

Welcome, the webinar will start shortly.



Attendance Spotlight Webinar



Children Missing Education

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Shelley Horne – Senior Children
Missing Education Officer





The CME Team

The CME team track all pupil movement within Norfolk. We identify, locate and track all newcomer to Norfolk compulsory school age children until they are registered as on roll with a new school.

David Cuffley - Children Missing Education Administrative Support

Dawn Craddock – Children Missing Education Officer


Ali Higgins – Children Missing Education Officer

Amanda Jackson – Children Missing Education Officer

Shelley Horne – Senior Children Missing Education Officer

Education Quality Assurance Intervention & Regulation Service





**Let's start with a
fun quiz!!!**

1. What is the statutory definition of a child missing education?

- a) A child who is severely absent from school
- b) A child of statutory school age that is not on a school roll or receiving a suitable education other than at a school
- c) A child on a reduced timetable
- d) All of the above

2. How many Norfolk children are currently registered as CME?

3. When should a school notify the LA of a pupil's enrolment?

4. How many different reasons are there for deleting the name of a pupil from the admission register?

5. Which scenario describes a legal pupil deletion from a school roll?

- a) Child has stopped attending and parent is refusing to engage with school staff
- b) A new school has been named in a child's EHCP
- c) A child is medically unfit for school and unlikely to return before the end of Year 11
- d) A mainstream school has received written notification from a parent that they wish to remove their child from the school roll to home educate.



Legislation and Guidance

- [Education Act 1996](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Children missing education - GOV.UK](#)
- [Working together to improve school attendance - GOV.UK](#)
- [Keeping children safe in education - GOV.UK](#)
- [Working together to safeguard children - GOV.UK](#)

Definitions

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

Pupils missing from education are children who are on a school roll but due to their circumstances, they are not receiving a suitable, full-time education.


The Education Act 1996: Entitlement to a full-time education

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 that they may have.

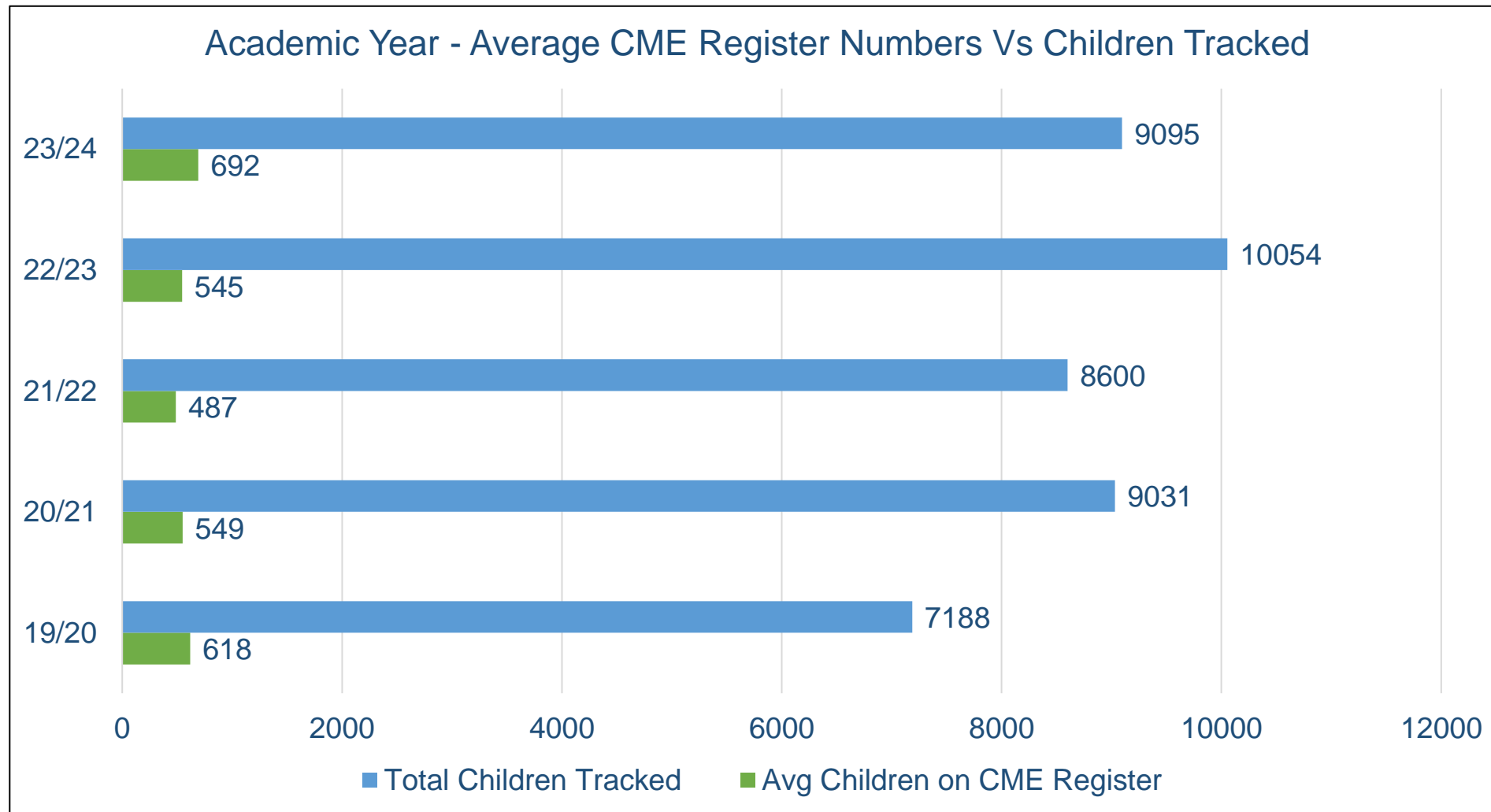
Local Authorities have a duty to establish the identities of compulsory school age children within their area who are not registered pupils at a school or receiving a suitable education otherwise. Children identified as not receiving a suitable education must be returned to full time education, through admissions processes or school attendance order.



How do we spend our days

- Identify, locate and track all newcomer to Norfolk compulsory school age children until they are registered as on roll with a new school
 - Receive and record details of all starters and leavers from Norfolk schools
 - Maintain a database of children who are not registered at school or in receipt of suitable education
 - Liaise with other teams such as Admissions, SEN, EHE, Inclusion & Attendance
 - Liaise with external agencies such as housing authorities, NHS & HMRC to identify the whereabouts of children missing education
 - Offer advice and guidance to schools and other professionals via CME duty line/mailbox
 - Alert Transitional Education Service (TES) when criteria is met for a child to receive provision
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CME: The local picture




Schools Responsibilities

- The law requires all schools including independent schools to have an **admission register** and, except for schools where all pupils are boarders, an **attendance register**.
- These registers must be kept **electronically**.
- All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register.
- The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.
- All schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. Norfolk schools are expected to submit a **New Pupil Return**.
- Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the ground for removal is met and no later than the time the pupil's name is removed from the register. In Norfolk schools are expected to submit a **Deletion Return Form**




Adding a pupil to the Admission Register

- Most school admissions involve the school or admission authority offering a place to the parent of the prospective pupil or the LA naming a school in a child's EHCP. **An offer of a place is not an agreement.**
 - Before a pupil can be registered at a school the person with control of a pupil's attendance (parent) must have accepted the offer, either by agreeing the starting day in advance or the pupil attending the school on that day.
 - Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school.
 - In the normal admissions round, when the person with control of a pupil's attendance has accepted the school place and starting day offered, the local authority can communicate that agreement to schools on behalf of the parent.
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Deleting a pupil's name from the Admission Register

- All schools must make a return to the local authority when a pupil's name is deleted from the admission register (a Deletion Return).
 - A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.
 - Schools cannot retrospectively delete a pupil's name from the admission register or attendance register.
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Ground	Description
A	The pupil has been registered at another school
B	The pupil has not continued at the school following completion of nursery education
C	The pupil is also registered at one or more other schools and the other schools have agreed the deletion
D	The pupil has a school attendance order which has been changed to name another school
E	The pupil had a school attendance order which has been revoked
F	The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school
G	The pupil no longer normally lives a reasonable distance from the school

Ground	Description
H	The pupil has not returned following a leave of absence
I	The pupil has been continually absent from school for 20 school days
J	The pupil is detained under a sentence of detention
K	The pupil has died
L	The pupil will be over compulsory school age and will not continue into the sixth form
M	The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid
N	The pupil has ceased to be a pupil at an independent school or non-maintained special school
O	The pupil has been permanently excluded from the school

Deleting a pupil's name from the Admission Register

Ground I - The pupil has been continually absent from school for 20 school days

Relevant regulation 9(1)(i)

Where a pupil has been continuously absent from the school for a period of 20 school days or more and:

- at no point during that period did any of the circumstances in regulation 10(3) Table 2 or 10(4) Table 3 other than the ones for codes G, N, or O apply.
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but:
 - they have not succeeded, or
 - they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

End of term reminders.....

As we are now in the last half term of the academic year the CME team would like to remind schools of processes that need to be completed prior to the end of term and the start of the new academic year. Some of the following may not apply to your school;

Schools where a nursery is attached to the school

If you have a nursery attached to your school and any of the children are not transferring into your reception class, you need to complete a Deletion Return selecting regulation B

Pupils leaving school at the end of year 2 (Infant Schools) and year 6

Schools are not expected to notify Norfolk County Council of pupils' leaving school at standard transition times (where the pupil has completed the final year of education normally provided by that school).

However, not all pupils transfer to their expected schools and some pupils may not have agreed transfer places at the end of the school year. Therefore, Norfolk schools are requested to complete an Off Roll Notification form/Deletion Return for pupils leaving Yr2 and Yr6 who are suspected to:

- become electively home educated;
- be moving away;
- not have an identified school to transfer to;
- transfer to an independent school;
- transferring to a school outside of Norfolk.

When & how to contact the CME Team

CME Team

Further support and guidance can be accessed via: [Children missing education - Introduction - Norfolk Schools and Learning Providers - Norfolk County Council](#)

Phone: **01603 307716**

Email: **cme@norfolk.gov.uk**

School attendance

Further support and guidance can be found at: [School attendance - Schools \(norfolk.gov.uk\)](#)

For any queries about poor school attendance including part-time timetables, please contact the Attendance Team on **01603 233681** or at **csattendance@norfolk.gov.uk**

Questions?



Save the date!

Attendance Spotlight Webinars

Will be held approximately on the last Thursday of each month. They will begin at 10.30am and can be accessed via the links in the [Upcoming events](#) section of Attendance news and events page. Autumn Term schedule:

3rd July 2025

Countywide Attendance Network Meetings

Summer Network Meeting: Thursday 26th June
All held in person at The Inspiration Teaching Hub.

[Click here to book](#)



Keep up to date with Attendance news and events via:

[Attendance news and events page](#)

And by [registering](#) to receive weekly emails and updates from the News for Norfolk Education Providers.

Webpage for News for Norfolk Education Providers can be found [here](#).



Further support and guidance can be found at:

[School attendance - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk)

If you have any further questions that have not been answered today, then please contact the Attendance Team on 01603 233681 or at csattendance@norfolk.gov.uk