



SIMS

helping
schools
inspire



Children Missing in Education

Applicable to 7.174 onwards

Mini Guide

Revision History

Version	Change Description	Date
7.174 - 1.0	Initial release.	27/02/2017

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Main Changes from 1 September 2016

All schools (including Academies, Free schools and Independent schools) must notify their Local Authority when they are about to remove a pupil/student from their admissions register. This does not apply when a pupil/student leaves at the end of the standard transition points (e.g. when the pupil/student has completed the final year of education normally provided by that school), unless requested by the Local Authority.

When removing a pupil/student from the admissions register, the notification to the Local Authority must include:

- full name of the pupil/student
- full name and address of any parent/carer with whom the pupil normally resides
- at least one telephone number of the parent
- any future addresses (if applicable)
- destination school and expected start date
- reason why the pupil/student is being removed.

Schools, jointly with the Local Authority, must make reasonable enquiries to establish the destination school of the child.

All schools also must notify the Local Authority within five days of a pupil/student joining at a non-standard transition point.

The notification must include all the details contained in the admissions register for the new pupil/student. Again, this does not apply when a pupil/student is added at a standard transition point, unless requested by the Local Authority.

Admissions Register

Schools must enter pupil/students on the admissions register at the beginning of the first day on which the school has agreed, or been notified, that the pupil/student will attend the school. If a pupil/student fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

Schools are required to produce monthly printouts or electronic backups of their admissions register.

The school is required to include the following:

- Any future addresses
- Destination school
- Expected start date at the destination school.

Attendance

Schools must monitor pupil/student attendance through the daily register. Schools should agree with their Local Authority the intervals at which they inform them of the details of pupil/students who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupil/students' poor attendance is referred to the Local Authority.

Where a pupil/student has not returned to school after ten days of an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil/student can be removed from the admissions register when the school and the Local Authority have failed to establish the whereabouts of the child after making reasonable enquiries. This applies only if the school does not have reasonable grounds to believe that the pupil/student is unable to attend because of sickness or unavoidable cause.

How can SIMS Help with this Requirement?

SIMS can meet the majority of the requirements for Missing Children in Education. Schools are advised to:

- record the **Future Address** and address **Start Date** for the pupil/student or contact (please see *Moving a Home Address Starting at a Future Date* on page 3).
- record the destination school in the **Destination Institution** field in the **School History** panel of the pupil/student record (please see *Recording a Destination School* on page 5).
- record the start date in the **Destination Expected Start Date** field in the **School History** panel of the pupil/student record (please see *Recording a Destination School* on page 5).
- use the **Communication Log** or **Linked Documents** to store any evidence (please see *Recording Evidence* on page 6).

- The Admissions Register (Roll Book) 2017 report can be found in pre-defined reports (via **Report | Run Report**).
- inform their Local Authority.

Future SIMS Release Plans


- Recording the DfE defined reason for leaving. We are currently awaiting a DfE update to the CBDS specification.
- Electronic transfer. We are currently awaiting a DfE update to provide the specification for a partial CTF.

Moving a Home Address Starting at a Future Date

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details** to display the **Find Student** browser and select the required pupil/student.
2. Click the **Addresses** hyperlink to display the **Addresses** panel.

3 Addresses History



Current Home Address Details (Validated)

 Address

Dalwood Lodge
 1 Ely Road
 Milton
 Cambridge
 CB24 6DD
 United Kingdom

 UPRN: 10003191315

Note


Start date  End date 


Enter additional address


Post Code Country


House Number/Name

Search Validation Service Search Existing Addresses

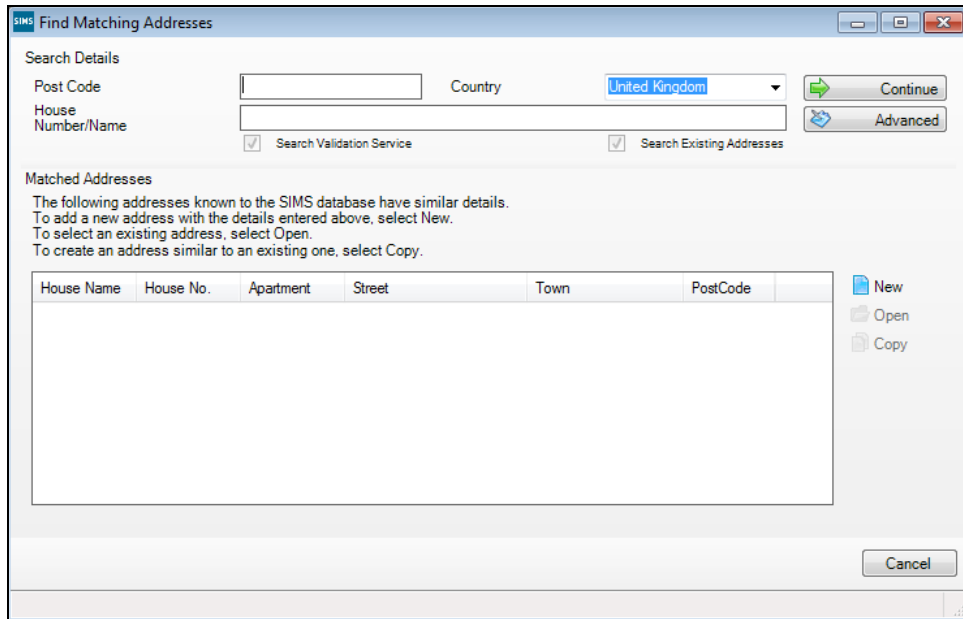
 Delete

 Modify Address

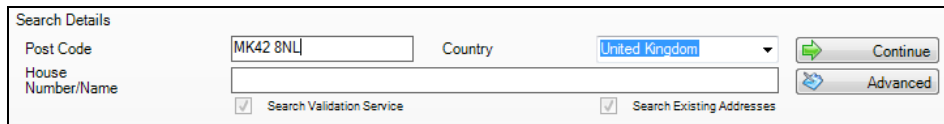
 Move House

 Validate

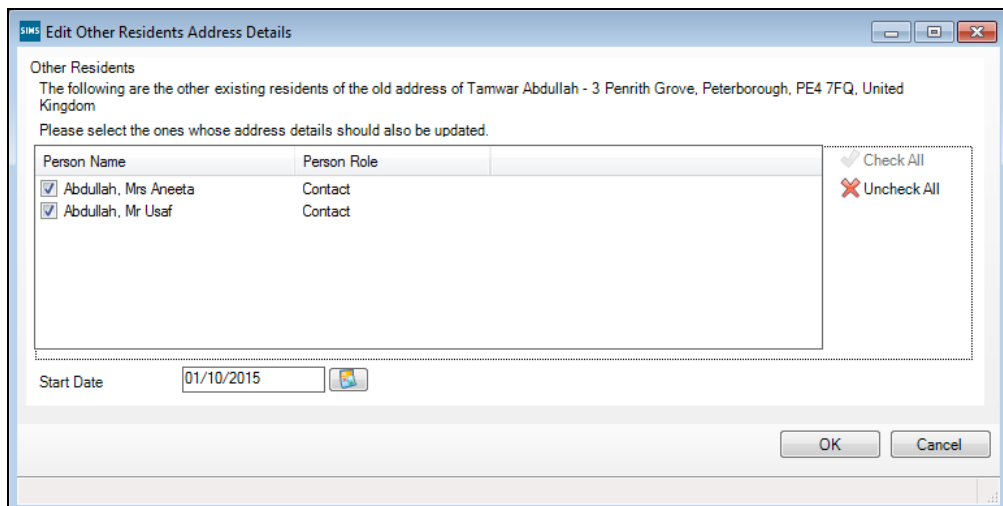
3. Click the **Move House** button. Click the **Yes** button on the confirmation message to display the **Find Matching Addresses** dialog.



4. Enter the **Post Code** and **House Number/Name**, then click the **Continue** button.



5. Select the address and click the **Open** button. Click the **Yes** button if you want to synchronise the end date of the current address to match the new address.
6. Enter the **Start Date** and select all of the occupants who are moving house.



7. Click the **OK** button, then click the **Save** button.

Recording a Destination School

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details**.
2. Search for and select the relevant pupil/student then navigate to the **School History** panel.

11 School History

Date of Leaving: 11/09/2016 Reason For Leaving: In-year transfer - Independent scho...

Destination After Leaving: [Empty field]

Destination Institution: [Empty field]

Destination Expected Start Date: [Empty field]

Previous Schools

School	Date of Arrival	Date of Leaving	Reason For Leaving	Enrolment Mode

CTF Attendance

Year	School	Possible	Attended	Authorised	Unauthorised
2013	Green Abbey School	0	0	0	0

3. Enter the required **Date of Leaving** or click the **Calendar** button and select the required date.
4. Select the **Reason for Leaving** from the drop-down list.
5. Enter the **Destination After Leaving**, if required.
6. Click the **Browser** (magnifying glass) button adjacent to the **Destination Institution** field. Select the **Destination Institution**, if required, then click the **OK** button.

Schools Browse

New Search Print

Name: [Empty field]

School	Head Teacher	School Address
Abbots Repton Primary School		

OK Cancel

7. Enter the **Destination Expected Start Date** or click the **Calendar** button and select the required date.
8. Click the **Save** button to save the changes.

NOTES:

Date of Leaving, Reason for Leaving, Destination Expected Start Date and Destination After Leaving can also be recorded using the Leavers Routine (via **Routines | Pupil (or Student) | Leavers**).

The **Destination Institution and Destination After Leaving** can be completed on the pupil/student record before entering the **Date of Leaving and Reason for Leaving**.

Recording Evidence

One of the main requirements is to show evidence of making sufficient enquiries to find the destination school, the start date at the destination school and whether the pupil/student is attending school.

1. Select **Focus | Pupil (or Student) | Pupil (or Student) Details**.
2. Search for and select the relevant pupil/student.
3. Click the **Communication Log** link in the **Links** panel.

4. Click the **New** button to create a new communication log entry.

5. Select the person to whom the communication relates by clicking the **Browse** button adjacent to the **Communicatee** field to display the **Find a Communicatee** dialog.

Find a Communicatee

Search Criteria

Surname: Forename: Role:

Search Results

Surname	Forename	Role
Dean	Freya	Contact
Dean	George	Contact
Dean	James	Contact
Dean	Jennifer	Contact

4 matches found

6. Enter the **Surname** and **Forename** of the communicatee or select their **Role** from the drop-down list. Alternatively, leave all the fields blank then click the **Search** button to display all communicatees recorded in SIMS.
7. Highlight the required communicatee then click the **OK** button to return to the **Communication Details** page, where the **Communicatee** field in the **Basic Details** panel is populated.
8. Select the **Type** of communication from the drop-down list.
9. Select the **Direction**, which indicates whether the communication was **Received** by the school or **Sent** from the school. The **Date** that the communication was received or sent defaults to today's date but it can be changed by clicking the **Calendar** button then selecting the required date. The **Time** field is also populated automatically.
10. Select the status of the communication from the **Log Confidentiality** drop-down list.

11. Click the **New** button adjacent to the **About** field to display the **Find a person the communication is about** dialog.

Surname	Forename	Role
Aaron	Chris	Student, Applicant
Aaron	Liz	Student, Applicant
Aaron	Sophie	Student, Applicant
Abdullah	Tamwar	Student, Applicant
Abhra	Abjit	Student, Applicant
Abhra	Alisha	Student, Applicant
Abhra	Neel	Student, Applicant
Abraham	Jane	Student, Applicant
Ackton	Bill	Student
Ackton	Stan	Student, Applicant
Ackton	Stan	Student, Applicant
Ackton	Stephen	Student, Applicant
Acton	Jordan	Student, Applicant

12. Enter the **Surname** and **Forename** of the person or select their **Role** from the drop-down list. Alternatively, leave all the fields blank then click the **Search** button to display all people recorded in SIMS.
13. Highlight the required person then click the **OK** button to return to the **Communication Details** page, where the **About** table is populated.
14. Enter any comments (up to a maximum of 500 characters) in the **Summary Notes** panel. The **Summary Notes** panel is useful for viewing/adding concise details of the communications sent from, and received by, your school.
15. **Save** the information entered in the **Basic Details** and **Summary Notes** panels.

Appendix: Grounds for Removing Children from the Admissions Register

The following is an extract from the Department for Education's *Children missing education: statutory guidance for local authorities* document (<https://www.gov.uk/government/publications/children-missing-education>).

A Pupil of Compulsory School Age

- 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 LEA for that named in the order or the order is revoked by the LEA 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. 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;

- 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 (dual registration), 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;
- 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;
- 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;
- f. in the case of a pupil granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation 7(3), that —
 - a. 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;
 - b. 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
 - c. Both the proprietor and the LEA have failed, after reasonable enquiry, to ascertain where the pupil is;
- 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;
- h. that he has been continuously absent from the school for a period of not less than twenty school days and —
 - a. At no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
 - b. 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
 - c. Both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;
- 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;
- j. that the pupil has died;
- k. that he will cease to be of compulsory school age before the school next meets and
 - a. the relevant person has indicated that he will cease to attend the school or
 - b. the pupil does not meet the academic entry requirements for admission to the school's sixth form.

- 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;
- m.** that he has been permanently excluded from the school; or
- 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.
- o.** Where:

 - a.** the pupil is a boarder at a maintained school or an Academy;
 - b.** charges for board and lodging are payable by the parent of the pupil; and
 - c.** those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.