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**Southampton City Council**

**Inclusion Services**

**Children Missing Education (CME) Policy 2021\22**

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| **Children Missing Education (CME) Policy 2021\22** | | | |
| **Version** | 02 | **Approved by** | Derek Wiles, Divisional Head of Education & Learning |
| **Date last amended** | 24/08/2020 | **Approval date** | 10/08/2020 |
| **Lead officer** | Tina Selby/Eliza Theobald-Morgan | **Review date** | 31/08/2022 |
| **Contact** | childrenmissingeducation@southampton.gov.uk | **Effective date** | 01/09/2021 |

### Purpose

The purpose of this policy is to clarify Southampton City Council’s children missing education (CME) procedures and the joint responsibilities of all agencies, schools (including their governing bodies) and the local authority.

### Scope

This policy applies to all children of compulsory school age who reside within the Southampton City Council boundary and to all schools.

The government defines CME as:

*Children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.*

This does not include:

* Children who are receiving tuition provided by the local authority.
* Children who are registered at an education provision but not attending regularly.
* Children who are being electively home educated i.e. parents have taken responsibility for education provision.

Every child who has attended pre-school provision in Southampton, or who has a record on the education database as a result of an involvement with professionals, or data sharing agreements in place, will be captured as part of our CME process.

Alongside the local authority, the biggest stakeholders in the CME process are schools. It is schools who remove children from roll, not the local authority, but we will support schools to ensure that removals from roll are lawful and a robust audit trail exists where pupils are removed from roll. The 2021 Southampton City Council document [Children Missing Education: Guidance for Schools](https://www.youngsouthampton.org/working-with-children/schools-guidance/inclusion-services.aspx) provides detailed operational advice and guidance on the steps that should be taken, prior to removal from roll, to locate the whereabouts of a pupil.

Everyone who is involved with children and families has a role to play in CME. The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. Working Together to Safeguard Children 2018 (updated December 2020) states that fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and safety of children. These principles underpin this policy and there is an expectation that all agencies will work together to ensure CME are identified and safely enrolled in school.

### Legislative Context and other Related Documents

### Education Act 1996

* Section 436a requires local authorities to make arrangements to establish, as far as it is possible to do so, the identities of children who are not receiving a suitable education.
* Section 7 requires parents of all children of compulsory school age to ensure that their child receives an efficient full-time education suitable to his age, ability and aptitude and to any special education needs he may have.

### Children Missing Education, Statutory Guidance for Local Authorities 2016

* States that all children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.
* Affirms that schools and local authorities must work together to establish the whereabouts of a child prior to removal from roll.

### DfE School Attendance Guidance 2020

Expects schools and local authorities to ensure every pupil has access to full-time education to which they are entitled and emphasises the duty on local authorities to trace children of compulsory school age and ensure that they receive full-time education.

### Education (Pupil Registration) Regulations 2006 and subsequent updates

Define the grounds under which a child can be removed from a school’s admissions register.

### The Children Act 2004

Places a duty on all agencies to work together to promote the welfare of children and to share information.

### SCC Children Missing Education Guidance for Schools (2021)

Provides operational guidance to schools around children missing education and related matters.

### SCC Fair Access Protocol

The requirement for local authorities to have a Fair Access Protocol is contained in the School Admissions Code. Southampton City Council will operate a protocol in line with the code that comes into force on 1st September 2021.

### Policy Commitments

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| **Principles** | **We will work to achieve this by** |
| A proactive approach is needed to ensure that no child is denied their right to education. | * Tracking children from early years provision to the end of compulsory school age. * Gatekeeping removal from roll. Advising on lawful removal and providing challenge where removal does not comply with the regulations. * Coordinating the process of building the Reception cohort each year. * Coordinating efforts to secure as many on-time applications as possible for the Reception intake each year. * Working closely with the School Admissions Team to identify cases where school places have not been taken up. * Providing advice on the UK Education system for families new to the UK which is available on the SCC website and has been issued to all schools. * Working with independent schools educating Southampton resident children to gather pupil data. * Upon notification from housing colleagues, passing on changes of address to schools where this information does not appear to be known. |
| Best practice is needed from all schools to prevent children becoming CME. | * Schools will follow our operational advice which is updated annually. * We will visit schools where possible to provide advice and support where is it apparent that our processes are not being followed, or their statutory duty is not being met. |
| Collaborative working with colleagues and stakeholders will improve outcomes for children. | * Updating the LA database, ensuring that all CME involvements and communications are accurately recorded. * Providing easy access referral forms on the SCC website. * Directing attention to most vulnerable children, where that information is made available to us. * Contributing to safeguarding training for DSLs in the city. * Prioritising attendance at CP and CIN meetings when the CME Officer has been invited. * Southampton City Council has signed up to an Information Sharing Agreement with Portsmouth CC, Hampshire CC and IOW Council. |

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| Policy Statement | | |
| Southampton City Council acknowledges that education is a protective factor and the best way for us to ensure the welfare of children is to ensure that they are on a school roll or in receipt of suitable education otherwise than at school and that children do not ‘slip’ off school rolls and become ‘missing’. | | |
| Roles and responsibilities | | |
| SCC Assistant Team Manager for Inclusion  * Holds a strategic lead responsibility for CME. * Reviews and reissues policy and guidance documents on an annual basis. * Provides operational support each Autumn Term until census. * Supports schools in response to national changes\expectations that impact upon CME. * Produces tracking data at the end of every month, other than July, August and September for the education leadership team. [**APPENDIX 3**](#_Hlk49689843) * Works with organisations to agree information sharing protocols. * Sets up interrogation routines of the education database to ensure no child falls through any gaps due to data quality issues.  SCC CME Officer  * Is the named point of referral for CME in Southampton. * Works with all schools\agencies\services to coordinate or advise upon actions to be taken in respect of CME cases. * Undertakes casework to secure enrolment in school or to track CME to new destinations. * Utilises all data sources available to support the tracking of CME. * Works closely with the School Admissions Team to ensure that all school places offered are actually taken up. * Represents SCC at regional meetings of CME professionals. * Works to raise the profile of CME by participating in regular training for Designated Safeguarding Leads as part of the citywide training programme.  Schools and academies  * Have a Hold a statutory duty to provide the LA with specific information about all leavers, no later than the time at which the pupil’s name is removed from the register. * Have a statutory duty to notify the local authority within five daysof adding a pupil’s name to the admission register. * Act as first responders to children who are missing from education because a timely and appropriate response is critical. * Have a key role to play in early identification of potential CME and should follow established safeguarding referral procedures, as appropriate.   Poor attenders and school refusers are not CME and the established referral process to access the Education Welfare Service should be followed. Education Welfare Service   * Schools in Southampton have a named or link Education Welfare Officer (EWO). * The service works alongside the CME Officer and can provide support for joint initial home visits as required, in line with our two to visit policy, where the address and/or family are not previously known to us or where other safety concerns have been flagged. * Education Welfare Officers are also well placed to pick up children at risk of becoming CME and regularly audit school attendance that falls below 90%.  Social care professionals  * Our Multi Agency Safeguarding Hub (MASH) is a ‘front door’ to Children’s Services and they manage all safeguarding referrals and early intervention requests for support. * As potentially a first point of contact, MASH will alert the CME Officer to all cases where a child of compulsory school age does not have a record on the Capita ONE system (education database), or, where a record is held but no education provision is recorded. * Social Workers will ensure that the CME Officer is invited to child protection and child in need meetings where the child meets the CME definition. * Should notify the CME Officer if a child they are working with, of compulsory school age, leaves the city or country and provide the forwarding destination, wherever possible.  Partner agencies It is the responsibility of all professionals working with families to notify the CME Officer if they become aware of a child of compulsory school age who is not enrolled in a school and is not receiving education otherwise than at school or at home. Information sharing is vital for early intervention.  An electronic [referral form for professionals](http://www.southampton.gov.uk/schools-learning/support-education/children-missing-education.aspx) is on our website which provides agencies with the ability to refer to us, without time restrictions, in a secure way.  Key external partners who may directly engage with children missing education include: | | |
| * Schools and academies. * Health professionals. * Voluntary & Community Organisations. | * Police. * Refuges. * Other local authorities. | |
| Off Rolling | | |
| Ofsted defines off rolling as:  “*The practice of removing a pupil from the school roll without a formal, permanent exclusion or by encouraging a parent to remove their child from the school roll, when the removal is primarily in the interests of the school rather than in the best interests of the pupil*.”  Off-rolling allegations made to the local authority will be recorded and reported to Headteachers who will be given a right of reply. Evidence will be requested so that the local authority can investigate the allegation. Evidence could include records of meetings, CPOMS logs, details of SEN support, IEPs, behaviour support plans etc. | | |
| Ways in which a child can fall out of the education system | | |
| The diagram below depicts the ways in which a child could drop out of the education system and become CME. In all of these scenarios the LA may need to consider issue of a School Attendance Order to ensure that no child is denied their right to education.   Starting education The start of our process is that the CME Officer works with School Admissions colleagues to ‘build’ our Reception cohort each year using datasets on children:   * Who are Looked After to Southampton City Council. * Open to Children’s Services. * Known to Southern Health. * Who are attending, or have attended, Early Years provision in the city. * Where we have an existing surname match at the same address. * Open to adoption Services, to ensure that we do not capture children inappropriately.   Once we have carried out the above checks we will check Revenues & Benefits record to identify children who are believed to be currently in the city, as resources allow, adding them to the education database so they are then tracked.  We are no longer able to be proactive and include in our transfer group vulnerable children named on Police PPN1 reports in the preceding 18 months.  We are also no longer able to continue with our proactive **‘**watch list’ approach which identified vulnerable children for whom we had received multiple PPN1 reports in the preceding 18 month period and therefore wished to adopt an even more targeted approach to securing on time applications for school places.  In the Autumn term, the School Admissions Team write to the home address of every child in our Reception transfer group, inviting parents to make an online application so that their child can start school the following September.  During this term SCC practitioners, including social workers, early years providers, education teams and Surestart colleagues, are also notified of the relevant date of birth range, along with key application dates and asked to be pro-active in encouraging parents to make an on-time application for a school place.  At the start of the Spring Term a multi-service effort is made to identify children for whom no application has been made, contacting as many parents as possible with the objective of securing the highest number of completed applications before the 15th January. This is the closing date for on-time applications. All applications should now be made via the SCC website.  Early Years providers can access the SCC online portal to view in ‘real-time’ when applications have been submitted for children at their settings. This enables them to follow up with parents who have not submitted an application.  All children known to us, with a record on our education database, who do not start school are captured as part of our CME procedures once they reach compulsory school age. There are three possible outcomes for these children; they are enrolled in school, tracked to their forwarding destination, or categorised as CME and relevant intervention action undertaken. Phase transfer During the Summer term\holidays the CME Officer and School Admissions Team are proactive in identifying children who have no junior or secondary school place for the following September and the following actions may be taken:   * Where no information is held to explain why an application has not been submitted, the School Admissions Team will allocate a place at the closest school with a place available. * Where parents have refused all offers, their child remains without a school place and we have no indication of what the provision will be in the Autumn Term, the School Admissions Team will allocate a place at the closest school with a place available. * Contact will be made with parents to ask for clarify on what arrangements they will be making when the new academic year begins and to provide advice and support, despite the children not meeting the CME definition at this stage.   Ultimately it is the responsibility of parents to secure education provision for their child but the CME Officer will specifically monitor these cohorts of children in the Autumn Term .  Some Southampton resident school-aged children receive education in Hampshire County Council schools, or in the independent sector and processes are in place to collect this information so that we can fulfil our statutory CME duty. Withdrawal from school  We define this as mid-year school leavers. The SCC CME Guidance for Schools gives operational guidance on dealing with cases where a pupil has ceased accessing education provision.  CME reports are also in place that interrogate the education database and can identify children who have been removed from roll, along with the reason and a forwarding destination. Schools are now required by law to provide the LA with this information and the CME Officer follows up cases directly with schools when sufficient information has not been provided to satisfy us that the child has been removed from roll lawfully, or their forwarding destination is not known. Exclusions Schools have a responsibility to arrange full-time education for excluded pupils from the sixth day of their fixed term exclusion. The local authority are required to provide full-time education to pupils who have been permanently excluded from the sixth school day of exclusion. The Exclusions Officer monitors that this process is followed. Failing to register at a new school The CME Guidance for Schools provides an overview of the actions that schools should take when an expected pupil fails to enrol.  At the start of the Autumn Term it should be possible for the LA to identify children who have not made a phase transfer, however, in reality this is a lengthy process that requires all data returns to be up to date from Southampton schools, enrolment data to have been collected from all independent schools and collaboration with Hampshire schools.  For children expected to take up school places as mid-year admissions, the CME Officer produces a regular report of children who have not accessed the places offered by the School Admissions Team. This report is passed to Admissions colleagues who hold the responsibility for offering school places and authority to withdraw those offers. Admissions Officers therefore make the initial contact with parents to explore any obstacles to enrolment and cases that cannot be progressed are then passed to the CME Officer.  As this is an area of increasing concern for us we have produced an overview of the UK education system, which includes expectations of parents. Taking up the school place offered is one of those expectations. This document has been translated into several languages and will be issued to parents new to the UK, where the home language is known, to inform and support parents. It is also available on the SCC website where parents must apply for a school place. Parents are unable to find a school place The School Admissions Team are required to comply with the School Admissions Code when processing applications for schools places. The code has the force of law. They will offer a place at the closest school to a home address with a place available (in accordance with the Admission Policy of individual schools), but this may not be a parental preference school. These are often cases that require further intervention from the School Admissions Team and CME Officer to secure enrolment of the child.  There are also occasions when, following a house move within the city, the closest school to a new address may still be the original school. In these cases, the School Admissions Team will advise parents that the child must remain enrolled at their current school.  The following changes to the School Admissions Code, that come into force from September 2021, will help to expedite the enrolment of children without a school place:   * Parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. * Upon receipt of an in-year application, the admission authority, or the LA if it is co-ordinating the admissions authority’s in-year admissions, should aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. * Where an application is refused, the admission authority must also set out the reason for refusal and information about the right to appeal. * Where an admission authority manages its own in-year admissions, it must also notify the LA of every application and its outcome as soon as reasonably practicable, but should aim to be within two school days, to allow the LA to keep up to date figures on the availability of places in the area and to ensure they are aware of any children who may not have a school place. | | |
| Children who are at risk of missing education | | |
| There is general agreement that certain groups of children may be at a higher risk of becoming children missing education.  Keeping Children Safe in Education 2020 outlines in detail expectations upon schools and states that appropriate safeguarding responses should be in place to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect. | | |
| Routes into education for children of compulsory school age | | |
| * Via the normal School Admissions process which is compliant with the School Admissions Code. * Where children have met the Fair Access Protocol criteria and subsequently been placed through the city’s inclusion panels. * Via the statutory assessment process for children with SEND. * Via direct applications to Own Admission Authority (OOA) schools who have a duty under the School Admissions Code to make the LA aware of direct applications. * The SCC Virtual School secure school places for Looked After Children. * Via applications made to neighbouring local authorities. | | |
| When to refer to other services | | |
| MASH The CME Guidance for Schools makes clear that if a pupil is open to Children’s Services and has an allocated caseworker, the school should notify the caseworker **within the first 24 hours** of the unauthorised absence if no contact can be made.  Where it is otherwise suspected or known that a pupil is at potential risk of harm, or where the school has information or reason to suspect the child has been a victim of criminal activity, the school should notify MASH and the Police immediately. The Education Welfare Officer or CME Officer should be notified as soon as possible afterwards. Police There may be occasions when a child not enrolled or in receipt of other education provision may be the victim of a crime e.g. if there was a significant incident prior to the unexplained absence, or if there have been previous suspicions about the child and/or their family which, alongside a sudden disappearance, are worrying. In these instances, it may be necessary for schools or professionals to contact the Police. | | |
| Historical children we have failed to track | | |
| Every child of compulsory school age who has attended a Southampton education provision since 2005, who does not currently have a school place, or whose whereabouts are not known, are included in our CME number, but there are circumstances in which we may fail to track a child.  The duty placed on local authorities is to carry out enquiries **as** **far as it is possible to do so.** In order to achieve a manageable caseload for the CME Officer, in the absence of any evidence of safeguarding concerns, once the steps listed below have been taken (as appropriate to each case) the records of these children will be made inactive. | | |
| * Enquiries of last provision. * Enquiries of Child Health. * Checks of DfE Lost Pupil Database. * Checks of EWS records. * Checks of Surestart database. * Enquiries of last known LA. * Enquiries of YOS. * Enquiries of involved agencies\services. | * Checks of PARIS. * Checks of Revenues & Benefits database. * Postcode checks on education database. * Checks of Get Information About Pupils. * Checks of Admissions module on ONE. * Checks of CCIS. * Enquiries of UK Border Agency. * Message all LAs via DfE Lost Pupil Database. | |
| *Alerts* will then be added to records on the education and social care databases to indicate that the child is classed as CME, asking that if the child becomes known in the future to any services the CME Officer be alerted.  We are no longer able to add similar flags to Health databases since the contract was awarded to Southern Health.  Any additional national data sources available to us will also be used to try and track this cohort of children. | | |
| Contacts | | |
| Assistant Team Manager for Inclusion  Children Missing Education Officer  Service Manager for Inclusion  Exclusions Officer | Tina Selby  Eliza Theobald-Morgan  Bryn Roberts  Kate Holmes | 023 883 3889  023 8083 3666  023 8083 3094  023 8083 4613 |
| Governance | | |
| This policy will be implemented by:   * Schools. * SCC Education and Learning teams. * Children’s Services professionals. * Partner agencies. | | |
| Substantive changes 2021 | | |
| Detailed added of [actions](#_Hlk79748745) that may be taken at phase transfer when children have no school place for September.  Reference to cross-borough [Information Sharing Agreement](#_Hlk79748539) added.  Confirmation that the CME Officer will follow up with schools in cases where [sufficient information](#_Hlk79748613)  has not been provided to satisfy us that a child has been lawfully removed from roll.  Changes to [School Admissions Code](#_Hlk79748445) added. | | |

### APPENDIX 1: CME PROCESS

**SCHOOLS: Pupil ‘located’ because:**

Steps in the operational CME guidance document were followed.

* The child has been confirmed as having moved overseas.
* The new school have confirmed enrolment.
* The new LA has confirmed their awareness of the child.
* School have received a parental deregistration letter for EHE.
* Conditions listed in the removal from roll checklist (contained in the CME Guidance for Schools) have been met.

**PUPIL MAY BE REMOVED FROM ROLL and forwarding details recorded in SIMS or other information management system.**

**SCHOOLS: Pupil cannot be ‘located’ (Pupil STILL ON ROLL)**

As long as a home visit has been carried out and our CME Guidance for Schools followed, consult the CME Officer who can:

* Check the ONE system (education database) for previous involvements, siblings, admissions information, carry out checks on the postcode.
* Check data sources available to us such as Paris (social care database), Revenues & Benefits, Surestart etc.
* Make enquiries of Child Health.

**Established safeguarding referral procedures should be followed where necessary.**

**LAWFUL REMOVAL FROM ROLL AGREED** by CME Officer who will now hold the case.

Schools to update their information management system with forwarding information or “referred to CME Officer”.

Removal from roll not lawful. **PUPIL REMAINS ON ROLL.**

**LA: The CME Officer can:**

* Ask Housing colleagues to put a flag on their database, if appropriate.
* Notify Information Officers to update PARIS (adding the child to PARIS if no record exists).
* Consider whether a safeguarding referral should be made (to MASH or Police).
* Complete the [failed to track](#_Hlk49688524) checklist of actions agreed to fulfil our CME duty to carry out “all reasonable enquiries”
* Close the case to CME and flag the child’s record on ONE as ‘CME- Failed to Track’.
* Liaise with School Admissions to ensure the child is not captured as part of their processes.
* On an annual basis check the child against datasets available to us as and when new datasets become available.
* Message all local authority CME contacts via the Lost Pupil Database.

### APPENDIX 2: NOTIFICATION OF CHILD MISSING EDUCATION



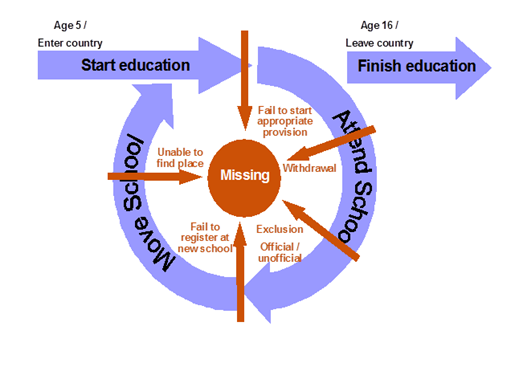
* This form should be sent to the CME Officer promptly when:
* A child of statutory school age goes missing from education.
* A child of statutory school age is discovered as having no education provision.
* A child of statutory school age is planning to leave your school with no forwarding information.

Please include as much information as possible.

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| **Privacy Notice** | | | | |
| Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided. In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share personal information, or use it for this, or any other purpose, unless provided for by law.  The information provided will be held on file and may also be stored electronically and will be used for the purpose of its involvement in giving support and advice in relation to the child/young person as specified above.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. | | | | |
| **Name of child/ren**  Click here to enter text. | | | **DoB**  Click here to enter a date. | |
| **Name & designation of person with PR** | Click here to enter text. | | **Tel:** | Click here to enter text. |
| **Last known address & telephone number**  Click here to enter text. | | | | |
| **School**  Click here to enter text. | | | **Date of last attendance**  Click here to enter text. | |
| **Area child has moved to (if known)?** Please include the forwarding address for the family, if you have this information. Click here to enter text. | | | | |
| **Details of known siblings & schools on roll at**  Click here to enter text. | | | | |
| **Known risk factors for child**  Click here to enter text. | | | | |
| **Unless outcomes are recorded for each of the steps below, referrals will not be accepted.** | | | | |
| **Action Taken** | | **Outcome** | | |
| **Contact with parents/guardians by telephone** | | Click here to enter text. | | |
| **Send Truancy Call (if this system is available)** | | Click here to enter text. | | |
| **Telephone any other person with parental responsibility** | | Click here to enter text. | | |
| **Telephone all other emergency contact numbers** | | Click here to enter text. | | |
| **Contact schools known to have siblings on roll** | | Click here to enter text. | | |
| **Enquire of school staff or other pupils** | | Click here to enter text. | | |
| **Enquire of any professionals working with the family** | | Click here to enter text. | | |
| **Letter to be sent to the home address** | | Click here to enter text. | | |
| **HOME VISIT TO BE CARRIED OUT**   * **Please tick the relevant box and include full details in the free text field.** | | **Property empty i.e. no signs of occupancy.** Please include your rationale for believing this to be the case. | | |
| **Current residents do not know the family** – please ask how long they have been living at the property. | | |
| **Current residents confirm the family have left** i.e. some knowledge of the family you are looking for – please ask if they have an idea of the whereabouts of the family you are looking for and how long they have been living at the property. | | |
| **Neighbour confirms family have left** – please provide details where the neighbour believes the family may have gone to and when. | | |
| **No response to the door, note left, no response to this note** – please confirm date of visit so we know how long has been allowed to respond to the note. | | |
| Click here to enter text. | | | | |
| **Additional comments** | | | | |
| Click here to enter text. | | | | |

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| --- | --- | --- | --- |
| **Referred by** | Click here to enter text. |  | Eliza Theobald-Morgan  Children Missing Education Officer  Southampton City Council  Civic Centre  Southampton SO14 7LY  (023) 8083 3666  [eliza.theobald-morgan@southampton.gov.uk](mailto:eliza.theobald-morgan@southampton.gov.uk)  Sent via AnyComms to ‘Children Missing Education’ |
| **Contact tel.** | Click here to enter text. |
| **Date** | Click here to enter text. |
|  | |  |  |

### APPENDIX 3 - CHILDREN MISSING EDUCATION as at XXXX

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**The definition of a CME is a child of compulsory school age who does not have a school place.**

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| **MEASURE** | **NO.** | **COMMENTARY** |
| **TRANSITION** | | |
| How many children have:   * Failed to start in Reception 2020 * Failed to start in Reception 2021 * Failed to transfer to junior school 2021 * Failed to transfer to secondary school 2021 * Deferred entry until Reception 2022 |  |  |
| **PERMANENT EXCLUSIONS** | | |
| How many pupils have been permanently excluded and remain without provision? |  |  |
| **LEAVERS** (forwarding destination remains unknown, unconfirmed or information has not yet been processed) | | |
| During 2020\21  During 2021\22 |  |  |
| **SEND** | | |
| How many pupils with an EHCP, or under assessment, are without a school place or education provision? |  |  |
| **CLA** | | |
| How many Southampton CLA are currently without education provision? |  |  |
| **CME** | | |
| This number will include children removed from the admission process, or not previously known to us, for example. |  |  |
| **OUT OF PHASE** | | |
| Cases where the recorded education provision is incorrect for the child’s chronological age |  |  |
| **IN YEAR ADMISSIONS WHO ARE CME** | | |
| **2021\22:**   * Applications being processed. * ‘Under offer’ with a start date in the future. * Have failed to register at the school place offered.   **2020\21:**   * Applications being processed. * ‘Under offer’ with a start date in the future. * Have failed to register at the school place offered.   **2019\20:**   * Applications being processed. * ‘Under offer’ with a start date in the future. * Have failed to register at the school place offered.   **2018/19:**   * Have failed to register at the school place offered. * No offer recorded |  |  |
| **TOTAL** |  |  |

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| --- | --- | --- |
| **HISTORICAL CASES** | | |
| How many children, of CSA, remain on our historical tracking list, not included above? |  | All Year R children have been included in the ‘failed to start in Reception’ number. |
| **Total CME (including cases listed on page 1)** |  |  |

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| --- | --- | --- |
| **YOUTH OFFENDING SERVICE** | | |
| How many children in our total CME number are open to YOS? |  |  |
|  | | |
| How many children in our total CME number are CP?  How many children in our total CME number are CIN? |  |  |

**Running totals:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **CME** | **CME incl. historical** | **EHE** | **OPEN TO YOS** |  |
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We also utilise a “CME – Failed to track” base on ONE. This base contains the names of children whose involvements and records have been closed off because, having followed a series of steps, we have failed to track them. When new datasets appear on *Get Information About Pupils* we re-check these children. We currently have 38 children of CSA in this base.