



Fleet Primary School

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Children Missing or Absent from Education Guidance

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1 Introduction

Children who are school age and who are not attending school on a regular basis are at risk of poor educational outcomes and are more likely to become NEET (not in education, employment or training) later in life. Going missing from home, care or school or being regularly absent from school can also be an indicator of abuse or harm both within the family and the community.

The Department of Education statutory guidance *Children missing education* (2022) defines children **missing** education as children of compulsory school age who are **not** registered pupils at a school and are not receiving suitable education otherwise than at a school. This includes children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown; these pupils will be added as part of the Pupils Out of School Register.

Keeping children safe in education (2026) also recognises the need to safeguard all children who are **absent** from school; these are children who have a school place but are absent from school for prolonged periods or on repeat occasions. These children require an early safeguarding response from schools to avoid them becoming children missing education.

This policy relates to all children who are missing or absent from school. The [Early Years Foundation Stage statutory guidance](#) requires nurseries to act on absences, particularly prolonged absences and use professional judgement to decide on what action to take where a child goes missing, including making a referral to CSFH where there are concerns about the child. Further details can be found in the [Nurseries safeguarding webpage](#).

2 Legal framework

- Camden has a duty under section 436A of the Education Act 1996 and related statutory guidance [Children missing education](#) to identify any child in the borough of statutory school age who is missing education and to take steps to provide access to appropriate education provision. School attendance is compulsory from the first term after a child's 5th birthday up to the last Friday in June after the child's 16th birthday.
- The Department for Education statutory guidance **Keeping children safe in education (2026)** places a duty on schools to identify children who are persistently absent from school and emphasises the vulnerability of children who are missing or absent from education to harm and abuse, and that being missing or absent from education is a key indicator of extra-familial harm and exploitation.
- The guidance stresses the importance of schools being aware of children and young people who are frequently missing or absent from school or who are removed from the school roll. Under this guidance, governing bodies of schools have a duty to put in place appropriate safeguarding procedures in response to children going missing from education.
- Camden also has a duty to arrange suitable education provision for children who have been permanently excluded (from the 6th day) and children who are unable to attend due to exclusion, illness or other reasons.
- Camden Council, schools and children's centres have a duty under section 10 of the Children Act 2004 and Working together to safeguard children (2026) to work together to ensure the safety and welfare of children in the borough is promoted.
- Schools should also follow the statutory guidance [Working together to improve school attendance \(2026\)](#).

3 Purpose and scope

Camden's Children and Learning Directorate and Camden's schools and children's centres have a joint duty to safeguard and promote the welfare of children in the borough and recognises school attendance as a means of ensuring good outcomes as well as a protective factor against wider harms. Camden also has a duty to ensure all children in the borough are receiving a suitable full-time education based on their needs and aptitudes.

This guidance has been developed by Camden Learning and Children's Safeguarding and Family Help (CSFH) to help schools and council staff to:

- identify those children of statutory school age who are missing from education because they are not on roll at school or who have been removed from a school roll, and to take appropriate steps to ensure they are receiving a suitable education
- recognise those children who have a pattern of being persistently absent from school in line with the Department for Education grounds for removal
- recognise when a child on a school role who is vulnerable and is at risk of harm as a result of going missing or absent from school and make appropriate referrals to CSFH or the Attendance and Out of School service (ACOS)
- work jointly and share information effectively to enable children and families to get support with their education at an early stage to prevent future poor outcomes.

Please note that this guidance does not cover the emergency response that should be taken if a child goes missing during the day or on a school trip. Actions to be taken in these situations can be found in the Camden Emergency Response Plan or within a school's or children's centres' individual safeguarding policy.

All staff should be aware that repeated or prolonged absence from education may be an indicator of safeguarding concerns, including neglect, child sexual exploitation, child criminal exploitation and other forms of abuse. Staff must follow the school's safeguarding procedures and immediately report concerns to the designated safeguarding lead (DSL).

4 Extra-familial harm and missing or absent from education

Extra-familial harm is the risk of harm young people may face from outside of their family and arising from risks within the community or neighbourhood environment or from their peer group. Extra-familial harm includes substance misuse, anti-social and criminal behaviour, child sexual exploitation, criminal exploitation (including county lines) and violent extremism.

Young people who are out of education or who are regularly absent from school are more vulnerable to extra-familial harm, particularly exploitation, as it provides their exploiters with an opportunity for grooming. Where children are already going missing or absent from school this is a key indicator that they may already be involved. Further details can be found in the CSCP guidance [Extra-familial harm and child exploitation available on the CSCP website](#).

5 Roles and responsibilities

5.1 Parents

Parents have a duty to ensure that children of compulsory school age are receiving a suitable full-time education. This may be at home or at a school and parents have a right to withdraw their child for home schooling at any time provided the child is not subject to a School Attendance Order.

Where parents wish to remove the child for elective home education (EHE), they should give written notification to the school and the school must take the child's name off the school roll and notify the local authority. Pupils receiving EHE are monitored by ACOS.

Camden may use a School Attendance Order to ensure parents have applied to schools. Legal action may also be taken by the Pupil Attendance Service who may take action against parents where there is an issue of non-attendance for a child who is registered on a school roll. Legal action such as a fixed penalty notice will be issued by the Pupil Attendance Service (PAS) in line with the policy set out in the Penalty Notice and Enforcement Protocol.

5.2 Schools

Schools have a statutory duty to:

- ensure details of the pupil are on the admission register when the child first registers at the school
- monitor pupil attendance through daily attendance records and remove any barrier to attendance
- carry out reasonable enquiries about the child's whereabouts if the child fails to attend
- support Camden to identify children who are missing education
- notify Camden's Education services where:
 - a pupil's name is added to the school roll outside of the normal transition points (notification to be sent to the ACOS team)
 - a pupil does not attend for 10 school days or more without permission (notification to be sent to ACOS - [Statutory Attendance return for Codes G N O and U 20 plus unauthorised sessions](#))
 - the school is about to remove the pupil's name from the roll on any of the grounds listed in Appendix 1 (notification to be sent to the Children Missing Education Lead Officer at ACOS).

Further details about making notifications can be found in section 8.

The designated safeguarding lead (DSL) should be informed of all cases where persistent absence, severe absence, unexplained absence or CME raises safeguarding concerns and should oversee risk assessment, information sharing and referrals to statutory agencies.

As part of their safeguarding duty schools are also responsible for identifying when a pupil may need extra help or statutory social work intervention due to their absence or frequent missing episodes. Schools can refer to Camden's Family Help service on behalf of the pupil. Children who are persistently absent from education are amongst those children identified as requiring a Family Help service.

Where a pupil is not attending, there is an expectation that schools will work in partnership with parents and carers to try to engage them in a dialogue in order to resolve any issues and ensure the pupil's attendance.

Schools also have a duty to ensure that the information held on the register is up to date, particularly where and with whom the child currently lives, and should regularly request parents to check and update information. Where the school is notified that the child will be changing schools, the name of the destination school should be recorded.

All staff should receive safeguarding training and updates which include the school's procedures for responding to children missing education, persistent absence and severe absence.

5.3 Camden Learning

Camden Learning through the Attendance & Out of School Service (ACOS) is responsible for providing a clear response in partnership with schools to attendance issues including:

- identifying any child who is CME in order to ensure all children in the borough are in receipt of a suitable education;
- providing robust systems to oversee the monitoring of school attendance, absenteeism and the movement of pupils within education provision;
- making reasonable enquiries (jointly with schools) where a child goes missing from school or is persistently absent and sharing relevant information;
- taking action on notifications from schools, including the use of School Attendance Orders and Education Supervision Orders;
- supporting vulnerable children to access education;
- supporting schools to facilitate pupils to reintegrate to education following disruption;
- Elective Home Education.

A full list of the services available from education services are set out in Appendix 2 of this document.

5.4 Children's Safeguarding and Family Help (CSFH)

CSFH is responsible for providing a social care service including Family Help and child protection interventions, and responding to referrals where there are concerns about a child who is missing or absent from education or who needs support around access and attendance.

6 Children who are at risk of missing education

Children may be missing from education for a number of reasons and may go missing at certain key points in their education, for example:

- a child may not have yet entered the education system in Camden having moved here from another area;
- a child may fail to obtain a school place either at primary or secondary transition;
- a child may cease to attend school due to withdrawal or exclusion;
- a child may be removed from the school roll.

Some children are more vulnerable to going missing from education because of their circumstances, for example:

- children who have committed criminal offences

- children in families fleeing domestic abuse and living in women's refuges
- children of homeless families living in temporary accommodation, hostels or bed and breakfast
- young runaways
- children with long term medical or emotional problems
- children affected by substance misuse
- unaccompanied asylum seekers
- children of refugee and asylum seeking families
- children in new immigrant families who are not yet established in the UK and may not have a fixed address
- children who are in public care
- children who are privately fostered
- young carers
- teenage parents
- children from military service families
- Gypsy, Roma and Traveller children
- children experiencing extra-familial harm such as child sexual and criminal exploitation.

7 Children who are vulnerable to harm whilst missing or absent from education

Staff should be aware of the following:

- Children who are at risk of harm may be kept from school in order to cover up abuse or may not be attending school due to neglect. If a child is missing or absent school and there are concerns about their safety or welfare, staff must follow child protection procedures and make a referral to CSFH as appropriate. Staff can seek advice from the MASH team on a "no names" basis if they are unsure about what action to take.
- Children from overseas may have been trafficked into the UK for the purposes of exploitation and modern slavery, for example for domestic servitude, forced labour or benefit fraud. In these cases, the child will be enrolled at the school for a short time before disappearing, having been moved on for exploitation. Camden's schools and Camden's Schools Admissions team should be aware of any adult who is seeking a school place for a child for whom they are not a close relative. For further guidance, please see the CSCP guidance on safeguarding trafficked children.
[Child Trafficking and Modern Slavery - Camden Safeguarding Children Partnership CSCP](#)
- Schools should also be aware that young girls may be taken out of school for the purposes of Female Genital Mutilation (FGM) or forced marriage. Schools should be vigilant to families taking extended holidays abroad, or failing to return from holiday, especially where an older sibling is thought to have experienced FGM or forced marriage. For further details, please see government guidance for schools. [PDF FGM Schools Guidance 18.06.2019 \(cscp.org.uk\)](#)
- Young people who go missing or are regularly absent from school are vulnerable to extra-familial harm and exploitation. Pupil absence may also be an indicator that a young person is already at risk

or being exploited. Schools should be aware of young people who regularly do not attend and also those who go missing from school during the course of the school day. Schools should also be vigilant to exploiters targeting schools and collate and report any evidence of young people getting into cars with older teens or unknown adults.

- Children may be absent from school because they have run away from home or care and may be at risk whilst away. It is important that schools are aware of pupils who may have run away, particularly children who may have run away from home but not been reported missing by parents. For further information on the role of schools, children's centres and education staff, please see the CSCP *Missing children protocol*. [CSCB missing protocol \(cscp.org.uk\)](https://www.cscb.org.uk/cscb-missing-protocol)
- Schools should be aware of those pupils with SEND and additional needs who are more at risk of disengaging with school where their needs are not being met and should work in partnership with parents to ensure support is provided.
- Schools and Camden Learning will be vigilant to the needs of children living in temporary accommodation as they are at higher risk of being overlooked in education provision and will work with housing providers and other local authorities by sharing information lawfully to ensure these children are receiving a suitable education.
- Some children may be taken out of school because parents wish to home educate. Parents have a right to home educate but where schools have concerns about the safety and welfare of a child who is about to be removed for home schooling, a referral should be made to the MASH team and a discussion held with the PAS to ensure contact is made with the family.
- Although in many schools it is difficult for pupils to leave the school building during the school day, schools need to be aware of instances where pupils are regularly absenting themselves from schooling during this time and take appropriate action to monitor post-registration truancy. Cases should be discussed with a key member of staff in school such as the Pastoral Support Lead, Head of Year or designated safeguarding lead. An action plan put in place to ensure that staff report any absence and these are followed up by an agreed lead professional.

8 Tracking and monitoring systems

To minimise the possibility of children to go missing or falling out of the education system, Camden Learning and Camden schools will use the following systems and processes to continually track CME and children who are persistently absent from school. Absence is defined as: 90% or less attendance (persistent absence) and 50% or less attendance (severely absent).

- All Camden schools should submit their roll information to ACOS giving details of pupils placed or removed from school roll.
- A CME register will be used to record all statutory school age pupils not on roll at a school. This will be shared with CSFH to see if any of the children are known to services and ensure that allocated Family Help practitioners are notified;
- There are protocols for cross-checking and sharing data between local authority services, including Schools Admissions, Early Years services, CSFH, Integrated Youth support services, the ACOS and School Inclusions team, including:

- A register of children missing from education, care and home held by CSFH and a second register of all those missing as a result of child criminal and sexual exploitation.
- An integrated performance management system that allows services and teams to analyse information for patterns and trends.
- A specialist analyst collating information on child exploitation in the borough for use by the Multi-agency Child Exploitation (MACE) group.
- Agreed referral pathways between services to ensure an integrated response where a child is missing from education.
- CME information to be shared regularly with Camden's Primary Inclusion Forum

There is a designated officer within the ACOS who receives notification of children who are missing from education and who liaises with MASH social workers where there are concerns about a child who is missing from education and for whom there are safeguarding concern.

The Officer works in partnership with the following teams and agencies in order to publicise the notification system and, through multi-agency working, actively seeks to identify and locate CME. These include:

- Schools
- Schools Admissions
- ACOS/Elective Home Education team
- CSFH
- Housing
- Health
- CAMHS
- Integrated Youth Services
- Police
- Alternative education providers and voluntary organisations.

Information should be shared proactively and lawfully where necessary to safeguard children. Data protection legislation does not prevent the sharing of information where this is required to keep children safe

9 Working with children who are persistently absent

Schools are required to monitor the attendance of pupils and ensure plans are in place to improve attendance in line with attendance policy. The ACOS and School Inclusion Team (SIT) will work with schools and parents where there are concerns about a pupil who is enrolled at school but is persistently absent from school.

- Schools can seek advice and guidance from the ACOS/SIT on the next steps to help resolve attendance concerns.
- Schools can refer to the Camden Attendance Strategy for resources on how to improve attendance.
- Where schools have worked with families and attendance remains a concern, a referral can be made to the ACOS for legal action.

10 Notification of CME to Camden

- All schools and professionals are required to notify Camden of a child who is being removed from the school roll for any of the reasons set out in appendix 1 using the CME form at appendix 4. This includes children who do not live in Camden but attend school in the borough.

- Schools are required to notify the ACOS of a child who has been missing from education for 10 days or more using the out of school notification form available at: [School admissions general information - Camden Council](#).
- Other notifications may be made in the following manner:
 - s2s (School to School) National Out of School notification system
 - admissions transfer meeting for children unplaced after secondary transfer
 - telephone call or email to the Monitoring and Inclusion Officer
 - notification of CME identified through the in-year admissions process in line with Camden's admissions arrangements
 - through data tracking of in-year admissions applications where no previous school is identified
 - parental self-referrals directly to the service
 - Notification of LAC placement under the Care Planning, Placement and Case Review Regulations 2010.
- Requests to search a school roll for a child missing from an out of borough authority are referred to and processed by the School Inclusion Team.
- Notifications that a pupil's name has been **added to the school roll** must be sent to the ACOS **within 5 days** of adding the pupil's name to the register and should contain all the personal information contained on the school's admissions register. Notification is **not** required where children are moving schools during normal transition periods such as primary to secondary school.

11 Taking action when children are missing or absent from school

These procedures should be followed whenever a child is absent from school without authorisation or explanation from parents or fails to return to school at the start of term or other agreed time.

Generally when children fail to attend school, their whereabouts is usually known; however there may be occasions when a child and their family goes missing and cannot be traced. In these cases there is an expectation that the school and Camden staff (ACOS Lead Officer) will carry out reasonable enquiries in order to establish the child's whereabouts.

11.1 Action by schools

- Whenever a child fails to attend school, prompt action needs to be taken to ensure the child's safety and enable them to return to school as soon as possible. **On day 1** the school should contact parents to establish the reason for the absence and when the child is likely to return to school.
- A designated member of staff should try to contact the family using any contact numbers or email addresses available. Staff should try to ensure that the child is safe and at home and should record who they spoke to and what information was provided and take steps to verify this information.
- If on contact the parents report that the child is also missing from home, the CSCP missing children protocol should be followed; the designated safeguarding lead for the school should be informed

and a missing children risk assessment should be carried out. [Draft CSCB missing protocol \(cscp.org.uk\)](#)

- The school should establish what actions parents have taken, for example checking with friends, and whether the child has been reported as missing to the police.
- If it is not possible to contact the parent by phone or email or the school is not reassured that the child is safe and well and at home, a home visit should be undertaken to try to establish contact and check on the welfare of the child within 10 days. If the child has not been seen and the parent has not made contact this must be reported immediately to the designated safeguarding lead or head of year and a risk assessment carried out to establish what action should be taken.
- If, **by day 10**, the child has not returned, the school should notify Camden Learning of the absence. Where the child lives in another borough, that borough should be notified so that further enquiries and action can be taken. Please use the form at the link below.
<https://forms.office.com/e/98DtzGmcXd>
- If the child is known to CSFH, their allocated Family Help Practitioner should be notified immediately. Where the child is looked after they should be reported as missing from school to their allocated social worker in their placing borough.
- Where a child has a social worker, is subject to a child protection plan, child in need plan or is looked after, absence should be treated as a potential indicator of increased safeguarding risk and escalated without delay.
- Most school absences will be for a short time and will be authorised by parents who will provide a justifiable reason for the absence. In most cases, any missing episode will be resolved by dialogue between the school and the parent early in the process. However for some cases it may be necessary to take specific steps to safeguarding the child.

11.2 Cases where there are concerns about the child's welfare

At all times, schools should be aware of any potential risks to the individual child based on the information available and escalate responses accordingly. Appropriate action should be taken in accordance with the perceived level of risk to the child.

During the first 10 school days that a child is missing from school, it is essential that the school and other agencies make efforts to establish the child's whereabouts and whether they are safe, and take appropriate action based on the assessed risk to the child and their perceived vulnerability.

Action may involve reporting the child as missing to the police or referring the matter to CSFH, but the timescales for doing so will depend on the outcome of any risk assessment. However schools should bear in mind that the longer the child remains missing the more the risk of harm will increase.

It is important that schools record all actions taken to establish the child's whereabouts and circumstances and note what actions are taken to escalate concerns, including reasons for referring to the police or CSFH. Records should be stored securely in accordance with safeguarding procedures.

It is recommended that schools maintain an up to date list of children who are known to CSFH or other local authorities' children's services so that actions can be taken as a matter of priority should a high risk child fail to attend school.

11.3 Risk assessment

When assessing risk, the school should consider the following:

- Is the child known to CSFH in Camden or elsewhere?
- Is the child looked after or looked after previously?
- Is the child currently subject to a child protection plan or a child protection investigation?
- If not, does the school have any current concerns about the child?
- Have there been previous concerns or previous involvement with CSFH in Camden or elsewhere?
- Is this a mobile family?
- Is there a history of poor attendance?
- Have parents previously been subject to proceedings in relation to attendance?
- Are there any immigration issues?
- Is the child vulnerable because of disability or mental and emotional wellbeing?
- Is the child at risk of contact with concerning adults, including contact online?
- Has the child been known to associate with adults who pose a risk to children?
- Is the child at risk due to FGM, forced marriage or abduction and consequently at risk of being removed from the UK?
- Is the child at risk of extra familial harm and/or exploitation? (A separate CSE or CCE risk assessment should be carried out).
- Is the child a young carer?
- Is there a history of domestic abuse and violence in the family?
- Is there a history of parental mental ill health or substance misuse?
- Is the fact that the child is missing unusual?
- Are there religious or cultural reasons to believe that the child is at risk?
- Is the child in the process of being assessed for special education needs/Education Health and Care plan?
- Is there an indication that the child may be subject to radicalisation or extremism?
- Is there a history of disruption to education such as suspensions or permanent exclusions, frequent changes of school for the child or a sibling or a history of concerns about the child's behaviour at school?

11.4 Action by Camden Learning

Following notification on day 10, if the child cannot be located, the Monitoring and Inclusion Officer will:

- try to contact the family by email or letter to find out where the child is attending school;
- where there is no response, visit the family at home;
- if there is no response to this parents will be warned by letter that the Council will take legal action if the child does not attend school;
- if the child remains out of education and there are more than 10 unauthorised absence sessions the school may refer to the council to begin legal action either via Fixed Penalty Notices or court proceedings..

If it appears that the family has gone missing, the ACOS Officer will carry out the following database checks and searches:

- s2s Lost Pupil Database – a national database provided by the Department for Education and used by all schools and local authorities to search for children missing from education and to record messages between schools around the transfer of pupils and pupil records when they move between schools or leave the state system;
- Get Information About a Pupil (GIAP) system
- PLASC (termly school census data)
- Impulse Education database in Camden
- MOSAIC (CSFH electronic case record system)
- School Management Information system
- Master Database Management System

Enquiries will also be made with other agencies to locate the family, including:

- Landlords
- Camden Housing/Housing Associations
- Other local authorities where it is thought the family may have moved to another area
- Health providers
- Police
- Refuges
- HMRC
- Benefits Agency
- Border Force.

If the child's whereabouts are identified through these searches the case will be dealt with under this procedure or referred to the appropriate local authority if the child is found to be living in another area.

If prior to going missing the child was subject to a child protection plan or child protection investigation, the Head of the CSFH Quality Assurance Service can be requested to send out notifications to all local authorities to clarify whether the child and family are resident in another area.

11.5 Removing the child's name from the school roll

If **by day 20**, following reasonable enquires by the school and Camden Learning, the child's whereabouts has not been established or there is no reason to believe the child cannot attend because of illness or other cause, the school should formally notify Camden that the child's name will be removed from the roll under Regulation 8(1)(h) (child has not attended for more than 20 days). Schools should note that children cannot be removed from a school roll if they have missed 20 days but their whereabouts has been established

12 Support back into education

- Camden has a framework of governance in place to ensure multiple routes into education for children who need extra support in accessing educational provision, including:
 - support for families in the casual admissions process
 - support for children in specific circumstances (see appendix 2)
 - Fair Access Protocol Primary and Secondary
 - procedures for children out of school due to exclusion

- procedures to re-engage those missing education with appropriate educational provision, to broker admissions, and support to Key Stage 4 to access alternative education where this is appropriate.
- The School Inclusion team is responsible for helping vulnerable children to access education and helping pupils to reintegrate back into education or alternative provision.
- ACOS provides an annual report to the Camden Safeguarding Children Partnership each January providing detailed analysis of CME for the previous academic year and actions taken to track and re-engage missing children.
- The ACOS team maintains a list of those children receiving Elective Home Education (EHE). EHE pupils may receive a visit from an EHE advisor who reports on whether the education being provided is suitable. Where the education is deemed unsuitable and they have formally deregistered from EHE, the child is placed on the list of children missing education for further work with the family to ensure the child receives a suitable education.

13 Managing school transitions

Where a child is changing schools, the previous school should transfer information to the new school via the s2s system. Schools should refer to the Common Transfer File guidance for further details. [Common transfer file \(CTF\) - GOV.UK](#)

As transitions are a crucial time for children to drop out of the system, Camden has put the following processes in place to check that all children are moving on to a suitable education provision.

13.1 Primary admission of pupils transferring from a school nursery to reception

Primary schools with nursery classes send the Camden School Admissions team details of all Camden children who are in their nursery and this list is cross-checked with those applying for places in Reception.

These applications are processed by the Admissions team and results are notified to both the originating and destination schools. Where a nursery child does not have a corresponding reception application the school is informed to ensure an application is submitted. The list is checked at the end of December to give sufficient time for schools to ensure a parent submits an application before the reception closing date in January.

If a child on the list provided to the destination school does not begin at the school, the destination school should inform the Admissions team who will attempt to contact the family by phone and in writing.

If the Admissions team is unable to contact the family they will refer the case to the School Inclusion Team who will follow up. The Admissions team should also be notified if an originating school has been informed that a child is transferring to reception at a different school but has had no request for school records or records have been returned.

A list is also compiled of all children that remain unplaced at the end of the Primary Admissions process. In September this list is passed to the School Inclusion Team and to CSSW so that names can be cross-referenced with CSSW records to identify any children deemed to be “high risk”. The School Inclusion Team will support families to access appropriate education provision.

13.2 Children's centre to primary transfer

Children's centres provide a list of children who should be making an application to reception to the Camden Admissions team. This list is cross referenced with the primary admission applications and where there is no corresponding application the centre will be informed so that they can follow up with parents.

The list is checked at the end of December to give sufficient time for children's centres to ensure a parent submits an application before the reception closing date in January.

13.3 Secondary transfer (Year 6 to Year 7)

The Admissions team is sent details of all Year 5 Camden children. The same procedures are followed by Admissions as for primary admissions and schools should respond as per that section should a child fail to start at their destination school or if the originating school has had no request for school records or records have been returned.

13.4 Any other schools roll transfer

If a child is transferring to another school at any other time (casual or in year admissions) and the originating school does not know the destination school, has had no request for school records or records have been returned, the school should follow the procedures for CME set out in this section.

13.5 In year admissions

Schools are required to make a return with the name of children added to their waiting lists or how have left or started at the school. The return should be made weekly for secondary schools and fortnightly for primary schools.

This list is sent to the Admissions team and is shared with the Monitoring and Inclusion Officer who will cross check with the CME lists.

13.6 Children receiving less than 25 hours education per week

ACOS monitors those children who are receiving less than 25 hours of education per week.



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Appendix 1: Prescribed grounds under which pupils can be taken off-roll and notification to the Local Authority Education (Pupil Registration)

Ground A	The pupil has been registered at another school Where a pupil has been registered at another school, unless: • a school attendance order naming the school is in force in relation to the pupil • the pupil is a mobile child and the school is their main school • the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school • the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school
Ground B	The pupil has not continued at the school following completion of nursery education Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).
Ground C	The pupil is also registered at one or more other schools and the other schools have agreed the deletion Where a pupil is registered at one or more other schools, and: • the school does not have reasonable grounds to believe that the pupil will attend the school again, • each school where the pupil is registered has given consent to the deletion, • there is no school attendance order naming the school in force in relation to the pupil • the pupil is not a mobile child, or if they are, the school is not their main school
Ground D	The pupil has a school attendance order which has been changed to name another school Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.
Ground E	The pupil had a school attendance order which has been revoked Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.
Ground F	The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school Where the pupil's parent has informed the school in writing, that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil. It would not be appropriate for school staff to encourage EHE as a solution to difficult issues as this is unlikely to be in the best interests of the child). The

	school - not the parent - has a legal duty to notify the local authority when deleting a child from roll under this criterion. An EHE notification must be sent by the school to mailto:EHE@camden.gov.uk Educating your child at home - Camden Council
Ground G	The pupil no longer normally lives a reasonable distance from the school Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school. In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system. School must obtain details of the child's new address and refer to the CME Officer to enable a CME notification to the destination local authority and reduce the risk of the child falling out of the education system. Children must only be removed once the destination LA has confirmed receipt of notification. Where a parent has notified the school that the child is leaving the country and the school has reason for concern under safeguarding then a referral to MASH must be made. Children who leave the county are not deemed as CME. Reasonable distance DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.
Ground H	The pupil has not returned following a leave of absence Where a pupil has been granted a leave of absence and: - the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for, - the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and - the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but they have not succeeded, or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.
Ground I	The pupil has been continually absent from school for 20 school days At no time was the absence during that period authorised by the school. - the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and - the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but: o they have not succeeded, or o they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance. Pupils who have been located but have not returned to school. Where a pupil has been located and their circumstances discovered but they

	have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning. This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.
Ground J	The pupil is detained under a sentence of detention Where a pupil is found guilty of a crime and detained under a sentence of detention, before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released. This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community). In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil's youth offending team worker. Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.
Ground K	The pupil has died A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police. Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child
Ground L	The pupil will be over compulsory school age and will not continue into the sixth form Where a pupil will be over compulsory school age by the school next meets, and: - the school does not have reasonable grounds to believe the pupil will attend the school again, or - the pupil does not meet the academic entry requirements to be transferred to the school's sixth form. Compulsory school age A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
Ground M	The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid Where a pupil is a boarder at the school and: - the school is maintained by a local authority or is an academy, - charges for the pupil's board and lodgings are payable by the pupil's parent, and - those charges remain unpaid by the pupil's parent at the end of the

	school term to which they relate.
Ground N	The pupil has ceased to be a pupil at an independent school or non-maintained special school Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).
Ground O	The pupil has been permanently excluded from the school Where a pupil has been permanently excluded from the school A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known.
Not yet compulsory school age	The LA requests returns for all children at non transition points, including children below compulsory school age. Although this is not a statutory requirement, it ensures the LA has clear visibility of all children.



Fleet Primary School

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Appendix 2: Supporting children in specific circumstances

Some children may require extra help from council services to access education due to their situation or current circumstances. The following provides details of how Camden's Supporting People Directorate supports these children.

1 Children who have committed offences

Those at risk of missing education or who are currently off roll are referred to the CME Lead Officer by Camden's Youth Justice Service.

2 Children living in women's refuges

ACOS and Camden Safety Net work in partnership to identify and re-engage children living in women's refuges. They also work together to offer a service by which schools can transfer the records of pupils who have relocated due to domestic abuse without knowing the name and location of the new school.

Children who live in refuges will be treated as in year admissions and applications will be made to individual schools. The Supporting People Directorate will look to strengthen links with domestic abuse services and refuges in the borough to ensure children have equal access to educational provision.

For further information please contact the ACOS manager, Ed Magee (020 7974 1653)

3 Children of homeless families living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast and unaccompanied asylum seekers and refugees or children of asylum seeking families

The CME Lead Officer works collaboratively with agencies internal and external to Camden, schools, parents and local voluntary organisations to ensure that school age children (homeless, refugee and asylum seekers) are encouraged and supported in accessing education and are included in the mainstream education system.

Contact: CME Lead Officer (Sona Ruparell 020 9794 4596)
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4 Young runaways

The School Inclusion team works with colleagues from CSFH and representatives from the Children's Society to identify and refer those children and young people requiring extra support.

Contact: Whitney Boateng/Shaniqua Maddix (020 7974 3317)

5 Children with long-term medical and exceptional mental health needs

The School Inclusion Team ensures that pupils with medical needs have the opportunity to access a good quality and appropriate education. The School Inclusion Team works with parents, pupils, schools and any other agency to ensure that the educational needs of each pupil are met and that a planned, effective, regularly monitored and flexible reintegration programme is put in place for those children well enough to return to school.

Contact: School Inclusion Team (Dylan Buckle 020 7974 1654)

6 Looked after children

The Corporate Parenting Service and the Virtual School accept referrals for looked after children who are currently on the roll of an educational provider in Camden but who are at risk of going missing from education. Children placed in care who do not currently have a place on the roll of an educational provider are referred to the Admissions team for reception and year 7 places and to schools for in year admissions. This includes children placed in Camden by other authorities.

The Admissions Code states that the highest priority must be given (unless otherwise provided in the Admissions Code) to looked after children and all previously looked after children. Previously looked after children includes children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

All schools are reminded regularly about their duty to prioritise looked after children and to place pupils in appropriate educational provision as quickly as possible.

Contact: Virtual School Head (Matthew Blood 020 7974 0816)

7 Children with a Gypsy/Roma/Traveller background and children from transient families

The School Inclusion team works to ensure that children from Gypsy, Roma, Traveller and other transient backgrounds gain access to their legal entitlement to an education that meets their needs, promotes their inclusion and achievement and enables their families to become independent users of the education system.

The School Improvement Service has established a partnership to promote access to education for Gypsy, Roma and Traveller children and young people.

Contact: School Inclusion team (020 7974 1654)

8 Young carers

Camden has commissioned services from the Children's Society providing individual and group support to 7-17 year olds identified as young carers.

Contact: The Children's Society 0207 8414 445

9 Teenage mothers

The School Inclusion Team provides information and support to enable school age parents to continue their education. This includes linking with appropriate support services to identify and provide support for each parent's needs and support to overcome obstacles to learning.

Contact: School Inclusion Team (Dylan Buckle 020 7974 1654)

10 Children who are permanently excluded from school

Those children who are permanently excluded from school are supported through the School Inclusion team to ensure that they do not miss education. The Children and Learning Directorate provides an offer of full time education for all permanently excluded pupils and this is usually delivered through Camden's Pupil Referral Units, although alternative providers may be used if this is deemed appropriate.

Contact: School Inclusion Team (Dylan Buckle on 020 7974 1654 & Estella Maselino on 0207 974 5202) or email exclusions@camden.gov.uk

11 Children with poor school attendance

The ACOS team and School Inclusion Support Officers (SISO) work to promote, support and where necessary enforce school attendance, to assist schools in developing policy relating to attendance and to establish links between home and school in order to support the education of children. SISOs have assigned schools.

Contact: ACOS (Team Manager – Ed Magee) 020 7974 1663 or email ed.magee@camden.gov.uk
Acos@camden.gov.uk

12 Children attending alternative education providers (AEPs)

For young people who are unable to access mainstream schools and who are missing from education ACOS works with the family to identify appropriate provision such as at a local college. There are robust procedures in place to track pupil's progress and attendance in Partnership with the Alternative Pathways Team.

Contact: CME Lead Officer Sona Ruparell 020 7974 4596 Alternative Pathways Co-ordinator (Kirsti Byrne) 020 7974 4508

13 Children with social, emotional and mental health (SEMH) needs

Outreach support to primary schools for pupils with SEMH needs and challenging behaviour is available from Robson House (Primary Learning Support Service). The Robson House Outreach Team supports children, from Nursery through to Year 6, whose behaviour puts them at high risk of permanent exclusion from a mainstream primary school. The service aims to help schools develop skills and feel more confident in managing children's challenging behaviour.

The service works with the whole school, with groups, and with individual children and can provide telephone advice about issues relating to individual pupils, groups, or whole school needs. Discussions are confidential and anonymous. Concerns can therefore be discussed without involvement of parents / carers. Where direct work is agreed, referral is made with parental consent via e-CAF.

The service also provides training centrally and in schools on the management of challenging behaviour, including the use of physical intervention to promote the safety of children and adults. All training and other support is delivered free of charge.

For more information please contact Laurel Robin Head of School, Robson House by telephone on 020 3772 0370.

Camden Learning can provide advice and support to secondary schools around behaviour in schools and the range of support services and provisions available

Contact: Dylan Buckle (020 7974 1654)

14 Young people aged 13-19

Connexions provide facilities and opportunities for informal education, advice and guidance and the constructive use of leisure time for vulnerable young people aged between 13 and 19 years old. Personal advisors can offer advice, counselling and information but the responsibility for universal careers advice now lies with schools.

For more information please contact the relevant secondary school or for vulnerable pupils with learning difficulties and disabilities contact Rema Patel (020 7974 1861)

15 Children with child protection plans or where there are child protection issues

Schools may contact Camden's MASH team for information and advice on child protection issues and whether to make referrals. If the child is already known to CSFH, the school should contact the allocated Family Help Practitioner.

Contact: Camden MASH team (020 7974 3317)



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