

## Leading to Children Missing Education /Off Roll

### When should this form be submitted:

- Where pupils have stopped attending or engaging with the school and attempts to make contact have not been successful and no leaver's form has been completed.
- If a leaver's form has been submitted with no destination school.

*Please remember that it is the school's responsibility to ensure all information is provided by parents/carers of children leaving their school. Where parents/carers state that they have made an application for a school place for their child/ren, but have not yet been allocated one, the school must contact the Admissions department of the family's new Local Authority for confirmation this has been received. This must be done **before** taking the child off roll.*

### When should this form not be used:

- Pupils who have stopped attending but have not moved; these are non-attenders NOT CME i.e. where the Local Authority Link Attendance Officer has confirmed the parent is still liable for council tax at the home address and it is believed the child is still living there.
- If parents are still in contact with the school and claim the child will return and there is **justifiable** reason for delay. In such circumstances, schools should request evidence and discuss with the CME officer if you are unsure. These pupils must remain on the school's roll for up to 20 days continuous absence or until permission to off roll has been given by the CME officer. Every effort will be made to resolve cases as quickly as possible, **please be reminded that when off rolling, attendance cannot be backdated.**

If at any time, there are Safeguarding Concerns for the child, a referral should be made to Harrow MASH via the referral form

Please also refer to Private Fostering Responsibilities to Harrow MASH on 020 8901 2690 and a MASH referral form would also need to be completed. For further information please visit the Harrow website for private fostering arrangements.

### Please follow the procedure below before submitting a Reasonable Enquiry form:

- 1) Begin enquiries on the third day of absence where there has been no contact from parents or carers (if you have no knowledge of the child's whereabouts). Enquiries can be telephone calls, text messages and emails. It is advisable to try all forms of communication available. Three attempts at contact, on separate days, is required before submitting an enquiry to CME.
- 2) Home visits ***must*** be carried out by the tenth day. (High Schools will have their own Attendance Officers or Pastoral Heads) Primary Schools can contact their Local Authority Link Attendance Officer to assist with home visits within ten days of the first day absence.
- 3) Submit the Reasonable Enquiry form, together with the MASH referral and the child's registration certificate to [duty.assess@harrow.gov.uk](mailto:duty.assess@harrow.gov.uk) by secure email on the tenth day of absence if the child still has not returned to school and you cannot contact their parent/carer to establish where they are and why they are not attending.
- 4) **Please be aware that Reasonable Enquiry forms will be returned with instructions for the school to complete their enquiries if the correct procedure has not been followed.**

## When is it appropriate to take a pupil off the school roll?

- 20 days continuous absence, where there has been no communication between parent and school/Local Authority. After both the school and Local Authority have tried to locate the pupil and Reasonable Enquiry has been undertaken, and this form has been returned to the Local Authority CME Officer who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in their new Local Authority.

Pupil details	
Name:	
Date of birth	
Ethnicity:	
Last attendance date:	
<b>A registration certificate must be submitted with this reasonable enquiry form</b>	
Parent/carer details	
Mother/carer name:	
Email address:	
Address (if different to child):	
Parent/carer details	
Father/carer name:	
Email address:	
Address (if different to child):	
Additional and /or emergency contact details	
Name:	
Telephone number/s:	
Email:	
Relationship to child (if known):	
Address (if known and different to child):	

<b>Enquiries made by school</b>	
<b>Enquiry 1 Date contact attempted:</b>	
<b>Telephone numbers called:</b>	
<b>Email/letter sent to:</b>	
<b>Outcome/response:</b>	
<b>Enquiry 2 Date contact attempted:</b>	
<b>Telephone numbers called:</b>	
<b>Email/letter sent to:</b>	
<b>Outcome/response:</b>	
<b>Enquiry 3 Date contact attempted:</b>	
<b>Telephone numbers called:</b>	
<b>Email/letter sent to:</b>	
<b>Outcome/response:</b>	
<b>Home visit</b> A home visit should be completed before Reasonable Enquiry is submitted to CME officer. Please remember that home visits should not be conducted by lone staff members. Home visits must be carried out by the tenth day.	
<b>Date of visit      Time of visit</b>	
<b>Visit conducted by</b>	
<b>Outcome</b>	
<b>Anyone home?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Bins full/post piled up/estate agent sign up outside, windows open?</b>	
<b>Do immediate neighbours know of family's whereabouts?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details:

<b>Contextual Information</b> (where applicable)	
Has the family moved to a different Authority	<input type="checkbox"/> No <input type="checkbox"/> Yes
New address & change of phone numbers.	
New school details if known	
Proof of school application by new Authority	
Have you spoken to new Authority	<input type="checkbox"/> No <input type="checkbox"/> Yes
Who? Please give name & department	
Have they confirmed if an application received	<input type="checkbox"/> No <input type="checkbox"/> Yes

<b>Contextual Information</b> (where applicable)	
Does this absence follow a holiday?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Was the leave authorised?	<input type="checkbox"/> No <input type="checkbox"/> Yes,
Are they coming back to the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has proof of travel been provided?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Has a return travel proof been provided?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Destination address – please state	
Destination school, if known	
Any previous long absences:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details:
Is the family know to Social Care:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Social worker name:	
Social worker contact details:	
Any other welfare concerns; <i>SEN, DV, housing, mobility etc.:</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide details:
<b>Private fostering check</b>	
Have you read the guidance under the link on the first page of this form?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Have you notified MASH about a private fostering arrangement for this pupil, if necessary?	<input type="checkbox"/> No <input type="checkbox"/> Yes

<b>Travellers?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide previous known destinations
<b>Asylum seekers:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Previous schools attended:</b>	
<b>Any information received from friends or social media:</b>	
<b>Any recent breakdown in relationships in school between pupils, or between pupil or parent and school? .e.g. <i>difference of opinion relating to behaviour, exclusions or SEN:</i></b>	

**Any other information**

Please use this space to provide any further information about the child or their family that may help us to locate them including any destination information i.e. other borough/country/district.

**IF THERE ARE ANY UPDATE, PLEASE INFORM THE CME OFFICER OR IF THE PUPIL HAS RETURNED BACK IN SCHOOL**