

## **‘Children Missing Education’ and Pupil ‘On and Off Rolling’**

**Approved on 1.12.21 by the FGB**

Review August 2018

**Introduction**

The Education and Inspections Act 2006, Part 1, Section 4 places a statutory duty on all Local Authorities (LA) to make arrangements to identify all children of compulsory school age missing from education in their area.

The Education (Pupil Registration) (Amendment) (England) Regulations 2016 placed new statutory duties on all schools from the 1<sup>st</sup> September 2016 requiring them to inform the LA whenever they were about to remove a pupil from their registers.

The DfE CME Statutory Guidance issued September 2016 states:

*All children regardless of their circumstances are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment and training) later on in life.*

*Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.*

*The local authority must have robust policies and procedures in place to identify those children who are not registered at a school and are not receiving a suitable education otherwise than at school (Elective Home Education) and have arrangements in place to return such children to full time education either at a school or in alternative provision. This is to include appointing a named person that schools and other agencies can make referrals to.*

*Local authorities should undertake regular reviews and evaluate their processes to ensure that these continue to be fit for purpose in identifying and dealing with CMEs in their area.*

The LA fully accepts its responsibility to support, protect and safeguard vulnerable young people. This ensures, as far as is possible, pupils have access to and fully attend high quality schools and when necessary high quality Alternative Education provision. In recognition of this the role of the CME Team is to be refocused on the areas of identifying, tracing and returning to education those pupils not on a school roll and identifying and co-ordinating support for the most vulnerable pupils at risk of missing out on education. In addition a very experienced officer, Mark Law, has been transferred from the Admissions Team to support this work. The CME team will work collaboratively with the other Access to Education Teams (Admissions, Education Welfare, Exclusions and Alternative Education Provision), schools, families and other services and agencies to identify, support and achieve improved positive outcomes for these most vulnerable pupils.

The nominated CME officers for Middlesbrough are:

**David Lister**  
CME Manager  
01642 729286

**Mark Law**  
Access to Education Officer (CME)  
01642 201895

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**Address:** CME Team, PO Box 505, Civic Centre, Middlesbrough, TS1 9FZ

**The Statutory guidance issued in September 2016 included changes to the Pupil Registration as follows:**

## Removal from Registers

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under **ANY** of the 15 grounds listed in the regulations. (See Appendix B – It does not apply at standard transition points - end of year 6 – end of year 11 - unless the LA requests it)

The notification must include:

- a) Full name of the pupil
- b) Full name and address of any parent with whom the pupil normally resides
- c) At least one telephone number of the parent
- d) The pupil's future address and destination school if applicable
- e) The ground in regulation 8 under which the pupil's name is to be removed from the admission register.

In addition where the pupil's name is to be removed from the register under grounds 8(1)(f) –failure to return to school following a granted period of leave – or 8(1)(h) following a period of 20 days unauthorised absence - the school and the LA must show they have jointly made reasonable enquiries to establish the whereabouts of the pupil.

## Addition to Registers

**All schools** must notify the LA **within 5 days** of adding a pupil's name to the admission register at a non-standard transition point. They are not obliged to inform the local authority at a standard transition point unless the authority requests such returns.

The LA has produced a form to allow schools to comply with the new statutory requirements. (See appendix E) There is also a flow chart guiding schools on the 'off rolling' process (Appendix F).

In order to comply with the new regulations schools will have to record fully information regarding a pupil's family, residence, telephone contacts etc. and forward this information to the LA within 5 school days of a pupil being admitted to a school.

Currently the overwhelming majority of CME referrals are in respect of the children from the families of migrant workers from central Europe. The families will often return to their home countries either permanently or for extended periods or move to other areas of the UK but fail to declare accurately their intentions to schools at the time the pupils ceased attending.

Should the family return to the UK they may well return to a different area of the UK dependant on work and housing availability. In the main the families do not present with significant welfare or safeguarding concerns. The impact on the central cluster primary schools is significant with schools carrying high levels of absence whilst enquiries are made to trace such pupils before the schools can remove them from roll. There is a similar burden placed on the LA in recording these cases and conducting enquiries to try and trace families who are no longer in the UK. The regulations (see appendix B) Reg 8(1)(f) relating to families taking extended unauthorised holidays and Regulation 8(1)(h) relating to 'lost pupils' are often not a good fit and requires the school to keep the pupils on roll for up to 20 days absence before they can remove from roll. Provided the school is satisfied that the family has returned to a known address in their home country, either permanently or indefinitely, the pupil can be removed from roll in compliance with regulation 8(1)(e) and without the need to make a CME referral. In order to facilitate this the LA has consulted with both the Ethnic Minority Achievement Team (EMAT) and schools in the central cluster to produce a Family Information Form to support and enable Schools to remove pupils from roll in compliance with the regulations, minimise the negative impact on school attendance and support and direct the

reasonable enquiries that must be jointly undertaken with the LA for confirmed CME cases. (see Appendix C)

### **The process for removing or adding pupils to school rolls is as follows:**

All registered schools must from now on use the LA's confidential and secure Objective Connect document sharing system. Instructions on registering for and using this system are included in appendix D

A standard on and off-rolling template/form is included in appendix E. This can also be downloaded from Objective Connect.

All schools must complete and then upload this template, to show all pupils on or off-rolled in the previous school week, on the first school day of each school week. If no pupils were on or off rolled, the template must be completed to this effect and added to Objective Connect.

All school must nominate a person responsible for this role.

The CME Team, David Lister and Mark Law, will monitor the returns on a weekly basis.

### **Tracing and recording of Children Missing from Education (CME)**

**N.B. This is the procedure when a pupil fails to arrive at school or fails to return after a leave of absence or ceases attending and their whereabouts is not known. It is not for those cases where the pupils are on roll but have low attendance or are refusing to attend which should be dealt with through school attendance procedures.**

### **ACTION REQUIRED**

All partner agencies or Schools are required to submit details of any new CME cases by downloading and completing the CME referral form included in the Objective Connect document sharing system, as outlined above (instructions in Appendix D). An example CME form is included in Appendix A. The use of Fax transmission is not advised.

The category of cases for CME recording is as follows:

**A** - Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school (for example, at home, privately, or in alternative provision)

**U** – Yr 7 Pupils failed to arrive at Secondary in the Autumn Term

**V** – Reception Pupils failed to arrive at Primary School in the Autumn Term

**X** – Pupils believed to have left the area - Destination unknown

### **Guidance for completing CME form**

- **Schools are required to complete ALL parts of the form (see Appendix A).**

The CME Team may be unable to process a form where information is missing or sections are incomplete. In this instance, the form will be passed back to school with a request for further information or a recommendation that further action be taken by school, before the child can be recorded as CME.

1. In all of the above cases it is the school's responsibility to investigate the circumstances of the absence and make all reasonable enquiries to establish the pupil's whereabouts. Those enquiries should include telephone calls, letters and home visit enquiries made by the appropriate school attendance staff. For example it would be expected that the school should enquire of school friends, neighbours and extended family to establish the whereabouts, welfare and intentions of the family. Schools should be vigilant around school holiday periods when it is very important to seek to establish the date when pupils have left the area, in some cases it would be appropriate to seek the support of the Ethnic Minority Achievement Team (EMAT) to enquire within their networks or any other appropriate source the school may be aware of.
2. The CME Team is available to provide advice and guidance during those school led enquiries.
3. **In any case where there are grounds to believe there are urgent risks or concerns about the pupil's safety or well-being the school should consider making an immediate referral to the relevant agency such as Social Care or the Police.**
4. During the first 10 school days of an unexplained absence the school is expected to make all the relevant and appropriate enquiries to trace the pupil and following this period submit the CME referral form via the LA's confidential and secure Objective Connect document sharing system. (See appendix D) It is essential that all relevant information and action taken is fully described on the form to afford the CME Team the maximum opportunity to continue effective enquiries to trace the pupil. Frequently not recorded information includes sibling details, particularly where they attend another school, full parental details, ethnicity, 1<sup>st</sup> language and extended family contacts.
5. The CME Team will consider the actions taken by school and may suggest other enquiries which the school should undertake.
6. The CME Team will add the child's name to the CME database in accordance with the relevant categories. It is essential that schools ensure that there is a vigilant and timely approach to securing information regarding a child's destination as tracking of destinations becomes more difficult over time after a child has departed.
7. The CME Team will initiate and pursue appropriate enquiries to trace the pupil and regularly review the case until the pupil is re-engaged in education. Information regarding CME pupils will be shared with partner agencies at the regular CME and Vulnerable Pupils Operational Group to ensure all available information and, where appropriate, risk assessments and escalations can be agreed.
8. Ofsted research demonstrates that in some instances schools are deleting pupils from their registers without establishing critical information such as their new address, new school and the person(s) with parental responsibility. Recent examples of this continue to be discovered in some Middlesbrough Schools.
9. The rules regarding CME and deletion of pupils from the school admissions register can be summarised as follows:

- The school can delete a pupil from their admissions register when the pupil has been continuously absent from the school for a period of not less than 20 school days **and** at no time was the absence during that period authorised by the school **and** the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any avoidable cause and **both** the school **and** the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. Regulation 8(1)(h)
  - The school can delete a pupil from their admissions register when the pupil has failed to attend the school within the ten school days immediately following the period of granted leave **and** the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any avoidable cause and both the school **and** the LA have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. Regulation 8(1)(f)
10. The school cannot remove the pupil from the attendance register until they have been deleted from the Admissions Register.
11. **In July 2016 the Government passed amendments to the Pupil Registration Regulations which are applicable from 1st September 2016. The LA will shortly provide a template for the returns all schools must make each time a pupil is entered or removed from their admissions register.**
12. **Separate guidance will be issued shortly highlighting the responsibilities of schools and the LA with regard to Pupils Missing Out On Education (PMOOE)**

## **CME Referral Process**

The model which will operate in respect of receiving information, investigating and tracking cases is outlined below:

- Pupil ceases to attend school. School fails, after undertaking reasonable enquiries, to locate the pupil
- School to consider are there any immediate, significant safeguarding or welfare concerns. If there are such concerns consider safeguarding referral to social care/police
- School completes and submits to the CME Team the CME referral form (Appendix A) and the Family Information Form (Appendix C) via the LA's confidential and secure Objective Connect document sharing system. (See appendix D)
- The CME Team will consider the information in the referral and will record the referral on both the Capita 1 system and the CME spreadsheet on Objective. The CME Team may request further information from the referrer.
- The CME Team will initiate all appropriate local checks .e.g. Housing, EMAT, School Health. If the pupil is traced and confirmed accessing appropriate Education Provision the Capita 1 system and the CME spreadsheet will be updated and the enquiry closed.
- If the child is not traced the CME Team will regularly review the case and pursue wider appropriate lines of enquiry such as 'Key to Success'. The case will remain a live case until the pupil is traced or is beyond compulsory school age

If you have any queries regarding completion of referral forms please contact the CME Team:

**David Lister: Tel. (01642) 729286 or Mark Law (01642) 201895**

[david\\_lister@middlesbrough.gov.uk](mailto:david_lister@middlesbrough.gov.uk) and [mark\\_law@middlesbrough.gov.uk](mailto:mark_law@middlesbrough.gov.uk)

**CME Team, PO Box 505 Civic Centre, Middlesbrough, TS1 9FZ**

**Check List** - The school must undertake reasonable enquiries to establish the whereabouts of the pupil:

#### **WEEK 1**

- Check all listed contact and emergency contact numbers linked to the child
- Check whether school records or staff members have any information regarding the possible whereabouts of the child and follow up, where appropriate

- Check with friends, siblings and relatives of the child attending your school
- Check with any schools known to have siblings or relatives on their roll
- Contact any other agencies known to be involved with the child or their family
- Conduct a home visit if any of the above has not successfully located the child's whereabouts.
- **Is the child known to be vulnerable or at risk due to existing Welfare or Safeguarding concerns. If the child is registered with social care or other support services inform those services. Consider if you should be making a safeguarding referral to Social Care and/or the police.**
- **WEEK 2**
- Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to the LA may be required if no contact is made. The letter should also advise the family that failure to satisfy the school and the LA of the whereabouts of the child with a confirmed return before the absence exceeds 20 school days is likely to result in the child losing their school place.
- Conduct another home visit if any of the above has not successfully located the child's whereabouts.
- Make enquiries of neighbours etc. to establish if the occupiers are still living at the premises
- Submit the fully completed CME referral form (Appendix A) and Family Information Form (Appendix C) to the CME Team, via the LA's confidential and secure Objective Connect document sharing system. (See appendix D), outlining all the actions taken and ensuring any relevant information to assist the CME Team to trace the pupil is included.



**Fully completed forms should be added to OBJECTIVE CONNECT**

**Contact:**

CME Team, PO Box 505, Civic Centre, Middlesbrough, TS1 9FZ

If you have any queries regarding completion of the form telephone. (01642) 729286 or 201895

[david\\_lister@middlesbrough.gov.uk](mailto:david_lister@middlesbrough.gov.uk) and [mark\\_law@middlesbrough.gov.uk](mailto:mark_law@middlesbrough.gov.uk)

<b>NAME OF REFERRER:</b>		<b>DEPT</b>	
<b>TEL. No</b>		<b>SERVICE/ SCHOOL</b>	

<b>PARENT:</b>		<b>AKA</b>			
<b>NAMES OF CHILD(REN)</b>		<b>DOB</b>	<b>YR</b>	<b>Social Care Involved?</b>	<b>SEN STATUS</b>
1					
2					
3					
4					

<b>ADDRESS OF CHILD(REN) &amp; PARENT:</b>		<b>POSSIBLE DESTINATION:</b> (LA or new home address if known)
<b>TEL No:</b>		

<b>PREVIOUS SCHOOL(S) - MOST RECENT FOR EACH PUPIL LISTED ABOVE</b>	
1.	
2.	
3.	
4	

IS/ARE THE PUPIL(S) OUT OF SCHOOL NOW?

YES / NO

IF SO, HOW LONG?

\_\_\_\_\_

IS/ARE THE PUPIL(S) AT RISK OF GOING MISSING FROM EDUCATION?

YES / NO

**REASON FOR REFERRAL:** SEE CRITERIA FOR REFERRAL AND PLEASE TICK EACH RELEVANT CRITERIA REFERENCE.  
(Copies of relevant case notes and other relevant supporting information should also be attached)

<b>A</b>	<b>U</b>	<b>V</b>	<b>X</b>

**Please complete the checklist below, describing the action taken by school**

<b>ACTION TAKEN</b>	<b>Date</b>
<b>1. Attempted contact with parents/ family members</b>  Please provide details of the date[s] of attempted contact with parent/family members, describing the action taken by school and the outcome of this action.	

<p><i>Example:</i>      <i>Attempted to contact family member/s by mobile telephone, mobile switched off.</i></p>	
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## 2. Home visit completed

Please provide details of the date[s] of the home visit, the action taken by school and the outcome of this action.

*Example:*      *School EWO visited family property on 16/4/14, the property was empty and a TO LET sign outside, they contacted the letting agent and they confirmed that the property has been empty for three weeks, no forwarding address was available.*

### Details of any other action taken:

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Please provide details of School Attendance Contact/Officer		Please list involvement of any other agencies (e.g. Social Services):	
<p><b>Name:</b> <b>Tel No.</b> <b>E-mail address:</b></p>			
<b>SIGNED:</b>		<b>DATE:</b>	

Office Use Only			
Date received		Outcome:	

## Appendix B (1)

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
<b>1</b>	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school. <b>The school is replaced by another school on a School Attendance Order or The School Attendance Order is revoked by the local authority</b>
<b>2</b>	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school. <b>Confirmed transfer between schools</b>
<b>3</b>	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion. <b>Moves from dual registration to single registration</b>
<b>4</b>	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school. <b>Elective Home Education</b>
<b>5</b>	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. <b>Destination confirmed and awaiting placement</b>
<b>6</b>	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <b>Failed to return following authorised holiday</b>
<b>7</b>	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
<b>8</b>	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <b>Ceased to attend and their destination is unknown</b>
<b>9</b>	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

	<b>4 months custodial sentence</b>
<b>10</b>	8(1)(j) - that the pupil has died.
<b>11</b>	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
<b>12</b>	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
<b>13</b>	8(1)(m) - that he has been permanently excluded from the school. <b>NB: cannot be removed until 15 school days have elapsed following the Governors' review and no request for independent review has been received</b>
<b>14</b>	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
<b>15</b>	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

## **Grounds for deleting a pupil of compulsory school age from the school admission register**

### **Supplementary Information**

Regulation 8(1)(e) was intended to be applied where a pupil stopped attending school as the family had moved to another area and it was unreasonable to expect the pupil to attend their current school due to the distance and/or transport restrictions. This would cover a family who had moved to another town, area of the country or emigrated. In most cases the school would be fully aware of the circumstances surrounding the house move, new address and school place (or confirmed registration with the respective local authority and awaiting placement). In these circumstances, once confirmed, the school can remove from roll with no requirement to wait for 20 school days to elapse. Many of our current CME referrals are such cases and are quickly closed on confirmation that the pupil is registered with another school or local authority and is awaiting placement. If the school cannot confirm the destination of the pupil they will have to remove from roll in accordance with Reg. 8(1)(h)

Regulation 8(1)(f) was intended to be applied for pupils who remain living in the same address but are taken out of school for an extended holiday. It allows the school to apply sanctions such as a Fixed Penalty to discourage such actions by families but at the same time protects the education placement of the pupil by setting an appropriate time frame before the schools can remove the pupil from roll. For example this regulation fits a family that visits extended family in their country of origin for longer than 4 weeks but does intend to return to the UK. It also fits a family taking an extended long haul holiday, for whatever reason, longer than 4 weeks. It does not fit a central European family returning to their home country for an indefinite period. The school policy in respect of this (i.e. the risk of being fined or losing a school place) should be published and explained to parents.

Regulation 8(1)(h) was intended to be applied where a pupil was deliberately avoiding school and while their location was not known it was likely that once traced attendance procedures would be applied. Once again it does not fit a central European family where it has been confirmed that they have returned to their home country for an indefinite period and removal from roll then would be Reg.8(1)(e)

These regulations were drawn up before the expansion of the European Community. The impact of migration from the central European families on LA services was not anticipated. The impact has been greatest since 2014 when the freedom to travel, live and work was fully granted to countries such as Romania and is very clearly evidenced by the CME referrals and pupil churn experienced by some of our schools.

The impact of this economic migration is concentrated in specific areas such as the central area of Middlesbrough and similar areas in other towns and cities where private landlords provide accommodation and a local supportive multi ethnic culture has developed.

The regulations should be applied in a manner which is fair and transparent to both schools and the families. In many of the cases Regulation 8(1) (e) is the best fit when it is confirmed that families are not taking an extended holiday but are returning to their homes in Central Europe either permanently or for an indefinite period. Regulations 8(1)(f) and 8(1)(h) are a poor fit .

**All other deletions are illegal and will result in challenge from the LA and could attract adverse attention from OFSTED.**

It is essential that schools indicate with the correct code within their data system the reason the child has been removed from the school roll. The code 'Other/Unknown' should only be used once all attempts to locate the whereabouts of the child and reasonable enquiries have taken place.

All pupils who are removed from the school roll and a new school or education provision has not been identified must prompt a referral to the CME Team

<b>Your Details</b>	Name			Date	
	School			Contact number	
<b>Pupil details</b>	Forename(s)			Surname	
	DoB			Gender	
	First language			Nationality	
	Ethnicity			Religion	
	UPN			SEN Status	
	Previous school details				
<b>Parent(s) / Carer(s) details</b>	<i>Parent(s) names &amp; all contact details (including addresses telephones and EMAIL)</i>				
	<i>Please also indicate parent's level of English.</i>				
<b>Important Additional Details</b>	<i>Full address in country of origin and/or last residence before entering UK:</i>				

**Please list details of any known siblings:**

Forename(s)	Surname	DoB	Gender

**Is the child (please tick relevant box(es):**

Looked After		Traveller		In Temp Accommodation	
Child Protection		Refugee / Asylum Seeker		Other (please state)	

**Parent's signature:** ..... **Date:** .....

**IF THE FAMILY SUBSEQUENTLY LEAVE THE UK, PLEASE COMPLETE THE FORM OVERLEAF**

Add to Objective Connect together with the CME referral form to The CME Team

**Family Information Form - DEPARTURE**

**Appendix C**

Is the move permanent or indefinite? .....

Is the overseas address indicated as recorded overleaf? If not please enter new address below and the reason for leaving the country:

Please provide further information about either child(ren) or family, including whether there are any safeguarding/welfare concerns:

Parent's signature: ..... Date: .....

Add to Objective Connect together with the CME referral form to The CME Team

Appendix D

**A Brief Guide to Objective Connect**



## **Key Features**

- A government-grade secure, private online document store (PDF, Excel and Word documents)
- Allows documents to be shared/collaborated on efficiently and securely
- Automatically sends participants notification emails each time new documents are added or downloaded.

### **1. Invitation**

Invitations to join Objective Connect are sent via Objective Connect email to all school participants. Simply click the link contained in the invitation email.

**Please note:** invitation emails may, on occasion, end up in email spam folders, please check this folder, if an anticipated invitation is not received.

### **2. Acceptance and log-in**

By following the invitation link participants will be able to create a log in to Objective Connect, by entering their first name and surname in the required fields and then creating a password of their own choice. Once successfully logged in, the LA is notified that the invitation has been accepted.

To enable future log ins, it is recommended the link to Objective Connect below is saved to “favourites” in your chosen internet browser:

<https://secure.objectiveconnect.co.uk/login>

**User name:** (user’s email address)

**Password:** (as chosen by user)

### **3. Download documents**

Once logged-in, participants can download any documents stored on Objective Connect. Simply click “download” (to the right of any stored document) and save the required document to your device’s default download location or desktop.

### **4. Add documents**

Once logged-in, participants can add a document from their device to Objective Connect. Simply click the “Add documents” button (located just above list of stored documents). In this way, CME forms, On and Off Rolling forms and other related documents can be downloaded, completed and then added to Objective Connect.

### **5. Getting Started - resources**

a) Guide to Objective Connect: <http://www.objective.com/assets/get-started-guide/objective-connect-participant-getting-started-guide.pdf>

b) Tutorial videos: <http://www.objectiveconnect.co.uk/tutorial-videos#GB>

**If you still experience difficulties with any aspect of Objective Connect, please contact Mark Law 01642 201895 or David Lister 01642 729286**

**Schools Weekly Return – pupils added to or removed from the school admission register. If none added or removed, indicate here.....**

**SCHOOL..... WEEK ENDING .....**

**Children placed on the school register**

Name of pupil	D.o.B	Parents name & address and Telephone No.	Previous home address and last school attended	Date on roll

**Children about to be removed from the school register**

Name of pupil	D.o.B.	Previous Home Address	New home address, parents details including telephone contacts – Confirmed school now attending	Date & Grounds for removal from roll

**Grounds for deleting a pupil from the admission register – Education (Pupil Registration) (England) Regulations 2006, as amended**  
**See the L/A CME guidance issued March 2018 for more detailed information and advice**

- 8(1)(a) - The school is replaced by another school on a School Attendance Order or the Order is revoked by the Local Authority
- 8(1)(b) – Confirmed transfer between schools
- 8(1)(c) – Moves from dual registration to single registration
- 8(1)(d) – Written notification of Elective Home Education
- 8(1)(e) – moved out of area, destination confirmed with new Local Authority and awaiting placement or confirmed emigration
- 8(1)(f) – following authorised holiday – fails to return within 10 school days – not due to sickness or other unavoidable cause and school/LA unable to ascertain where pupil is.
- 8(1)(g) – school medical officer declares unfit
- 8(1)(h) – 20 days continuous unauthorised absence – no grounds to believe due to sickness or other unavoidable cause – school and L/A have jointly failed to trace the pupil –
- 8(1)(i) – Pupil subject to 4 months or longer custodial sentence
- 8(1)(j) – That the pupil has died
- 8(1)(k) - Beyond statutory school and declines or does not qualify for school 6<sup>th</sup> form entry
- 8(1)(l) – Private school – pupil ceases to attend
- 8(1)(m) - Permanently exclude & 15 school days following the Governors’ review and no request for independent review has been received.
- 8(1)(n) Nursery pupil not transferring into reception or higher class in the school
- 8(1)(o) Pupil is a boarder at a maintained school or academy and the charges for board and lodging were not met by the parent.

## GUIDANCE: REMOVING PUPILS FROM SCHOOL ROLL

**PLEASE NOTE:** Pupils leaving other than at Standard Transition Point. School MUST inform the Local Authority (LA) via a dedicated form (Appendix E). MUST include: full name, address & telephone number of pupil and parent, new school details and grounds for removal.

