



Girls' Division
Child Missing in Education Policy

Bolton School Girls' Division Child Missing in Education Policy

The national definition of a child missing from education is: "*All children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.*"

In addition, Bolton defines children missing from education or at risk of missing education as including: '*any child who is not accessing full-time appropriate provision*'. Therefore, this includes: pupils who have moved into the area and are not yet on a school roll as well as other pupils who are not on a school roll for any other reason than permanent exclusion such as: Pupils with an Education, Health and Care Plan awaiting an appropriate placement; long-term non-attenders (defined as those who have not attended school for 4 consecutive weeks); and children who fall out of the education system, eg by failing to start appropriate provision, by ceasing to attend due to exclusion or withdrawal by parent, by removal from roll with no named destination, by failure to complete a transition between providers, by failure to find a suitable school place either after moving to a new LA or moving within Bolton..

Bolton has established a CME Officer to receive referrals and identify those children who are missing and to maintain the pupil database for the purpose of recording and tracking pupils who are out of school. The Early Intervention Team and the Achievement, Cohesion & Integration Service (ACIS) assist with home visits and encourage engagement with pupil and student services.

If a practitioner becomes aware of a child missing from education in whatever capacity, they should notify the CME Officer (01204 332139). (Postal address: CME Officer, Pupil & Student Services, Bolton SICT, Smithills Dean Road, Bolton, BL1 1JT Tel: 01204 334036). The CME referral form can be found via the Bolton Social Services website and should be sent to:

www.childrenmissingeducation@bolton.gov.uk.

When a child leaves any part of the Girls' Division, we shall use our best endeavours to find out where he or she has gone. Where a pupil leaves a school and no notification of a new school has been received, we must notify the Local Authority CME officer within 1-10 days of their last date of attendance, after having completed the 'reasonable enquiries' checklist. If the missing child is subject to a child protection plan, we must make every attempt to contact them as a matter of urgency. If they cannot be located, then the child's Social Worker or the Child Protection Unit should be contacted as a matter of urgency.

State schools use the Common Transfer Form via the secure data transfer site (S2S or School to School). If they do not use receive a CTF, they are supposed to contact the Information Management Unit on Tel. (01204) 33 2129.

Pupils join the school roll (ie are listed in both the admissions and attendance registers) on the expected first day of attendance. Therefore, the usual procedures for reporting absences apply even where the pupil does not arrive on the first day. Note that any child missing from education is deemed to be a 'Child in Need'.