



monmouthshire  
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# Children Missing

## Education

Monmouthshire's Children, Learning, Skills and Economy  
Directorate

## Children Missing Education Policy (September 2025)

This policy sets out Monmouthshire Local Authority's approach for learners who may be children missing education (CME)

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This document is available in English and Welsh.

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## Introduction

Section 436A of the Education and Inspections Act 2006 came into force which requires that Local Authorities must ensure that arrangements are in place to enable

them to establish the identities of children residing in their area who are not receiving a 'suitable education'.

The aim of this guidance is to inform all Schools and Stakeholder agencies about the protocols and processes to be followed in order that the Local Authority (LA):

- Ensures that all Monmouthshire's children and young people of statutory school age have access to appropriate educational provision whether they are on roll at a school or Pupil Referral Unit (PRU) or EOTAS, including Elective Home Education (EHE) or are at risk of missing education (CME).
- Identifies, maintains contact and re-engages children living in Monmouthshire who are missing education (or are at risk of missing education).
- Tracks children that move out of Monmouthshire until such a time as they are in a known destination and are being monitored and supported by another LA.

If a child or young person is receiving an education, they have the opportunity to fulfil their educational potential, but they are also in an environment which enables local agencies to safeguard and promote their welfare and emotional 'Well Being' in accordance with Local and National Child Protection Policies and Procedures.

The aim of this guidance is to ensure that the LA meets its statutory duties relating to the provision of education and safeguarding and promoting the welfare of Children and Young People in Monmouthshire. **If a child goes missing from education, they could be at risk of significant harm.**

The Children Act 2004 and Welsh Government Policy places a duty on all agencies to work together to promote the welfare of children and to share information. Consequently, there is an expectation on all agencies that they will adhere to the protocol and procedures in order to ensure children are safely receiving a 'suitable education'.

The Local Authority always works in partnership with all stakeholders when supporting children who are CME to ensure that there is a robust response to safeguarding concerns.

More information can be found here:

[Statutory guidance | Social Care Wales](#)

[Welcome to the Gwent Safeguarding website - Gwent Safeguarding](#)

## Definition and scope

This policy will refer to children and young people who may be missing education within Monmouthshire and how the Local Authority will carry out their responsibility in line with Welsh Government Guidance.

## Why do children go missing from education?

Children 'missing from education' (CME) in this document, refers to all children or young people of statutory school age who are 'not on a school roll', 'nor being educated otherwise' (e.g. privately or in alternative provision, EOTAS/EHE) and 'who have been out of any educational provision for a substantial period of time. (usually agreed as four weeks or more).

Children and Young People go missing from education for a wide variety of reasons:

- simply move and their families do not tell either the new or old authorities
- move into a local authority area and do not register with a local school. Depending on their circumstances some parents may not see re-enrolment at school as a matter of urgency even if previously their children had been good attendees at school. Indeed, if their children are nearing school leaving age the family may not see the relevance of returning them to education
- are unable to attend their preferred school as no places are available and do not take up the offer of an alternative place
- never enter the education system because they fail to start appropriate provision at the start of statutory school age (there is no requirement for parents to inform local authorities of the fact that they intend to elect to home educate (EHE) if the child has never attended school)
- are withdrawn by their parents who elect to home educate (EHE) and parents and the school fail to notify the local authority
- cease to attend school due to disputes, parental dissatisfaction, unofficial exclusion or removal from the school roll
- fail to complete a transition between schools, for example, from primary to secondary school or from a school to alternative provision
- are excluded from school or withdrawn from independent schools
- who enter the country and do not register with a school
- leave the country without informing the school or not returning on the agreed return date
- move into or out of the Children Looked After (CLA) system without prior notice or planning
- are excluded from school or withdrawn from independent schools
- do not wish to be found; families may change their names and move quickly from place to place within the UK

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### Vulnerable Groups

There are also groups of vulnerable children and young people who are more likely to be affected by reasons which would increase their risk of becoming a child missing education, this can include experiencing certain life events or trauma (Adverse Childhood Experiences -ACES) other factors including:

- are within the youth justice system
- live in women's refuges
- are from homeless families perhaps living in temporary accommodation or a bed and breakfast
- are from families fleeing domestic violence
- have long term medical or emotional problems
- are young carers
- have parents experiencing difficulty with mental health
- have parents who experienced challenges with learning
- are affected by substance misuse
- were previously educated within the independent sector and have been excluded or withdrawn
- have been withdrawn by their parents for elective home education but are not receiving a suitable education
- are looked after by the local authority; are privately fostered; or who go missing from care
- are unaccompanied asylum seekers
- are on the child protection register
- have been bullied
- are from asylum seeking or refugee families
- are from Gypsy, Traveller or Roma background
- are from families who may be highly mobile for e.g. have parents in the armed forces
- teenage mothers
- Children who are taken on extended holidays
- 

### Stakeholders

It is often the case that another agency is aware of the arrival or existence of a family living in the authority, but not in education before the Local Authority becomes aware of them. Agencies should complete the **Appendix 1 - Notification to the Local Authority of a Child Missing Education** within the CME policy to inform the Senior Education Welfare Officer and the Lead Education Welfare CME Officer so that they can be recorded, and investigations carried put to ascertain the child's whereabouts and the education provision in place. The Local Authority holds Fair Access Panels where CME children can be brought to the attention of the relevant team and discussions held to look at required appropriate provision that could be put in place.

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The

Local Authority will ensure that all agencies are fully supported to meet their responsibilities, by the publication of this document, and offering advice and guidance from the Education Welfare Service and the Lead Education Welfare Officer for CME.

Colleagues and Agencies should use the following Email address to submit any concerns, Appendices and for any further information:

[ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk)

The Local Authority will work collaboratively with the following agencies, sharing the Local Authority CME policy and appendices for information sharing:

- Local Authority schools including Pupil Referral Unit (PRU), Education Welfare Service (EWS), Inclusion Service, including ALN, Children Looked After (CLA)
- Independent Monmouthshire Schools
- Children's Services
- The public (via MCC Website)
- Police & Youth Offending Service (YOS)
- Heath (Health Visitors/School Health Nurse Team)
- Housing
- Youth Service
- Careers Wales
- SPACE Panel
- Young Carers

This policy identifies the practical steps to be taken by all stakeholder agencies to locate, register, monitor and track children and young people missing from education, to assess their needs and allocate appropriate provision; and then to monitor and track their progress.

## School monitoring systems

### Common Transfer System (CTS)

This is the system that enables schools and the Local authority to exchange pupil level information electronically when a pupil changes school. CTS incorporates school Management Information system (MIS) software (SIMS) and the secure transfer site, offering a full transfer system.

### Common Transfer File (CTF)



electronic data file, containing pupil data that moves from school to school via the CTS when a pupil transfers to a new school or is removed off roll.

### School2School (s2s)

This is the school to school (s2s) secure transfer site. It is used by schools and Local Authorities to exchange pupil and other specified files. The site has a searchable area called the 'Lost Pupil Database' where CTF files for pupils without a known destination are securely stored. The local authority can upload pupils who are CME where a destination is unknown.

## Reducing the risk of Children Missing Education (CME)

### Local Responsibilities

#### Schools

Schools have a vital role to play when children go missing from the education system. The Education Welfare Service works closely with schools to address attendance and related welfare issues. Schools should undertake immediate actions to try and identify the whereabouts of the child/children by utilising existing contact information for the family, siblings or extended family.

Schools should exhaust all contact details provided by the family, and completion of their first day response processes to secure the whereabouts of the child/children. If these processes have been unsuccessful and there are specific vulnerabilities which highlights safeguarding concerns, i.e. child has been known to Operation Encompass, on a CASP or is on the Safeguarding register then schools should contact their Education Welfare Officer/Lead Education Welfare Officer for Children missing education for them to undertake further enquiries. If the Education Welfare Service cannot locate the whereabouts of the child/children they will submit a safeguarding report via a Duty to Report form to Children's Services and may inform the Police.

If the school has existing concerns of a child safeguarding nature, they should refer the matter immediately by submitting a safeguarding report (Duty to Report) to Children's Services and may have a discussion with the Lead Officer for Safeguarding in Education (LOSIE) and also the Police.

The child or young person **must** be maintained on the school roll until all avenues have been exhausted and the Local Authority has advised that it is appropriate to remove the pupil from roll. School should complete **Appendix 1 - Notification to the Local Authority of a Child Missing**

**Education** and send to the email address below as soon as possible outlining all actions school have carried out to locate the child:

[ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk)

**The Statutory Instrument, the Education (Pupil Registration) Regulations 2010 lists the grounds on which the name of a pupil of compulsory school age shall be deleted from the admissions register:**

‘The pupil has been continuously absent from school for a period of not less than four weeks and both the proprietor of the school and the Local Authority have failed, after reasonable enquiry, to locate the pupil.’

## Procedures for Monmouthshire Schools

- If a school knows the school which a pupil is moving to, it **must** ensure that an electronic Common Transfer File (CTF) is sent to the receiving school via s2s as quickly as possible; **within fifteen school days** of the pupil ceasing to be registered at the previous school. Similarly, if the Headteacher of the previous school received a request from the Headteacher of the receiving school where the pupil is newly registered, the information must be sent within **fifteen days** of receiving the request.
- Should the child be on the Child Protection Register or should the school have particular child protection concerns about the child the school should immediately notify the contact the Child's Social Worker, Children's Services Safeguarding Manager and the Lead Officer for Safeguarding in Education and the Social Service duty office if this is out of hours. In addition, the school should also notify the Education Welfare Service.
- When a child leaves a Monmouthshire school without notice being given by the parent or without the school being advised by the parent which new school the child is to attend – that is, should the child go 'missing' or become 'lost' – the school should promptly notify the Education Welfare Service. by completing **Appendix 1 - Notification to the Local Authority of a Child Missing Education** and send this to:

[ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk)

- The Education Welfare Service will then work with the school and make reasonable efforts to try and identify the child's current whereabouts/destination. This will include completion of checks detailed in the **Appendix 2 – Children missing education checklist**.

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- After four weeks should such efforts prove unsuccessful then the school, in agreement with the LA, should remove the child's name from its roll and create a 'lost pupil' common transfer file (CTF) with XXXXXXXX as the destination. The lost CTF should be immediately uploaded onto the s2s secure site where it will be held in the Lost Pupils Database.
- When a pupil joins a Monmouthshire school without that school receiving a CTF from the pupil's previous school, and all enquiries have been exhausted, then the receiving school should contact the Education Welfare Service, and request that a search be made of the Lost Pupils Database for a matching record using names or former names, date of birth or gender.
- Should a Monmouthshire school which has previously sent a lost child CTF to the Lost Pupils Database be contacted by the school at which the lost child has subsequently registered, they should direct them to the Lost Pupil area where their LA can download the original CTF from the Lost Pupils Database. They **should not** create a new CTF and send it directly to the new school.
- When a Monmouthshire pupil leaves a school and it is confirmed as being in the independent sector, elective home education or at a destination incapable of receiving a CTF then the school should place on the s2s website with the code MMMMMMMM as the destination.
- Where it is known, the actual destination (school) must also be recorded on the school's SIMS database when a pupil leaves a school. Schools should not record pupil movements as 'moved to a new house' or 'gone out of area'. **Under no circumstances should this field ever be left blank.** This will ensure more efficient central tracking of pupil movement. Schools should also add Elective Home Education where appropriate.
- Monmouthshire LA recognises that these procedures will only function effectively if ALL Monmouthshire Schools are committed to adhering to the principle that:
  - Whenever a pupil joins or leaves a school, then a common transfer file must accompany him/her
- The LA will:
  - Ensure that all Monmouthshire schools are properly supported to meet these responsibilities
  - Closely monitor the operation of its missing/lost children's procedures in order to ensure best practice with regard to child protection

## The role of the School Access Unit

The School Access Unit has an important contribution to make in ensuring all pupils are on a school roll and attending school.

Children may not be on a school roll where a parent has not accepted a school place at phase transfer or failed to follow up an application after moving into the LA or unable to secure a place in their preferred school and fails to take up another offer. When this occurs the School Access Unit will follow up and if there are unable to contact parents then they will inform the Education Welfare Service who will then follow the checking process detailed below.

Following the closure of National Offer Day (1<sup>st</sup> March Secondary and 16<sup>th</sup> April Primary), Access send further letters to parents reminding them to submit their preferences.

A fortnight after the National Offer Day, Access will share the details of children whose families have not expressed their preference, and the Lead Education Welfare Officer for CME will allocate cases for each Education Welfare Officer and Access Officer to follow up to ensure that pupils are not missing from Education.

The School Access Unit will work with the appropriate Education Welfare Service (EWS), Inclusion Service and GEMS to ensure that advice about admissions and support with the application procedure is readily available for all families recently arrived from abroad.

## Regulations about when a school may delete a pupil's name from the Admissions register

The Education (Pupil Registration) (Wales) Regulations 2010, regulation 10 gives the Education Welfare Service (or any officer of the LA authorised for the purpose) a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations. This should include **regular monitoring of pupils who have been removed from roll** to ensure that no child or young person is allowed to disappear from a school roll (unless it follows normal transfer from KS2 to KS3 or at the end of compulsory education). Schools should act responsibly in this matter in terms of the safeguarding agenda and their duty to ensure that the whereabouts of all children **are known**.

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Schools are provided with clear guidance as to when they can delete pupils from their admissions register. The circumstances are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2010 and the Education (Pupil Registration) (Amendment) (Wales) Regulations 2010.

The Regulations list the following as the prescribed grounds on which the name of a pupil of compulsory school age shall be deleted from the Admission Register (and therefore from the Attendance Register).

- 8.1(a) The pupil is registered at the school in accordance with the requirements of a School Attendance Order and another school is substituted by the LA for that named in the Order, or the Order is revoked.
- 8.1(b) The pupil has been registered at another school.
- 8.1(d) The school has received written notification from the parent that the pupil is receiving education otherwise than at school (Elective Home Education – EHE.)
- 8.1(e) The pupil has ceased to attend the school and no longer resides within a reasonable distance from the school, each case should be referred to the Education Welfare Service/Officer for investigation before removal from the school roll.
- 8.1(f) The pupil has been granted leave of absence exceeding 10 days for the purpose of a holiday and fails to attend school within 10 days immediately following, and the school is not satisfied that the absence is caused by sickness or any unavoidable cause.
- 8.1(g) The pupil 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.
- 8.1(h) The pupil has been continuously absent from the school for a period of not less than four weeks and both the proprietor of the school and the LA Officer have failed, after reasonable enquiry, to locate the pupil.
- 8.1(j) The pupil has died.
- 8.1(k) The pupil will cease to be of compulsory school age before the school next meets and does not intend to continue at school.
- 8.1(l) In the case of a pupil at a school other than a maintained school, that they have ceased to be a pupil at that school.
- 8.1(m) Where the pupil is registered at a maintained school, that they have been permanently excluded from.
- 8.1(n) where the pupil has been admitted to the school to receive nursery education and has not, on completing such education, transferred to a reception class at the school.
- 4 d The permanent exclusion of a pupil from a maintained school does not take effect until the governing body has discharged its duties under regulations made under section 52 of the Education Act 2002(1), and -

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- 4 d(i) The relevant person has stated in writing that he or she does not intend to appeal under Section 67 of the 1998 Act
- 4 d(ii) The time for bringing an appeal has expired and no appeal has been brought forward within that time; or
- 4d(iii) An appeal brought within that time has been determined

Further information can be found here: [The Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)

### **Removal from roll for any reason other than those specified above is unlawful.**

**Although the Education (Pupil Registration) Regulations 2010 states that a child may be deleted from roll after 20 school days of continuous absence without good reason (10 school days if returning from holiday late) there is a clear responsibility to ensure that the correct procedures of investigating this absence has been followed as any child missing from education may raise potential child protection issues. School should discuss cases with the EWS/EWO before removing from roll.**

If schools believe a child or family to have gone missing, they should **NOT** remove any child from their roll without following the checklist procedures within this guidance and completing **Appendix 1 - Notification to the Local Authority of a Child Missing Education** and informing the Education Welfare Service.

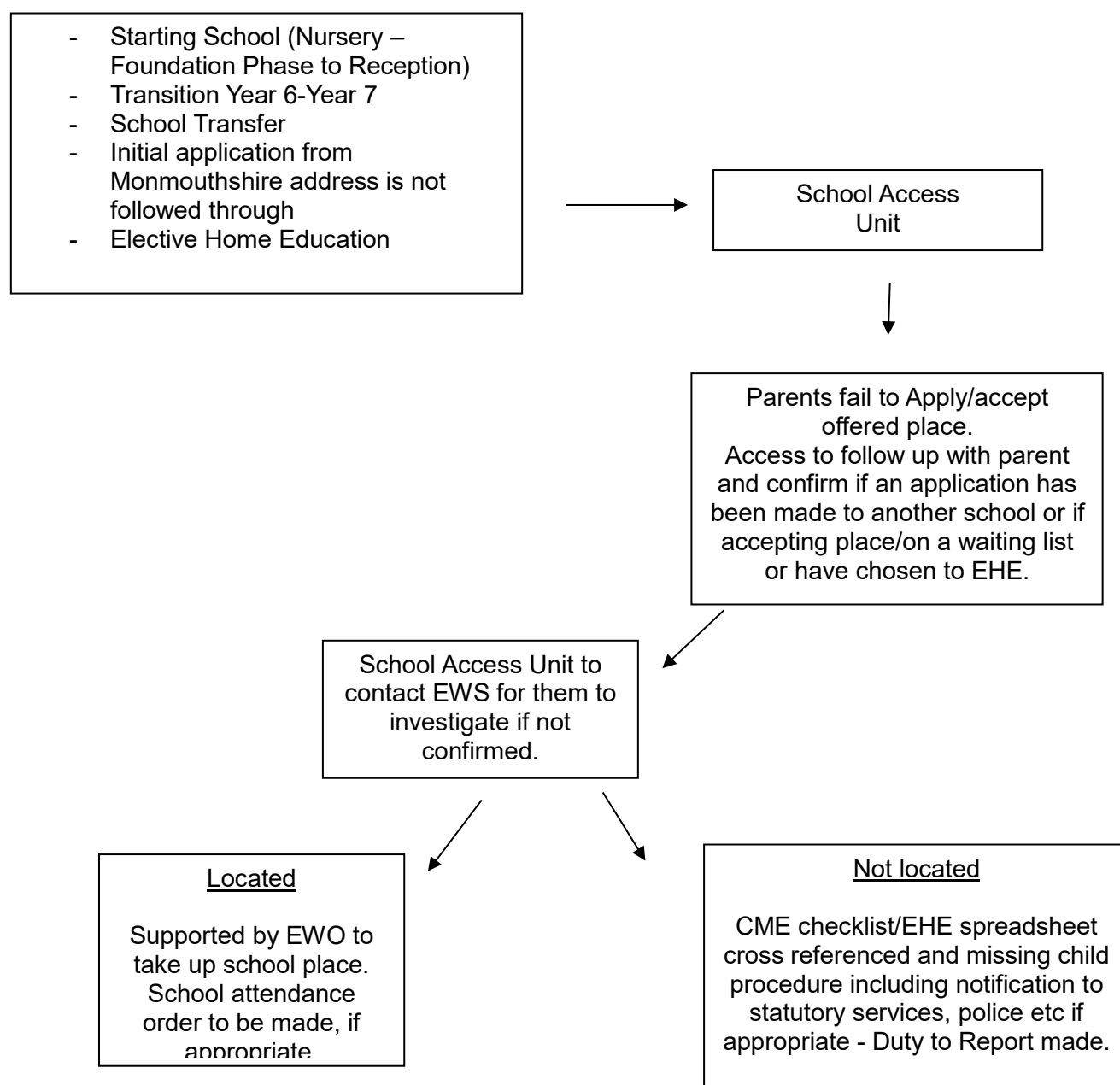
The pupil should remain on the school register until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence. The outcome of the school and LA's attempt to trace the pupil will dictate the next steps and whether it is appropriate for the child to be removed from the roll of the school. If they are unable to find the pupil, they must refer the case to the appropriate agencies. It is important that all of the steps outlined above are clearly documented to ensure that there is a clear audit trail of the steps which have been taken to locate the child. Only once the Education Welfare Service has completed their enquiries and advised the school in writing should the school remove a pupil from the roll.

When a pupil's name is deleted from the Admission Register the school should clearly indicate the date and the reason for the removal from roll and have a destination in Sims. In the event of a pupil moving to another school, the name of the school should be indicated, and the pupil's records must be sent to the new school within 15 school days.

When a pupil's name has been deleted from the register, the school must create a CTF and follow the procedures outlined herein.

School should inform the Access department of any pupil who has been removed from roll, this also includes when a pupil is removed due to de-registration to Elective Home education (EHE) so the local authority Access department can update their records, alongside completion of the Elective Home Education Appendix 1 for which is sent to the Education Welfare Service.

## CME at start of education/school transfer/transition





## Elective Home Education (EHE)

Parents have a duty to ensure that their children receive a suitable full-time education either by regular attendance at school or otherwise (under Section 7 of the Education Act 1996). Some parents decide, as they are entitled, to provide suitable education by educating their children at home.

When parents withdraw their child from school to electively home educate (EHE), and the child is of compulsory school age, the name of the child can only be deleted from the admissions register of the school where the parents inform the school in writing as provided by the Education (Pupil Registration) Regulations 2010 under Regulation 8 (d). 'that the pupil 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'. It is then the duty of school to inform the LA (Lead Elective Home Education Officer.)

The school need to inform the Local Authority straight away by forwarding a copy of the parents' deregistration letter and complete the **Notification of pupils withdrawn from school to be educated at home** from the Elective Home Education Policy in Monmouthshire and return to the LA within the ten school days immediately following the date parent informed the school and which the pupil's name was removed from the school roll.

The Notification of pupils withdrawn from school to be educated at home should be sent to the following email address and also copy in the allocated EWO for the school:

[ElectiveHomeEducation@monmouthshire.gov.uk](mailto:ElectiveHomeEducation@monmouthshire.gov.uk)

The child's name should be removed from the school roll and recorded as Elective Home Education as the destination on Sims as the Final Destination of the child. Elective home education (EHE) can be selected from the dropdown menu. A CTF should be created by the school using code MMMMMMMM, so that the CTF goes into the database of children and young people who have gone outside of the maintained system. If the parent informs the LA in writing of their decision to electively home educate, they will be advised to put this in writing to the school and the LA will also notify the school.

**The school must record on their electronic database when a pupil leaves a school to be elective home educated and should also confirm by email to the 'School Access Unit' following sending the Notification of pupils withdrawn from school to be educated at home** This will ensure more efficient recording of pupil movement. All pupils are registered on the pupil records on One as being Electively Home Educated.

The Lead CME Officer will check with the Lead EHE Officer regarding Elective Home Education if a pupil becomes a child missing education.

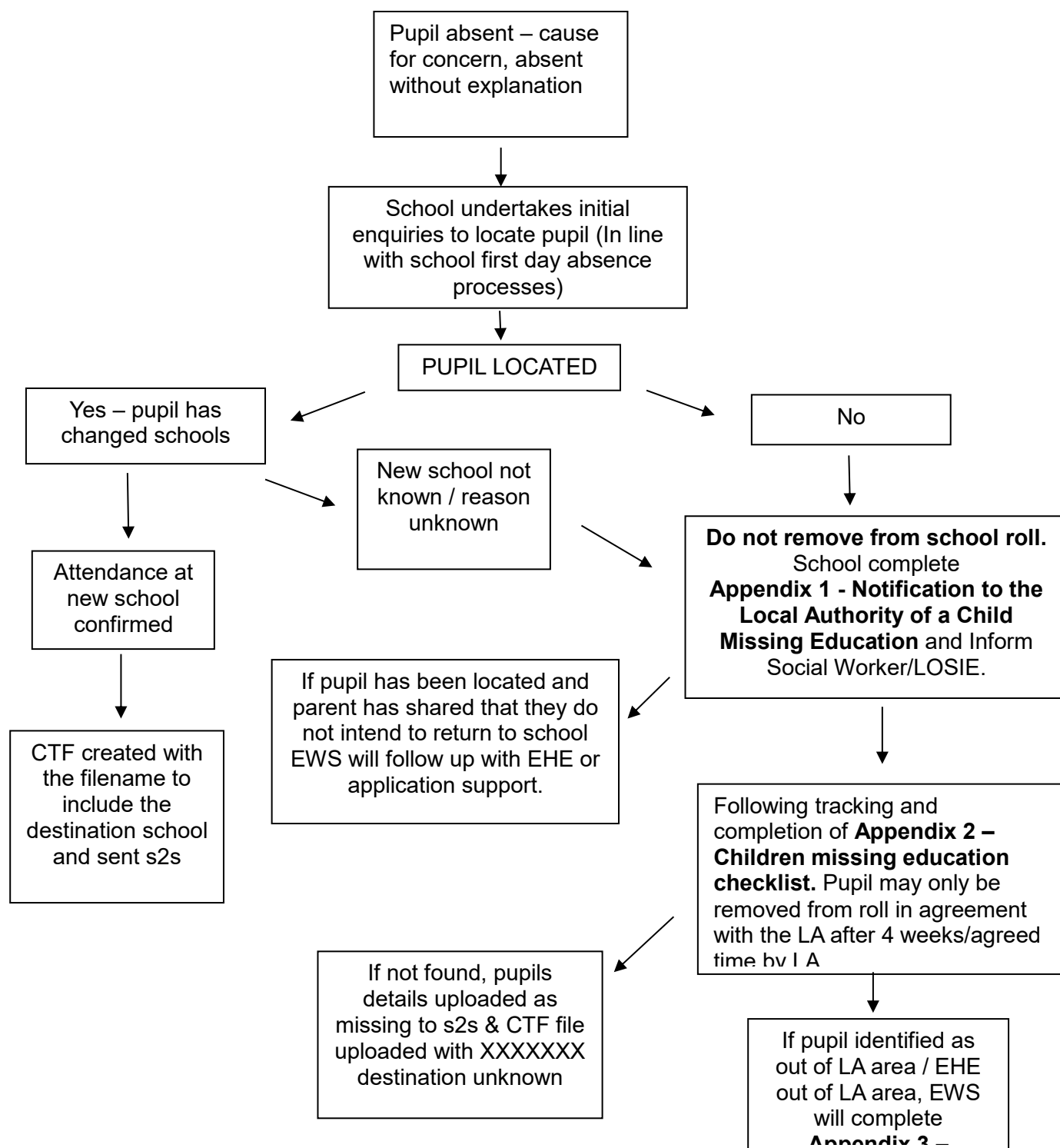


evidence of a suitable education being provided when a learner is electively home educated, the parents will be contacted by letter requesting that they contact the Education Welfare Service asking to meet to discuss the plan of education moving forward to prevent them from becoming a child missing education.

If there is no response within 15 working days, an Education Welfare Officer will visit the parents at home to check circumstances and assess need if required.

LAs can intervene if they have reason to believe that parents are not providing a suitable education and may issue a School Attendance Order (SAO) (under Section 437(1) of the Education Act 1996). Further, LAs may apply to court for a child assessment order under Section 43 of the Children Act 1989 if they have reasonable cause to do so (which will only be where there is a risk of significant harm to the child).

## Flowchart of actions to establish if a learner is CME



## The Education Welfare Service (EWS)

When a school has concerns that a pupil may be missing education and they have followed all school processes to locate the pupil, they should contact the Lead Education Welfare Officer for CME and their allocated Education Welfare Officer and complete **Appendix 1 - Notification to the Local Authority of a Child Missing Education** within the CME Policy and send to:

[ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk)

The EWS will utilise the **Appendix 2 - Children Missing Education checklist**. Checking should include home visiting, approaching neighbours and contacting other agencies to try to establish the whereabouts of the child/children.

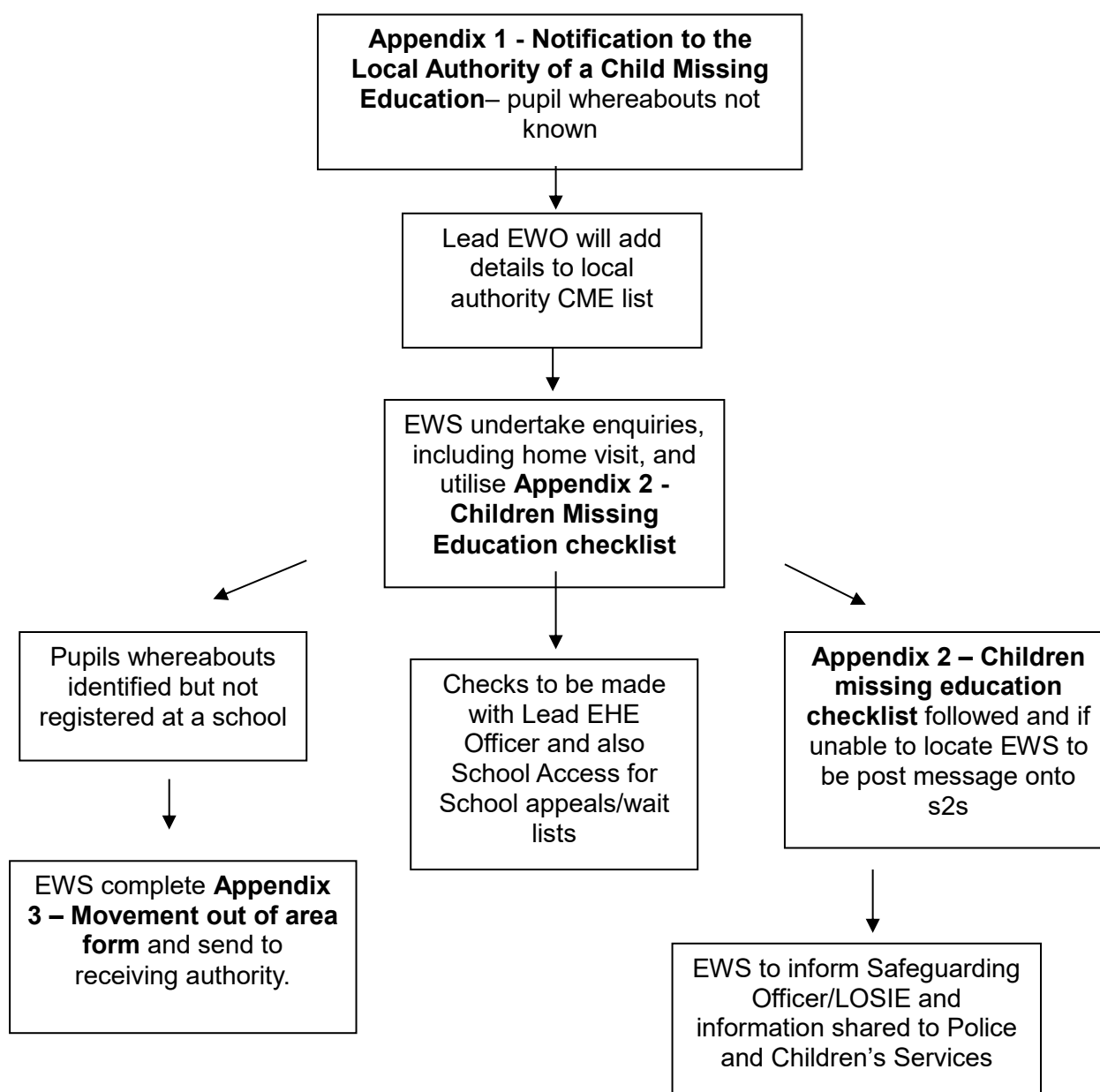
If the Education Welfare Service receives information that establishes where the child(ren) or young person(s) has (have) moved to, but there is no clear information about whether they have registered at new schools, staff should complete the **Appendix 3 – Movement out of area form** and Send it to the receiving authority so that contact can be made to ensure a fast and smooth transition into local schools. A copy of the form will be saved in the individual pupil's file as well as a copy in the local authority CME file. The Education Welfare Service is carries out the responsibilities for Children Missing Education.

If all attempts to trace a child/young person fail, the school will be advised to remove the child from roll (not before 4 weeks) and Send a CTF to the Lost Pupil Database with the destination as XXXXXXXX. The Lead Education Welfare Officer for CME will post a message on the lost pupil database (s2s). School should speak to the LA CME Officer before removing pupil from the school roll.

The Education Welfare Service will ensure that the Lead Officer for Safeguarding in Education who sits in Children's Services is aware and that that they ensure the Police are made aware that attempts to trace the child/children have been unsuccessful and they are considered to be ongoing missing from education.

## Flowchart of investigation process by EWS

If at any point during the checking process staff become aware of issues that may indicate issues of a safeguarding/child protection nature, the Child Protection Officer/Children's Services and the Police should be notified immediately.



## The role of other Stakeholders/Agencies

**The following stakeholder/agencies should be aware of the local authority CME Policy:**

- Local Authority schools including Pupil Referral Unit (PRU), Education Welfare Service (EWS), Inclusion Service, including ALN, Children Looked After (CLA)
- Independent Monmouthshire Schools
- Children's Services
- The public (via MCC Website)
- Inclusion Service, including ALN, Children Looked After (CLA)
- Police & Youth Offending Service (YOS)
- Heath (Health Visitors/School Health Nurse Team)
- Housing
- Youth Service
- Careers Wales
- SPACE Panel
- Young Carers

It is necessary to raise awareness amongst stakeholders about how to inform the LA about children or young people missing from education, in order to ensure that agencies employ this route consistently and whenever necessary. It will often be the case that another agency is aware of the arrival or existence of a child, living in a LA, but not in education, before the LA is aware of them.

It is the responsibility of all agencies to report to the **Education Welfare Service** where they believe a child or young person appears not to be on roll at a school or is not attending school on a regular basis. Once the Education Welfare Service have completed their enquiries, they will inform the referring person.

Stakeholders/Agencies should complete the: **Appendix 1 - Notification to the Local Authority of a Child Missing Education**

This should be sent to: [ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk)

Checks will be made on the Central Pupil Database (ONE) & Schools SIMS system for any details held about the child or evidence of siblings at other schools. Checks will also be made with the local authority Access department for any school appeals/wait lists.

## Summary of actions for CME

### The LA will:

- Raise awareness of the Children Missing Education protocols and processes by:
  - contacting Senior Managers in all agencies, to explain roles and responsibilities
  - provide support to teams on referral routes
  - ensure that all Monmouthshire schools are aware of the guidance and also share with Monmouthshire's Independent Schools
  - implement a range of preventative measures to ensure the reduction of the likelihood of children and young people missing their education
  - Offer training around the CME Guidance
- The LA's Management Information System (MIS) Support Manager will remind schools annually about the Education (Pupil Information) Wales Regulations 2004 and the Education (School Records) Regulations 1989 on the removal of children from a school roll and create a common transfer file (CTF) and upload on the s2s website where a child has left with an unknown destination.
- The Management Information Systems (MIS) Manager will also provide support to ensure schools meet their statutory responsibilities.

Although the duty is for local authorities to identify children and young people missing education residing in their area, it is recommended that those who have disappeared without a known destination should remain on missing lists of the departing authority. These lists should be routinely monitored as they may re-appear in the county or elsewhere in the country.

### Schools will:

- Ensure that they are meeting their statutory responsibilities by using the Common Transfer System to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.
- Ensure that when a pupil moves that destinations are recorded on their electronic database and if unknown, **confirm that the Education Welfare Service has been formally notified in writing in line with the CME Policy and Procedures**
- Work with the Education Welfare Service to ensure more consistent referral processes for those children missing education and those at risk through their non-attendance.

## The use of School to School Data Transfer Website (s2s)

Currently in Wales there is a requirement under the Education (Pupil Information) Wales Regulations 2004 and the Education (School Records) Regulations 1989 for schools to maintain data on pupils who are on their roll and to pass that data to the receiving school when a child leaves which aims to minimise the chances of pupils falling into the category of being missing from education.

All maintained schools in Wales have a statutory responsibility to use the Common Transfer System (CTS) for England and Wales to transfer specific information electronically, via the 'school2school – s2s' website when a pupil joins or leaves a school.

## Additional Policy and Guidance information

This policy is written in line with the following legislation, guidance & policies:

- [statutory-guidance-help-prevent-children-young-people-missing-education.pdf \(gov. wales\)](#)
- [The Education \(Pupil Registration\) \(Wales\) Regulations 2010](#)
- [Belonging, engaging and participating: Guidance on improving learner engagement and attendance](#)
- Welsh Government - [Elective Home Education Guidance](#)
- [Children Act 2004 & Children Act 1989](#)
- [Statutory guidance | Social Care Wales](#)
- <https://www.gwentsafeguarding.org.uk/assets/document-library/Protocols-and-Procedures/Children-Adult-At-Risk-Neglect-Guidance-Toolkits.pdf>

## Appendices

**- EDUCATION WELFARE SERVICE**

Please reply to: **Suzanne Challenger - Lead Education Welfare Officer for Children Missing Education,**  
**County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA**

**Mobile No: 07929 878496**

E-mail: MCC - [ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk) and  
[SuzanneChallenger@monmouthshire.gov.uk](mailto:SuzanneChallenger@monmouthshire.gov.uk)

This form should be completed by any professional or agency undertaking an assessment or being aware of a child of compulsory school age who does not appear to be attending a school.

<i>Reason for Referral:</i>				
<b>School registered at:</b> (Failing to Attend)				
<b>Last date of attendance (if known)</b>				
<b>Is the child registered at a school:</b>		<b>Yes / No</b>		
<b>Other:</b>				
<b>CHILD'S DETAILS</b>				
Child(ren) Name:		D.O.B.		Year group:
Gender: Male/Female		Ethnicity:		
Address:				
<b>Parent(s) / Carer(s) Details:</b>				
Name	Relationship	Address (if different from above)	Telephone	Email
Childs previous Address if new to the area:				



## Monmouthshire's Children, Learning, Skills and Economy Directorate

<b>Further information:</b> To the best of your knowledge is the child:	
On the Child Protection Register	Yes / No
Has a Care and Support Plan (CASP)	Yes / No
Refugee / Asylum Seeker	Yes / No
A child looked after (CLA)	Yes / No
There is a school or LA IDP	Yes / No

<b>School actions taken to gain contact:</b>		
<b>Action taken</b>	<b>Who &amp; When</b>	<b>Outcome</b>
School first day contact procedures.		
Check internal school records and members of staff & friends		
Check with friends, siblings and other relatives of the child.		
Telephone calls		
Emails		
Letters sent		
Enquiries with Children's services/PLANT		
Enquiries made with LOSIE/CLA Officer in LA.		

**Any additional information about the child's previous educational provision:**  
(past or present: e.g. date of last education provision, known attendance difficulties etc)

<b>Are any other agencies known to be involved with the child concerned?</b> Please give details:	
<b>Agency</b>	<b>Contact Name &amp; Details</b>

## Monmouthshire's Children, Learning, Skills and Economy Directorate

<b>Details of Agency Making the Referral:</b>	
Referrer's Name:	
Designation:	
Address:	
Tel. No:	Email:
Date:	
<b>Reason for involvement of professional making the referral:</b>	
<b>Date that child became known to agency as missing education:</b>	

Please email this form to: **E-mail:** [MCC - ChildrenMissingEducation@monmouthshire.gov.uk](mailto:MCC - ChildrenMissingEducation@monmouthshire.gov.uk) and [SuzanneChallenger@monmouthshire.gov.uk](mailto:SuzanneChallenger@monmouthshire.gov.uk)

Date Received:

Education Welfare Officer:

**Data Protection and Confidentiality** - We comply with all legislation governing the protection of personal information, including the Data Protection Act 2018 and the UK: General Data Protection Regulations (GDPR). Personal information that you supply to Monmouthshire County Council remains strictly confidential and is only shared with trusted organisations when absolutely necessary. For more information about privacy, please visit: <https://www.monmouthshire.gov.uk/your-privacy/>

## Appendix 2 - Children Missing Education Checklist

### EDUCATION WELFARE SERVICE

Please reply to: **Suzanne Challenger - Lead Education Welfare Officer for Children Missing Education,**  
County Hall, The Rhadry, Usk, Monmouthshire, NP15 1GA

**Mobile No: 07929 878496**

**E-mail: MCC - [ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk) and  
[SuzanneChallenger@monmouthshire.gov.uk](mailto:SuzanneChallenger@monmouthshire.gov.uk)**

#### Actions to be taken by LA to locate the child/young person:

<b>CHILD'S DETAILS</b>				
Child(ren) Name:	D.O.B.		Year Group	
Gender: Male/Female	Ethnicity:			
Address:				
<b>Parent(s) / Carer(s) Details:</b>				
Name	Relationship	Address (if different form above)	Telephone	Email
Childs previous Address if new to the area:				

<b>School details:</b>			
<b>School registered at:</b> (Failing to Attend)			
<b>Last date of attendance (if known)</b>			
<b>School contact details:</b>	<b>Name:</b>		<b>Telephone/Email</b>
<b>Is the child registered at a school:</b>	<b>Yes / No</b>		

Action Taken	Who & When	Outcome
Have school completed checks on Appendix 1?		
Discussion with school staff		
Home Visit		
Neighbourhood Enquiries		
Check with friends, siblings and other relatives of the child		
Telephone calls made/letters		
Enquiries made with School Access Unit / ONE		
Enquiry made with Children's Services (Intake and Assessment) and PLANT		
Enquiry made with LAC Officer within LA		
Enquiries made with Police/YOS, and/or any agencies with known involvement (inc. Child Health if there are any children in the family under the age of 4)		
Enquiry made with housing		
Enquiries with Housing Benefit via named Officer with LA (Access Department)		
Women's Aid/other		

N.B. If, after completing the above checklist and concluding all enquiries, the child remains missing, discuss the removal of the child from the school register with your Line Manager. If agreed and removal complies with National Assembly Guidelines and Local arrangements, please keep a copy of this checklist with all other appendices in the pupils file within EWS CME.

**Name of School:**

**Date Removed (from school roll):**

**Authorised by:**

**Designation:**

**Name of EWO:**

**Date:**

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## Appendix 3 – Movement out of area form EDUCATION WELFARE SERVICE

Please reply to: **Suzanne Challenger - Lead Education Welfare Officer for Children Missing Education,**  
County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

**Mobile No: 07929 878496**

E-mail: MCC - [ChildrenMissingEducation@monmouthshire.gov.uk](mailto:ChildrenMissingEducation@monmouthshire.gov.uk) and  
[SuzanneChallenger@monmouthshire.gov.uk](mailto:SuzanneChallenger@monmouthshire.gov.uk)

Dear Sir/Madam

I have been advised that the above-named child(ren) has/have recently moved into your local Authority area.

We are not aware of the school that the child(ren) has enrolled at. The information I have been given is detailed below:

Child/ren details:	
Child/ren full name	
DoB	
Childs current home address	
Previous address known	
Current School	
Previous School	
Parent/Carer details	
<b>Parent/Carer 1 full name:</b>	
Address	
Telephone	
Email	
<b>Parent/Carer 2 full name:</b>	
Address	
Telephone	
Email	

Further information:

Would you kindly make enquiries as to whether the above child(ren) are now residing in your area and if they have enrolled at a local school in your authority. Please can you advise us of your enquiries so we can confirm the child(ren) destination so we can update our records accordingly using the contact details above.

Yours faithfully

Suzanne Challenger - Lead Education Welfare Officer

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