide notification to the local authority of the grounds in regulation 8, under which the pupil's name is to be removed from the admission register (see Annex A). This amendment has been incorporated into the CME referral process as Appendix 3.

In addition, all schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point, Appendix 4. These separate ON/OFF ROLL notification forms will need to be completed by all schools.

## Who are 'Children Missing from Education' (CME)?

The national definition is:

Children 'missing from education' are children and young people of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a substantial period of time (usually four weeks or more).

Therefore, children or young people of statutory school age children between the ages of 5 to 16 years are deemed to be 'missing education' if they fit into at least one of the following criteria:

- They are not on the roll of a school
- They are not receiving a suitable education otherwise than being at school (e.g. at home, privately or in an alternative provision)

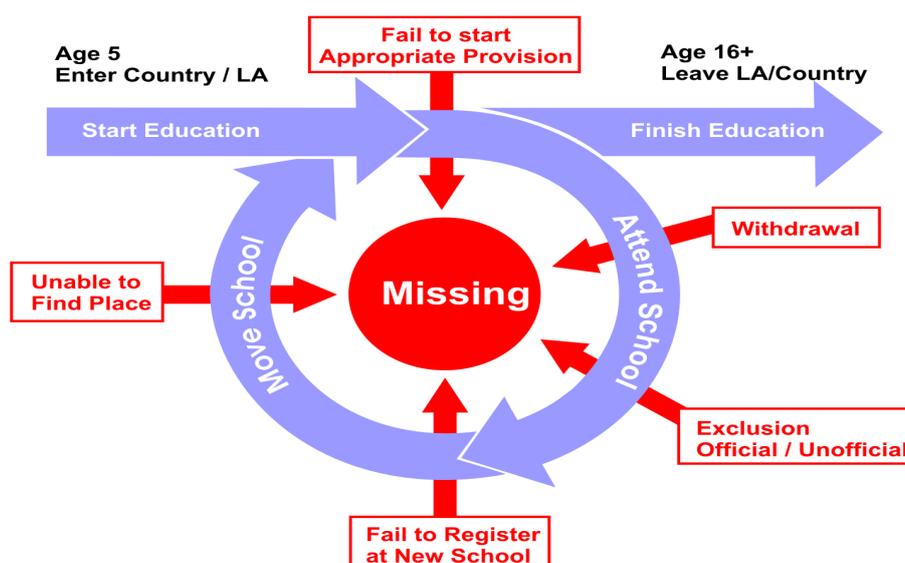
## Why do children go missing from education?

Children can go missing when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a transition, for example:

- Fail to start appropriate provision and hence never enter the system
- Cease to attend
- Illegal or unofficial exclusions
- Withdrawal by parent, and/or removal from roll with no named destination
- Fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new local authority or after leaving a custodial establishment).

DIAGRAM 1

### How Do Children Go Missing ?



## Children at particular risk of missing education

Some children are more at risk of missing education, as their personal circumstances or those of their families often contribute to the withdrawal process. Children missing education (CME) are often amongst the most vulnerable children in our society. This list is therefore not exclusive.

- **Pupils at risk of harm/neglect** –Further statutory guidance is available on the Department for Education website: *Working Together to Safeguard Children*
- **Children of Gypsy, Roma and Traveller (GRT) families.**
- **Families of Armed Forces**
- **Missing children/runaways**
- **Children and young people supervised by the Youth Justice System.**

## Schools' responsibilities under CME procedure

Schools and other agencies have an essential role in identifying and preventing children from going missing from education. It is vital that information is sort from parents/family at an early stage in order to try to prevent children and young people from becoming CME.

### 1. A school becomes aware of the arrival or existence of a child in Bury not in education.

- All schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school.
- If a school becomes aware of a child out of education, they should notify the CME Officer so enquiries can be initiated and any vulnerable children protected.

### 2. A pupil is expected to join at a normal transition point, or at any time (in-year)

- Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Should the child fail to start at school following enquiries, schools **must** inform CME Officer.

### 3. If a pupil ceases to attend school or return following known absence

- Schools, including Academies and Free Schools, must monitor pupils' attendance through their daily register. When a pupil has missed 10 school days or more without permission schools should activate their own CME procedures. It is vital that schools make contact at an early stage to try and establish the whereabouts of the child or young person, such as a forwarding address and/or school if possible.
- The pupil must remain on the school-roll until all reasonable enquiries are completed **jointly** by school and Local Authority, even if this means that pupil will amass more than 20 days absence. Periods when the school is closed, e.g. holidays and INSET days, do not count towards the 20 days of unauthorised absence. The outcome of both the school's and the Authority's attempts to trace the pupil will dictate the next steps.
- Schools can remove a pupil from their roll in circumstances that comply with regulation 8 (1) of the Education (Pupil Registration) (England) Regulations 2006, amended 1<sup>st</sup> September 2016. **In most cases this will only be acceptable under law after the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.**
- Schools should **not** refer to CME nor remove from roll, if they locate the child. If a child ceases to attend school or fail to return following a known absence but their whereabouts are known, then normal attendance procedures should be followed.
- If a school has a legal position to remove a child from roll, they must notify the authority of the specific ground as outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006.
- Schools should create a "lost pupil" common transfer file (CTF) with **XXX XXXX** as the destination. This CTF should be immediately uploaded onto the DfE s2s secure website where it will be held in the 'Lost Pupils Database'. Further information on the transfer of a CTF can be found at [www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s). Children who leave a school for a destination outside the maintained sector should be uploaded as 'out of scope' using the code **MMM MMMM**.

## Referring to CME

- All referrals should be only completed once schools have arranged for the following to be completed:

- i) promptly contacted the parents/carers**
- ii) arranged to visit the last known address**
- iii) made phone calls to all available contact numbers/email addresses**
- iv) asked pupils**
- v) consulted others with knowledge of the family, ie. other relatives or professionals**

**(Schools can ask EWOs to complete these under SLA agreements)**

- All CME referral forms should be sent to [cme@bury.gov.uk](mailto:cme@bury.gov.uk) only after a child has 'missed' a **minimum of 20 consecutive school days**.
- CME REFERRAL FORM is included as **Appendix 1** and can be accessed at [www.bury.gov.uk/cme](http://www.bury.gov.uk/cme)
- Dates, time and any outcomes/details are to be submitted on the referral.
- If the young person's destination is known in another area, school are to follow up with the other authority.
- Letter to parent - MOVING ABROAD & LEAVING A UNITED KINGDOM SCHOOL is included as **Appendix 2** and can be accessed at [www.bury.gov.uk/cme](http://www.bury.gov.uk/cme)
- Deletion from School Roll in Bury is included as **Appendix 3** and should be sent to [onandoffroll@bury.gov.uk](mailto:onandoffroll@bury.gov.uk)
- New Pupil Registration is included as **Appendix 4** and should be sent to [onandoffroll@bury.gov.uk](mailto:onandoffroll@bury.gov.uk)
- Should the child be the subject of a Child Protection Plan or should the school have safeguarding concerns, they should contact the Multi-Agency Safeguarding Hub (MASH). CME procedures are not a substitute for safeguarding responsibilities.

## Bury Council duties and powers to support the work on CME.

### CME Officer will:

- On receipt of school referral, continue to make reasonable efforts to try and identify the child's current whereabouts/destination. The local authority will act as a link with other statutory bodies and universal services to ensure that all children missing education are promptly identified and re-engaged with educational provision. This includes:
  - i) Home visiting.
  - ii) Contact made with extended family or neighbours
  - iii) Contact with other agencies involved with the family
  - iv) Checking centrally held databases
- Keep and maintain a central database record of Bury children missing from education. It may be appropriate to continue investigations on some of the missing children.
- Work with The Education Welfare Team Manager to ensure children do not remain missing in education and agree allocation of any further intervention to the wider Education Welfare Team.
- Check with other authorities in regard to families moving between local authority areas. This is important as children can sometimes become 'lost' in the system and consequently missing education – either regionally or nationally. CME Officer will ascertain where a child has moved to and ensure that they are attending education or being home educated. Therefore, it is vital therefore that school make prompt attempts to contact parents.
- Ensure the EHE Coordinator is informed to register those children whose parents have elected to home educate (EHE)
- Work closely with School Admissions staff to ensure efficient tracking of children out of school or moving schools.

### School Admissions will:

- Provide information to the CME Officer on applications received for pupils being tracked under CME Processes.
- Ensure schools are asked to confirm the non-arrival of any allocated pupils at the normal transition point of entry (ie starting Reception / year 7).
- Ensure schools are asked to confirm when a child, that has been allocated a place during the school year (in-year admissions), has not started at the school and reminding them to adhere to CME Procedures. In meeting this duty, the team will use the 'OnRoll/OffRoll' log compiled by the Education Welfare Team following notifications from schools.
- Follow-up with any school that does not confirm a start date for a pupil allocated to them via In-Year Admissions. In the case of HTP pupils, allocated via IYFAP, this will be done within 10 days of the decision at Panel. Any child not admitted will be referred to the CME Officer and Education Welfare Team Manager (for IYFAP cases).

- Ask parents/carers to confirm in writing should they wish to refuse the offer of a school place and then to confirm what arrangements they intend to put in place. Such cases will be referred to the CME Officer for tracking and resolution.
- Ensure information is shared in a timely manner with CME Officer and any concerns that arise through the admission process is also communicated to CME.

**The Education Welfare Team Manager will:**

Support the CME process by working with colleagues to ensure the Local Authority meets statutory duties to promote inclusion, including:

- Work with School Admissions Team to manage HTP applications to IYFAP and ensure pupils are placed as quickly as possible, in partnership with the Inclusion Officer(s) and schools.
- Working with Inclusion Officer(s) to ensure suitable full-time education to permanently excluded pupils from the sixth school day of exclusion. Support schools in working within their Partnerships to ensure vulnerable children remain in education.
- Acting as Authorising Officer for School Attendance Orders (SAOs) to parents who the local authority believes are not securing a suitable education for their child
- Acting as Authorising Officer for the prosecution of parents / carers that do not comply with an SAO
- Acting as Authorising Officer for the process of prosecuting or issuing fixed penalty notices to parents who fail to ensure their school-registered child's regular attendance
- Applying to the family court for an Education Supervision Order for a child, where deemed appropriate intervention.
- Ensure that the Education Welfare Team follow safeguarding duties, for example, visiting a family if they have concerns about a child's welfare and poor school attendance.

## CHILDREN MISSING EDUCATION (CME)

**To be completed for all pupils missing from school roll for the last 20 school days** and for whom you have not received a CTF request from a new school. Not to be used to remove pupils with poor attendance.

### **BEFORE TAKING THE PUPIL OFF ROLL**

#### **Checklist of action to be taken by school staff to locate the pupil(s)**

##### **Week 1**

- Check internal school records, class teacher, SENCO, HOY, Health, Learning Mentor etc
- Check with friends, siblings and relatives of the child.
- Telephone calls made/letters sent.
- If other agencies involved; notify as soon as concern arises.

##### **Weeks 2/3**

- Home visit must be completed by school or other agency instructed by the school.

##### **End of Week 4 (20 school days)**

- Submit form to LA and complete CTF.

**Please give details of action taken before signing and submitting this form**

Name of school:		
UPN N <sup>o</sup> :		
Name of pupil:		Date of birth:
Last known home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Full name of parents/carers:		
Parents contact telephone numbers:		
Date last attended school:	Percentage school attendance: %	



## Annex A: Grounds for deleting a pupil from the school admission register.

	<p><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></p>
1	<p>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.  <i>** This would be used only if the child has been subject to a school attendance order.</i></p>
2	<p>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.  <i>** This would be used when school have had a request for a CTF file from another school.</i></p>
3	<p>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.  <i>** This may be used in relation to a failed PPP (Positive Pupil Placement) where the pupil is to return to the sending school.</i></p>
4	<p>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.  <i>** This is to be used when a parent opts to Electively Home Educate their child.</i></p>
5	<p><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>  <b><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></b></p>
6	<p><b>8(1)(f) - in the case of a pupil granted leave of absence in accordance with</b></p>

	<p><b>regulation 7(1A), that –</b></p> <p><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></p> <p><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></p> <p><b>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</b></p> <p><b><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></b></p>
7	<p>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.</p> <p><b><i>** This will be used for medical reasons, such as where a child is being educated in a secure medical unit or long term hospital setting.</i></b></p>
8	<p><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></p> <p><b>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</b></p> <p><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></p> <p><b>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</b></p> <p><b><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></b></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</p>

	<p>period.  <i>** This is to be used when a child is serving a custodial sentence.</i></p>
10	<p>8(1)( j ) - that the pupil has died.  <i>** To be used if the child is deceased.</i></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;  or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.  <i>** This may be used if a Year 11 child goes on an extended holiday and is not due to return whilst still of compulsory school age.</i></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.  <i>** This may be used by an independent/private school, such as when a parent no longer wishes to finance the costs of education.</i></p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.  <i>** This would be used for a permanently excluded child, where the Head Teachers decision has been upheld at a Governors Disciplinary Meeting.</i></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.  <i>** This would be used when a child does not transition from Nursery to Reception class.</i></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.  <i>** This would be used when a child leaves a boarding school.</i></p>

[Parent Name]  
[Address]

[Date]

Dear [Parent]

**RE: MOVING ABROAD & LEAVING A UNITED KINGDOM SCHOOL**

- [1. PUPIL NAME & DOB]**  
**[2. PUPIL NAME & DOB]\*** *if applicable*

As you and your child(ren) are leaving the United Kingdom to live abroad, I would like to draw to your attention the local authority procedure for children transferring to schools outside of the U.K maintained education system.

To ensure that we meet our legal responsibility towards pupils leaving our school, we need to obtain the new school details for your child(ren) elsewhere and would appreciate your co-operation in providing the name/address of the new school/s in writing by letter/fax or email to us at the school address above as soon as possible.

We would also ask that you pass on the enclosed letter to your child's new school abroad so that they may contact us to confirm the start date for your child and request school records.

**If our school is unable (after 4 weeks of your child leaving) to obtain a forwarding address and confirmation of arrival at a new school for your child, then we are obliged to pass your child's details to Bury Local Authority who have responsibility for tracking children who may become lost or missing from the education system.**

Email: [cme@bury.gov.uk](mailto:cme@bury.gov.uk)  
Fax: 0161-253 5730

Address: CME, School Attendance Team, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ

Thank you for your understanding on this matter. May we also take this opportunity to wish you and your family well in your new life abroad.

Yours sincerely

[Headteacher]

Enc.

Date:

Dear Headteacher/School Principal

**RE: MOVING ABROAD AND LEAVING A UNITED KINGDOM SCHOOL**

- 1. [PUPIL NAME & DOB]**
- 2. [PUPIL NAME & DOB] \* if applicable**

The above named pupil has been registered at our school in the United Kingdom and has now moved abroad.

In accordance with the local authority procedure for tracking children who transfer to schools abroad we are obliged to confirm wherever possible that an ex-pupil has rejoined a school elsewhere. It would be very helpful if you could confirm in writing (fax/email/letter) that the pupil(s) named above have arrived at your school.

If we cannot establish a new school address for the pupil/s, then after a period of 12 weeks (excluding school holidays) it is possible that that the Local Authority may record the pupil on the national Lost Pupil Database as a missing pupil rather than a pupil who has left the U.K maintained sector.

This is something we would wish to avoid, and we therefore would appreciate your co-operation in confirming the child's arrival at your school by fax/email or letter. We are able to send you a copy of pupil school records if you require them.

Thank you for your co-operation in this matter.

Yours sincerely

[Headteacher]  
[Bury School]

Enc.

**PUPILS MOVING ABROAD & LEAVING THE UNITED KINGDOM**  
**CONFIRMATION OF ARRIVAL AT A NEW SCHOOL**

Please return this pro-forma to -

**CME**  
**School Attendance Team**  
**3 Knowsley Place**  
**Duke Street**  
**Bury**  
**BL9 0EJ**  
**UNITED KINGDOM**  
**Email: [cme@bury.gov.uk](mailto:cme@bury.gov.uk)**  
**Fax: 0161 253 5730**

*I would like to notify you of the safe arrival of the following pupil/s at our school outside of the United Kingdom.*

Name: ..... Position:  
 .....

Date:.....

<b>Official School Stamp</b>	
<b>Name of Head Teacher, New School Address</b>	
<b>Tel/Email</b>	

1. Name of Pupil		Date of Birth	
Name of previous UK School			
Start Date		Are school records required	YES / NO

2. Name of Pupil		Date of Birth	
Name of previous UK School			
Start Date		Are school records required	YES / NO

3. Name of Pupil		Date of Birth	
Name of previous UK School			
Start Date		Are school records required	YES / NO

**APPENDIX 3**

**DELETION FROM SCHOOL ROLL IN BURY**

The effective sharing of information between schools and local authorities is crucial to ensuring that all children and young people of statutory school age are receiving a safe and suitable education. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1<sup>st</sup> September 2016, and as a consequence all schools (including Academies, Free and Independent Schools) are now required to inform the LA as soon as possible when they are about to delete a pupils name from the admission register - this includes internal Bury transfers.

**Please submit this form by e-mail to:**

[onandoffroll@bury.gov.uk](mailto:onandoffroll@bury.gov.uk)

School:		DATE:
UPN N <sup>o</sup> :		
Name of pupil:		Date of birth:
Former home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
Name(s) of parent/carer with whom the child normally resides:		
Parents contact telephone numbers:		
New home address (including postcode):		
New School (if known):		
New Local Authority(if known):		

<p><b>Date the pupil has been deleted from the school roll:</b></p> <p>Date taken OFF Roll:  ...../...../.....</p>	<p>What grounds * have been used for the deletion. (See Annex A below)</p> <p>ITEM NO:  .....</p>
<p><b>Has this child been formally referred to CME?</b></p> <p>YES <input type="checkbox"/>      NO <input type="checkbox"/></p>	

*\* In accordance with Regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil's name from their admission register.*

## Annex A: Grounds for deleting a pupil from the school admission register.

	<p><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></p>
1	<p><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></p> <p><b><i>** This would be used only if the child has been subject to a school attendance order.</i></b></p>
2	<p><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></p> <p><b><i>** This would be used when school have had a request for a CTF file from another school.</i></b></p>
3	<p><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></p> <p><b><i>** This may be used in relation to a failed PPP (Positive Pupil Placement) where the pupil is to return to the sending school.</i></b></p>
4	<p><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></p> <p><b><i>** This is to be used when a parent opts to Electively Home Educate their child.</i></b></p>
5	<p>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.</p> <p><i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>

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.  <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
7	<p><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>  <b><i>** This will be used for medical reasons, such as where a child is being educated in a secure medical unit or long term hospital setting.</i></b></p>
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.  <i>** This may be used for a Child Missing from Education after reasonable enquiries have been made.</i></p>
9	<p><b>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</b></p>

	<p>grounds to believe that the pupil will return to the school at the end of that period.</p> <p><b>** This is to be used when a child is serving a custodial sentence.</b></p>
10	<p>8(1)( j ) - that the pupil has died.</p> <p><b>** To be used if the child is deceased.</b></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; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p> <p><b>** This may be used if a Year 11 child goes on an extended holiday and is not due to return whilst still of compulsory school age.</b></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> <p><b>** This may be used by an independent/private school, such as when a parent no longer wishes to finance the costs of education.</b></p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.</p> <p><b>** This would be used for a permanently excluded child, where the Head Teachers decision has been upheld at a Governors Disciplinary Meeting.</b></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> <p><b>** This would be used when a child does not transition from Nursery to Reception class in your school.</b></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> <p><b>** This would be used when a child leaves a boarding school.</b></p>

**NEW PUPIL REGISTRATION**

The effective sharing of information between schools and local authorities is crucial to ensuring that all children and young people of statutory school age are receiving a safe and suitable education. The Education (Pupil Registration) (England) (Amendment) Regulations 2016 came into force on 1<sup>st</sup> September 2016, and as a consequence all schools (including Academies, Free and Independent Schools) are now required to provide information to the LA **within 5 days** of registering a new pupil.

**Please submit this form by e-mail to:**

[onandoffroll@bury.gov.uk](mailto:onandoffroll@bury.gov.uk)

New School:		<b>Date the pupil has been added to school register:</b> ...../...../.....
UPN N <sup>o</sup> :		
Name of pupil:		Date of birth:
Home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
Name(s) of parent/carer with whom the child normally resides:		
Parents contact telephone numbers:		
Former School (if known):		
Former Local Authority(if known):		