

Education Access Team, Education Safeguarding

Amy Petschak
Education Access Team Manager

Team Structure

Education Access Manager; Amy Petschak

**3x Senior Education Access Officers; Sarah Dunn, Anita Mistry,
Ransome Oginni**

4x Education Access Officers
Magdalena Chirkowska, Marie
Woodhall, Nicola Wolstenholme,
Elaine Walsh, 1 Vacancy.

**2x Refugee Education Access
Officers** Richard Fox, Mohammed
Rahman

2x Business Support Officers Cath
Holden, Eleanor Marsden-Ivaniak.

1x Referral Officer
Emma Wilkinson

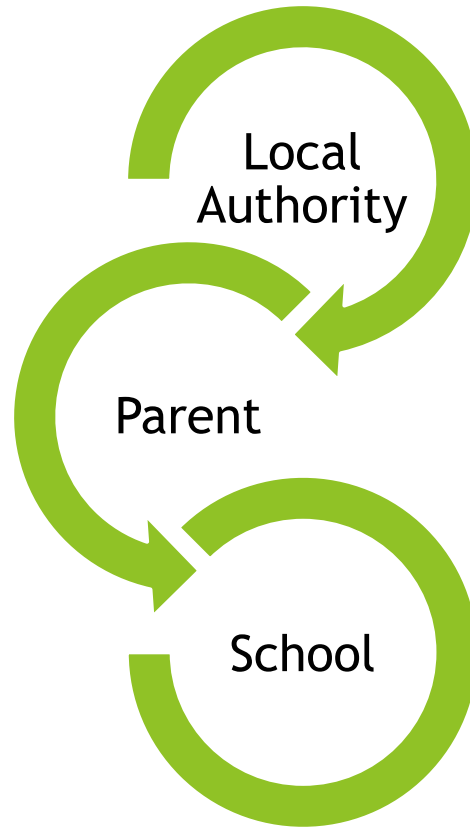
Definition

- ▶ Children Missing Education (CME) is a term used by the Department for Education (DfE) to describe children of compulsory school age who are not registered pupils at a school and are not receiving a suitable education otherwise than at a school.

Key legislation and guidance

- ▶ The Children Act 2004
- ▶ The Education Act 1996
- ▶ The Education (Pupil Registration) (England)
- ▶ Children Missing Education: Statutory guidance for local authorities 2016
- ▶ Keeping children safe in education: Statutory guidance for schools and colleges
- ▶ Working together to improve school attendance
- ▶ CBMDC Fair Access Protocol for Children and Young People
- ▶ CBMDC Education Access Team policy and procedure

Responsibilities



Joint enquiries

- ▶ Absence is unexplained and whereabouts are unknown

- ▶ School enquiries:

Contacting the parent/carer or other key contacts if the parent/carer is not contactable

Making enquiries with class teachers and friends where appropriate

Liaising with sibling schools

Conducting home visits (one of which should be within 5 days before referral)

Sending correspondence to the family,

Checking with previous schools if appropriate

Checking with other agencies known to be working with the family.

- ▶ Referral within 10 school days- LA enquiries and confirmation back to referrer of this, proprietors decision as to whether grounds for removal have been met.

CME

- New to Bradford (EAT)
- Are compulsory school age and not in receipt of an education i.e. have not applied for school and not believed to be receiving education otherwise (EAT)
- Are in the process of applying for a school place, even children within the first 15 days of the application process (Admissions/ SEND)
- Have been offered a school place for a future date but have not yet started (Admissions/ SEND/ Prosecution)
- Are receiving EHE, if this education is unsuitable (EHE /Prosecution)
- Have been recorded as CME for an extended period (EAT)

Pupil has ceased to attend, is believed to be out of the country and no longer ordinarily resident in Bradford.

If a child is known to be out of the country for a significant period (not less than 20 school days) and there is no proof of or clear intention to return to a Bradford address

Head can give consideration to deletion under 8.1(e) of the Pupil Registration Regulations



Has the pupil ceased to attend the school for no less than 20 school days?



Is it believed that the pupil is out of the country and no longer ordinarily resident at a place which is a reasonable distance from his registered school? (But school have an out of country address)



Have the parents/carers of the pupil been advised that if they are unable to provide proof of a Bradford address or a return date that they will be removed from roll and lose their school place meaning they will need to re-apply for a school place if they return to Bradford?



If the decision is taken to remove, parents/carers to be notified and informed of that & admissions processes for reapplying.

School to complete off roll proforma to be completed.

New year 7 pupils- September 2023

Allocation made

Arrive at their allocated secondary school in September- admitted onto roll

Doesn't arrive but parents have informed the school that they wish to accept- placed on roll and poor attendance procedures followed.

Doesn't arrive and have not notified the school that they wish to accept the place- not placed on roll until...

1. School conducts reasonable enquiries- child finally arrives, on roll from 1st day of attendance
2. School conducts reasonable enquiries-family refusing to send their child, referral to Prosecution Team. Place held whilst SAO considered.
3. School conducts reasonable enquiries and family cannot be found, CME referral made direct.

CME for In-Year allocations not taken up

Allocation made

Notification to school

School to follow-up, undertake enquiries i.e. phone calls, letters, home visits etc.

Notification back to admissions that place hasn't been taken up along with outcomes of enquiries.

Admissions to undertake enquiries such as system checks, phone calls, letters.

Admissions refer as CME- allocation of place to kept open should it proceed down SAO route.

Good practice

- ▶ Inform (use an interpreter if required) families of CME processes and parental responsibilities at initial admissions meetings and through other communications
- ▶ Be aware of vulnerable children and families / their experiences and situations
- ▶ Keep us informed of any changes; even of closed cases- we monitor cases beyond the point where joint enquiries are concluded.
- ▶ Take details on admission of previous addresses abroad Inc. town / village. ID cards for on admission from CEE families will usually provide a home address in their home country.
- ▶ During admission, ask for names of previous schools / addresses within other LA's etc.
- ▶ Understand where siblings attend and liaise with those schools as required.
- ▶ Update personal data regularly including phone numbers & addresses.
- ▶ If there is a pre-warning of travelling, ascertain as many details as possible before travel.

Guidance for removing from register

- ▶ The off roll proforma should only be completed once the grounds for removal have been met and agreed by the proprietor.
- ▶ All schools are required to notify the local authority within 5 days when a pupil's name is added to the admission register at a non-standard transition point. Schools must also notify the local authority when a pupil's name is to be removed from the admissions register at a non-standard transition point.
- ▶ The on/off roll proforma allows schools to submit this information to the Local Authority easily-
<https://bso.bradford.gov.uk/Schools/CMSPage.aspx?mid=50>
- ▶ Schools should ensure that the off roll proforma is completed in full with their most up to date information.
- ▶ Schools should ensure that if they have details of a new school, they provide that information in their submission.

Keeping up to date

- ▶ We can provide face-to-face or virtual training on CME if that is required, free of charge. Please get in touch via CME@bradford.gov.uk
- ▶ Bradford Schools Online (BSO)
- ▶ [Children Missing Education | Bradford Schools Online](#)
- ▶ [Education Access Team | Bradford Schools Online](#)

Education Safeguarding Contacts

Children Missing Education cme@bradford.gov.uk	01274 438877
Education Access Team education.access@Bradford.gov.uk	01274 439393
Attendance Team attendance@bradford.gov.uk	01274 439684
Safeguarding Complaints MEST@bradford.gov.uk	01274 437043 (Safeguarding Officers) 01274 43 7514 (Safeguarding Curriculum Officer)
Elective Home Education ElectiveHEducation@bradford.gov.uk	01274 439340
Prosecution/Penalty Notice for attendance Attlegal@bradford.gov.uk	01274 439651
Holidays in term time fines pn@bradford.gov.uk	
Child Employment Entertainment and Licensing cee@bradford.gov.uk	01274 437607

Questions

