

Hillingdon Children Missing Education Process

	Schools Task
	Hillingdon LA (Local Authority) Admin Tasks
	Hillingdon Participation Team Tasks
	Hillingdon Education Safeguarding Task

	Activity	Additional Notes	Mandatory Check
1	School is informed a pupil is not returning or school have not been able to confirm a pupil's location.	<p>Where schools are informed that a pupil will not be returning a leavers form should be completed capturing contact details, forwarding address and new school if known. This can still be completed if the parent advises school over the phone that the child will not return.</p> <p>If school are not advised prior to the child leaving, then school must try the following to try to locate the child:</p> <ul style="list-style-type: none"> • Phone parents • Phone emergency contacts • Speak to staff e.g., class teachers/ form tutors who may have heard information from the class. 	Yes

		<ul style="list-style-type: none"> • Speak to pupils who may have been in touch by social media or phone with the child. • Conduct a home visit, ask neighbours about the family in question • If the child has an allocated Social worker inform them of the child's absence. • If the child is known to any other agencies, please contact them, inform them of the absence, and seek updates. • Does the child have an EHCP (Education Health Care Plan), if so, please notify the SEND (Special Educational Needs or Disability) Officer of the child's absence. <p>School has 10 school day to ensure that the above actions are completed. If the pupils' whereabouts are still unknown after 10 day and the above investigations, then a referral to the Participation Team should be made sharing all intelligence. Participation team referral - Hillingdon Council</p>	
2	Schools to update the Participation Team if new information becomes available or the pupil returns. This is irrespective of whether the pupil resides outside of Hillingdon and attends a Hillingdon school.	<p>School should email the CME (Children Missing Education) Team childrenmissingeducation@hillingdon.gov.uk and copy in the allocated Participation Officer.</p> <p>In addition, place the child on the Monthly return</p>	Yes
Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.			
3	Referral received by Hillingdon Council Admin Team	Referral opened on LCS with information contained on referral form within 2 working days	Yes

4	Call Parent(s) and any other contacts provided by the school on the referral.	Ask parents to provide an update on the family's location or child's school details. If they have moved abroad ask for evidence of flights/details of forwarding address/new school details etc if the referrer has been unsuccessful in gaining this information already.	School would have completed this task already but should be repeat as schools could not make contact
5	If the school has indicated the referral that the child has gone abroad email and call the new school provided.	10-day deadline for a response from the school.	Yes
6	Check internal databases i.e., Northgate, Onyx, Impulse.	Do we hold any other information or contact details for the family?	Yes
7	Check with other agencies as necessary i.e., YOS, new school, new host Local Authority and Social Care.	Is the child/family known to any other services. Do they have any new information or additional contact details?	Yes, if new information becomes available since referral
8	Check with Hillingdon Schools Placement and Admissions Team	Has an application been made for the child?	Yes
9	Ask School Placement and Admissions Team for an update on any school application received or CME officer to check Impulse (admissions system).	If there is an active school application with the School Placement and Admissions Team the case can be closed to the CME Team.	If applicable

10	<p>See if the family are known to the police and if there are any updated contact details available or the family appear in a new area.</p> <p>See if the family are known to the Health team.</p>	(Referrals to Health & Police are limited so discuss with Team Leaders)	If deemed appropriate.
11	If the child's whereabouts are still unknown request a home visit.	At the weekly CME meeting raise with the team the home visit that is required. The team are to check the restricted person's registered before completing the home visit.	Yes, if still open to Housing/Council Tax
12	<p>If at any stage a child is found, then they may be closed in one of the following circumstances:</p> <ul style="list-style-type: none"> • They start at an Ofsted registered school • Registered as EHE (Elective Home Education) • They move Borough and the new Borough take responsibility via their CME Team 	If there is evidence to suggest the child has moved to a different local authority area, contact should be made with the named person in the new authority using secure communication methods. The local authority should maintain a record of the child's details until they are located or attain school leaving age.	
13	If the child is not found and all reasonable checks have been completed the CME Officer must place the child on School2School (S2S) and the LA Safeguarding CME List.	Any child not found must be discussed at the weekly CME meeting or with the Team Leader.	Yes
14	Case discussion at Education Safeguarding Multiagency Group	Cases that cannot be found following tracking listed above will be discussed each month at a CME Safeguarding Panel for final closure.	Yes

Making these enquiries may not always lead to establishing the location of the child, but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

Additional Notes:

The Children Missing Education Statutory Guidance 2016 states:

When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:

- a. make contact with the parent, relatives and neighbours using known contact details.
- b. check local databases within the local authority.
- c. check Key to Success or school2school (s2s) systems.
- d. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g., those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC.
- e. check with UK Visas and Immigration (UKVI) and/or the Border Force.
- f. check with agencies known to be involved with family.
- g. check with local authority and school from which child moved originally, if known.
- h. check with any local authority and school to which a child may have moved.
- i. check with the local authority where the child lives, if different from where the school is.
- j. in the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS); and
- k. home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

'The term 'reasonable enquiries' grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.'

In line with the duty under section 10 of the Children Act 2004, the expectation is that the school and the local authority will have in place procedures designed to carry out reasonable enquiries. The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. They should also record that they have completed these procedures. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children’s social care (and the police if appropriate).

A pupil’s name can only be removed from the admission register under regulation 8, if the school and the local authority have failed to establish the pupil’s whereabouts after jointly making reasonable enquiries. Local authorities and schools should agree roles and responsibilities locally in relation to making joint enquiries.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register.

THIS DOCUMENT IS CURRENTLY UNDER REVIEW WITH HILLINGDON EDUCATION SAFEGUARDING TASK AND FINISH GROUP

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