

Children Missing from Education – September 2024

The Children Missing from Education guidance has now been updated as of 19th August 2024.

https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf

This is in conjunction with the new Working together to improve school attendance guidance. <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

We have attended webinars and been in contact with the DFE to ensure that our processes and information that we share with schools is accurate and up to date.

A new CME referral form is attached and will be circulated to our main contacts in schools. Please use this form from this point onwards, although, we will continue to accept the old form until Friday 20th September 2024. After this date, all schools will be expected to complete the new form.

Deletion of names from the admission register

DFE have been very clear that schools **cannot retrospectively delete** a pupil's name from the admission register (Point 220 Page 65 of the Working together guidance). DFE have advised that a student should be deleted from the register once the criteria is met. Therefore, schools should follow this advice and not wait for instruction from the CME team.

Please note that deletions under regulation **9(1)(h) and 9(1)(i)** is a joint decision between the Local Authority and the school. Therefore, students should only be deleted using these regulations after a discussion with the CME team.

The new CME Referral Form

The form now asks schools to indicate which regulation applies if students have been removed from roll prior to submitting the form. We will check the information provided and refer back to schools if necessary.

Section 8 of the form asks for full details of attempts to contact parents/carers. Please complete this in full with all attempts to make contact with the family, home visits, emails, telephone calls etc. This supports the team with their further enquiries.

All referrals will be acknowledged identifying the allocated officer to the case. The officer will be cc'd into the email to ensure that you have a contact to request updates. Please contact the allocated officer direct to discuss individual cases.

If you have any queries, please contact helen.fox-williams@coventry.gov.uk. Access to Education Team (Attendance & Children Missing Education) 02476 978944.