

## **Children Missing Education Report for Schools Forum**

### **Children Missing Education Panel**

Walsall's Children Missing Education (CME) Panel was established during the summer term 2004. The panel is a multi service group which is administered by the Admissions and Pupil Place Planning Team and chaired by the Service Manager. The CME Panel meets monthly during term time. Core members of the group include:

Service Manager – Admissions and Pupil Place Planning (Chair)  
Access Team  
Education Welfare Officer with special responsibility for vulnerable children  
Parent Support Adviser for Admissions  
Early Help  
Specialist Officer – Education Coordinator for Children Missing From Education  
SEN Team

Representatives from other key services are invited to attend CME Panel meetings from time to time as appropriate.

#### **Key functions of the CME Panel:**

- To maintain a referral system for the CME Panel;
- To maintain a database of children missing education;
- To refer children to the primary and secondary Fair Access Panels as appropriate for placement under the Fair Access Protocol;
- To agree and take forward actions to place and support children missing education according to their needs;
- To monitor children missing education until they are placed on roll in appropriate educational provision;
- To instigate, monitor and track the School Attendance Order Process for children missing education;
- To identify and report potential concerns about the welfare of children and young people on the CME Panel list.

### **Children Missing Education**

Children Missing Education are defined in the remit of the CME Panel as Walsall resident children of compulsory school age who are without a school place or an appropriate alternative placement.

Children who are designated as CME will include:

- Permanently excluded pupils;
- Children who have moved into the borough and have failed to secure a school place through the usual midyear admissions process;
- Children who fail to take up a school place at the normal time of admission (Reception, Year 3 (children transferring from infant school) or Year 7;
- Children returning from a period of custody;

- Pupils removed from a school roll;
- Children whose parents/carers fail to apply for, or accept, the offer of a school place.

In addition to those children who meet the definition of children missing education, a small number of others are included in the CME list, this includes:

- Children registered as Elective Home Educated whose parents/carers have not provided evidence that a suitable education is taking place, or where parents/carers have failed to comply with requests for contact from the Education Welfare Service;
- Children who were eligible for admission to Reception at the start of the school year who have not taken up a school place, but have not yet reached compulsory school age

#### CME Referrals:

CME referrals are received from a variety of sources including:

- Midyear admissions enquiries/applications – these may be made directly to the Admissions and Pupil Place Planning Team or to schools. All schools are required to submit a weekly return to the Admissions and Pupil Place Planning Team which includes details of all midyear admission applications;
- Schools;
- NHS;
- Other Local Authorities
- The Home Office
- The EHE Team
- Other Service Areas

#### CME Cases will be closed when:

- A child has been placed on roll at a school or other appropriate educational provision;
- A permanently excluded pupil has been placed on roll at the New Leaf Centre or other appropriate provision;
- A child is registered as Elective Home Educated – in the case of a child already registered as EHE who was referred to the panel because there were concerns about the quality of provision, the case would be closed if the parent/carer provided satisfactory evidence to prove that the child was receiving a suitable education;
- It has been confirmed that a child has moved from Walsall to live in another borough and the case has been referred to the new home local authority if the child is still without a school place;
- A child has moved from the address which is held on their file and their whereabouts is unknown – in these circumstances the case is closed to CME and referred to the Pupil Tracking who will work to locate the child;
- All year 11 cases are closed at the end of the summer term as the young people are no longer of compulsory school age.

### Fair Access Protocol

Walsall Local Authority has introduced new Primary and Secondary Fair Access Protocols during the current school year. Each protocol is operated by a Fair Access Panel which identifies a placement for each child that is referred. The Secondary Fair Access Protocol has been operational since October 2016 and the Primary protocol since January 2017. Children on the CME Panel list will be referred to the Fair Access Panel for placement under the Fair Access Protocol if they have failed to obtain a school place through the usual midyear admissions and appeals process.

### Current CME Cases:

The number of cases on the CME list after the February CME Panel meeting were as follows:

Category	Number of open Primary CME cases	Number of open Secondary CME cases	Total Open Cases
Open cases	71	65	136
Reception – not yet reached compulsory school age	11		11
Registered EHE – concerns about quality of provision	2	12	14
<b>Total actual CME cases:</b>	<b>58</b>	<b>53</b>	<b>111</b>

**Appendix 1** demonstrates a proposed model for integrated working practice and early identification of risk factors which lead to a child being excluded from school. The integrated model recognises that some CME children have similar requirements and therefore are included in this integrated model and their requirements will be assessed at the request of the Fair Access Panel.

**Kate Mann**

**Service Manager – Admissions and Pupil Place Planning**  
**1 March 2017**

←AWARENESS & MONITORING→

←RIGHT RESPONSE at the RIGHT TIME→

←JOINT & INTEGRATED RESPONSE→

1. EARLY IDENTIFICATION

Midwives & Health Visitors  
Nursery /School/Services  
Family indicators & Social Care

2. RESPONSE

Upskill or Training  
Support & Intervention  
Prevent Escalation

3. INTEGRATED & JOINT RESPONSE

Planning Together  
Roles and Responsibilities are Clear  
Actions and interventions are  
co-ordinated



