

# Policy and Procedures for Children Missing Education including Children at Risk of Missing Education

This local authority policy applies to all schools including maintained schools, academies, free schools and independent schools.

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## 1. Introduction

This document is intended to inform all Children, Education and Social Care services; schools, including academies & free schools; governing bodies; the police; and other partner agencies including community safety; health & housing groups; about the procedures to be followed in order to prevent children and young people from going 'missing from education' and to ensure missing children and young people are located and re-engaged in education as quickly as possible.

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; of being victims of abuse; and of becoming NEET (not in education, employment or training) later on in life. Stockton-on-Tees local authority has robust procedures and policies in place to enable the Council to meet its statutory duty in relation to these children. The Attendance Co-Ordinator (CME) is the named person within the Attendance and Exclusion Team and for the LA to whom schools and other agencies can make Children Missing Education (CME) referrals.

Arrangements are in place between local, regional and national CME Officers, to communicate details of children and young people referred as CME.

Section 7 of the Education Act 1996 defines suitable education as 'efficient full-time education suitable to the child or young person's age; ability; and to any special educational needs he or she may have'.

This document sets out how Stockton-on-Tees Borough Council fulfils its statutory function in relation to Children Missing Education.

- Raising awareness to both statutory and voluntary organisations including all schools including academies, free and independent schools of their statutory responsibility to refer any child or young person to the local authority CME Officer that they identify or are in contact with who may be missing or at risk of missing their education;
- Ensuring that children and young people at risk of missing education are identified and appropriate actions are taken promptly to re-engage them;
- Ensuring that where appropriate, a cohesive multi-agency approach, via the Common Assessment Framework (CAF) or other statutory process, is in place to support children and young people who are missing, or who are at risk of missing their education;
- Maintaining an up-to-date database of children and young people referred as Children Missing Education, to track and record their movement.

Stockton-on-Tees Borough Council aims to ensure all that children and young people access their full educational entitlement by:

- Requiring maintained schools and academies to notify the local authority of any pupil on their roll who is receiving their education other than the usual way (i.e. other than full time school based provision) and stating the reasons and duration of the alternative provision. This includes children and young people accessing education via hospital provision; alternative vocational provision or another educational establishment.
- Requiring maintained schools and academies to notify the local authority of any pupil on their roll who they have initiated a part time or reduced time table for and giving the

reasons and length of this. For example this would include pupils who have a reduced timetable due to behaviour, attendance or medical reasons.

## 2. Legislative requirements

There are various statutory duties placed upon Local Authorities and parents (supplemented by guidance) relating to the provision of education and safeguarding the welfare of children and which are relevant to children missing education.

The principal provisions are as follows:

**Children Act 1989, Section 17** states that there must be an adequate provision of services for those children and young people identified as in need. 'In need' is not tightly identified in the legislation but there is a general duty to safeguard and promote the welfare of children 'in need'.

**Education Act 1996, Section 14(1)** provides that a local authority must make sure there are sufficient schools for providing all pupils with the opportunity of an appropriate education in their area.

**Section 7** provides that the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise.

**Section 437 (1)** provides that if it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either, by regular attendance at school or otherwise, they must serve a notice in writing on the parent ("a school attendance order") requiring the parent/carer to satisfy them within the period specified in the notice that the child is receiving such education.

**Section 19 (1)** requires every local authority to make arrangements for the provision of suitable education at school or otherwise for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them.

**Section 19(4A)** provides: "In determining what arrangements to make under subsection (1) in the case of any child or pupil, a local authority shall have timely regard to guidance given by the Secretary of State".

**Section 63** amends Schedule 5 of the Tax Credit Act, meaning that the Inland Revenue now has lawful authority to provide local authorities with the limited amount of information relating to children and their whereabouts. This information can only be requested where it is needed in order for the local authority to fulfil their statutory responsibilities to safeguard and promote the welfare of children. Such enquiries will generally be made under s47 of the Children Act 1989.

**Section 436A** requires local authorities to make arrangements that enable them to establish the identities of children in their area, of compulsory school age, who are not registered pupils at a school, and who are not receiving suitable education, otherwise than at a school. Includes provisions relating to the safeguarding and promotion of welfare of children, including:

- A duty upon each children's services authority to promote cooperation between it and various other bodies to improve the well-being of children so far as relating to (amongst other things) education and training;

- A duty upon various bodies (including children's services authorities) to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children;
- Provision for the Secretary of State to put into place information databases for the purposes of arrangements under s. 175 of the Education Act 2002, for children's services and other bodies to promote and have regard to the safeguarding of children, and for the purpose of an information sharing framework.

### **The Children Act 2004**

Includes various provisions relating to the safeguarding and promotion of the welfare of children and young people. Stockton-on-Tees Local Authority (LA) set up systems and protocols early in 2005 and identified a designated officer to undertake the associated duties.

### **Education Act 2002** (enacted 2004)

**S. 175** imposes a duty upon local authorities and school to exercise their functions with a view to safeguarding and promoting the welfare of children. It clarifies specific roles and responsibilities of individuals within local authorities and schools and provides information and links to further advice and guidance. For these purposes, "functions" includes the powers and duties of local authorities and governing bodies. The same duty is put on Independent schools by regulations made under **S. 157**.

Identifying children not receiving a suitable education is a key part of discharging the duty to safeguard and promote the welfare of children and young people.

**The Education and Inspections Act 2006** introduced a new statutory duty for local authorities to identify children who are not receiving a suitable education. This duty does not apply to children and young people of compulsory school age who are on the roll of a school but are failing to attend. These children and families will be supported through well-established attendance procedures including prompt referral to the Attendance and Exclusion Team.

### **Education (Pupil Registration) Regulations 2006**

**Regulation 8** of the Education (Pupil Registration) Regulations 2006, introduced a duty on schools to inform the Local Authority of the deletion of school aged pupils from the attendance register. If a pupil is missing for 10 consecutive days, the absence is unauthorised and no contact has been made with the family to ascertain the reason for absence despite repeated attempts by the school; the school must inform the local authority; this is a statutory duty. After 10 days of unauthorised absence immediately following a period of extended leave of absence or 4 weeks of unauthorised absence where both the school and the local authority have made reasonable enquiries and failed to locate the pupil the school can remove the pupil from roll. This regulation also sets out the other circumstances upon which a school may remove a child from the roll.

***A child must never be removed from roll simply because they are not attending. The absence must be unauthorised and despite investigation by the school the absence remains unexplained.***

## **Children Missing Education - Statutory Guidance for local authorities 2013**

Ofsted report published on November 2013 'Pupils Missing Out on Education – Low Aspirations, Little Access, Limited Achievement'.

### **3. Children Missing Education – some definitions.**

There are many circumstances where a child may become missing from education. The list below (which is not exhaustive) presents some of the risk factors associated with CME:

**Children and young people leaving the area without a known destination school.** Should a pupil residing in the Stockton-on-Tees area leave the school where they are on roll without notification received about their destination the school should make all reasonable efforts to locate the pupil. When school have exhausted all avenues of enquiry and failed to locate the pupil he or she should be classed as missing and a referral made to the Attendance Co-Ordinator (CME) at the earliest opportunity.

*If the child is subject to a protection plan or should any member of staff or professional working with the family have concerns about the safety or wellbeing of the child, it is the professionals duty to report this to Social Care via the completion of a SAFER referral without delay. Where the child or young person is believed to be at risk of immediate harm contact should be made by the professional who hold these concerns and/or information shared with Cleveland Police who will determine if the child or young person is categorised as 'absent' or 'missing'*

**Absent is defined as – not at a place they are expected or required to be**

**Missing is defined as – not at a place they are expected to be but the circumstances are out of character or the context suggests they may be subject of a crime or at risk of harm to themselves or others.**

**Children and young people who have failed to return from a holiday on the expected return date.** In line with the Education (Pupil Registration) Regulations 2013 leave of absence during term time will be given at the discretion of the Head teacher and only in exceptional circumstances. Where a period of leave has been agreed by the Head teacher a return date must also be agreed with the parent/carer. Should the child fail to return to school on the agreed date without reasonable explanation school should investigate the absence in line with their school attendance procedures and where this is unsuccessful a referral to the Attendance and Exclusion Team for CME procedures should be initiated.

**Children who move into the LA without an identified school place** - this includes children and young people who are unable to obtain a place at their parents' preferred school or schools, due to a shortage of spaces at the specific school(s) requested. All notifications of children moving into the area who have not been allocated a school place will be directed to the local authorities Fair Access Panel. The panel who has representation from School Admissions, Attendance and Exclusion Team and a Head teacher representative will discuss each case and decide which school should be approached to take the child on roll following the Fair Access criteria (please see Fair Access Policy 2015)

### **Children Missing Education – some categories of risk factors.**

Children and young people can be considered vulnerable for a variety of reasons and Stockton-on-Tees Borough Council supports Early Help, underpinned by the Early Help Assessment or Common Assessment Framework (CAF) where necessary to ensure an effective multi agency response to both family and individual child needs. Some children considered at risk of missing or missing their education such as children and young people

whose families frequently move house, children and young people in families fleeing domestic violence or experiencing family breakdown, teenage parents or pregnant teenagers, children and young people affected by substance and/or alcohol abuse, children and young people who are young carers (these suggestions are not exhaustive) may be suitably supported via the correct and timely intervention of CAF/ Early Help.

**Referrals and information regarding any pupil at risk of or missing education can be made by any professional or person within or outside the local authority and should be passed to the Attendance Co-Ordinator (CME) at an early stage.**

The categories below represent some of the risk factors associated with Children Missing Education. Whilst these pupils will be maintained on a school roll, children who are subject to one of more of the factors below may be at risk of becoming CME.

### **Pupils at risk of harm, neglect including missing children/runaways**

Children and young people who go missing or run away from home or from care may be in serious danger and are vulnerable to crime, sexual exploitation as well as missing their education. Where this is suspected or known schools and agencies should follow the Stockton Local Safeguarding Children's Board (SLSCB) procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved. Statutory guidance 'Keeping Children Safe in Education' (2014) and 'Working Together to Safeguard Children (2013)' are available on the Department for Education's website and are the key documents that must be followed by schools in such cases. In Stockton-on-Tees, proactive multi agency partnerships are in place such as the Vulnerable, Exploited, Missing and Trafficked Group (VEMT) to ensure cohesive multi agency work.

**Children of Gypsy, Roma and Traveller (GRT) Families** -Although many are settled, some GRT families move regularly and their children can be at an increased risk of missing education. In Stockton-on-Tees a key duty of a Specialist Community Liaison Officer is working with GRT families and other vulnerable groups such as Asylum Seekers, and children where English is an additional language to encourage and support engagement in education. Re-establishing it where it has been ended and encouraging families to keep children in school particularly during the transition from primary to secondary phase. Information on children at risk of or missing their education and whom are from the GRT community is regularly shared with the Attendance Co-Ordinator (CME) by the SCLO so that this may be followed up via CME procedures.

**Families of Armed Forces** - Families of members of the Armed Forces are likely to move frequently, both in the UK and overseas, and often at short notice. Schools should be aware of this and have systems in place as with all parents for the ease of sharing such information. Where schools are concerned they have not received information on the destination of the child despite their own enquiries they should seek and early referral to the Attendance Co-Ordinator (CME).

**Children and young people supervised by the Youth Justice System** - Children and young people who have offended, or who are at risk of doing so, are also at risk of disengaging from education. Stockton-on-Tees Borough Council regularly monitors the educational provision and engagement of young people in that educational provision through a multi agency meeting led by the Youth Offending team.

**Children who cease to attend a school/ educational provision** – there are many reasons why a child or young person stops attending their education. It could be because the parent chooses to home educate their child or there are complex reasons surrounding the child's non attendance. In any event the school or academy where the child is on roll should make an early referral to appropriate agencies to support a re engagement in attendance. Where

the parent has chosen to home educate established LA elective home education procedures will be followed. Where the absence is unauthorised the parent is deemed to be committing an offence under Section 444 of the Education Act 1996 and a referral to the Attendance and Exclusion Team for statutory intervention should be considered.

**Looked after children and young people, and those placed on the Child Protection register** – attendance figures for children and young people in care are collated and monitored on a weekly basis and reported to social care colleagues on a monthly basis; the information is then disseminated to social work teams. There is rigorous monitoring of children and young people in care through the virtual school, whose management team ensures that schools, social workers and relevant agencies work together to ensure the best possible outcome for such children and young people. The virtual school, and its partners, ensures that within 20 days of becoming a child or young person in care, appropriate educational provision is provided (if this is not already in place).

**Children and young people whose families experience a period of homelessness.** Parents of children and young people who are on a school roll within Stockton-on-Tees LA are able to access support through 'Crisis Transport' (see section 7). Financial support to provide assistance with travel to the school where the child is registered will be available, depending on personal circumstances, for a short period of time not exceeding 3 school weeks to enable pupils to maintain their attendance and education at their registered school, thereby avoiding any unnecessary disruption to their education.

**Children and young people who have been excluded**, whether this is permanent; fixed-term; or due to having been sent home 'unofficially'. Pupil exclusion is monitored by the Attendance Co-Ordinator (Exclusions) within the Attendance and Exclusion Team and any cases of unofficial or repeat exclusion challenged and discussed with schools.

**Children and young people receiving education other than in the usual way** due to long-term medical or emotional problems; behaviour and attendance reasons (these examples are not exhaustive). These children and young people are on the school roll but it is deemed and agreed appropriate for them to attend alternative provision and/or on a reduced timetable basis. School should have in place robust monitoring and registration systems for those children who are accessing an alternative curriculum away from the school site so that absence can be followed up in line with the school attendance policy. Schools must notify the local authority of any child who is accessing a part time timetable or an alternative curriculum via completion of the relevant forms (see appendix 2). It is expected that this notification will be received no later than 5 school days after arrangements have been put in place and agreed with the parent. Schools should also notify the local authority of the reason, duration and review date of these arrangements. It is important to remember that all children are legally entitled to 25 hours per week education. Any variation from this must therefore be justified and time limited. This information will be shared between the Engagement and Learning Team and Education Improvement Team who will regularly review the documentation and notification forms submitted by schools. Where concerns arise challenge and support to schools may be necessary and this will be initiated by the appropriate team.

**Parent and or pupil dissatisfaction with a school**, which results in the parent withdrawing the child or young person from the school, or being 'asked to withdraw the child or young person'. The local authority has in place robust procedures for the monitoring of elective home education however before this decision is made every effort will be made by the Engagement and Learning Team to ensure that disagreements with schools and parents can be resolved satisfactorily and the child or young person return to school provision. Where it is apparent that the school have requested that the child be withdrawn from roll by the parent this will be discussed and challenged by the Education Improvement Service at the earliest opportunity.

**Children and young people whose elective home education is unsatisfactory.** All children and young people, whose parents/carers have elected to home educate, are contacted by the Attendance Co-Ordinator (EHE) to ensure that a suitable education is being provided. The Attendance and Exclusion Team holds details of all children and young people notified to the local authority as currently receiving elective home education. Should parents fail to satisfy the Local Authority that their child is receiving a full time and suitable education then Attendance Order procedures will be followed. Should it become evident that the child is not resident at the home address and a forwarding address is not established within 10 working days then a referral to the Attendance and Exclusion Team should be made for Children Missing Education procedures to be initiated.

**Asylum seekers or refugees including unaccompanied young people who are seeking asylum.** The School Admissions Team, working closely with the Engagement and Learning team and within the Fair Access protocol seek to ensure that children of school age are placed in a school as soon as possible.

**Children who may be subject to forced marriage or female genital mutilation (FGM)**  
Legislation has been in place for a number of years in respect of female genital mutilation (FGM) the latest, the Female Genital mutilation Act was implemented in 2004 which carries a maximum custodial term of 14 years for anyone found to be involved with or responsible for carryout FGM. The Anti-Social Behaviour, Crime and Policing Act June 2014 made the offence of forced marriage a criminal act. Head teachers, school staff and other agencies working with families must have an awareness that a plan to instigate FGM or forced marriage may first be indicated by an extended period of absence request from school. Should the Head teacher, or any professional working with the family hold any concerns regarding the possibility of a child being subject to forced marriage or FGM a SAFER referral must be made without delay.

#### **4. Duties of schools**

All schools, including academies and free schools, must monitor pupils' attendance through their daily register. All schools have an allocated Attendance and Exclusion Team Officer and will make arrangements with that person for the sharing of information according to the school's agreed level of need. All schools have a duty to inform their Attendance and Exclusion Team Officer of the details of pupils for whom they have recorded ten days' unauthorised absence and despite school investigation no contact has been established with the family. Schools must also notify the local authority if a pupil is to be deleted from the admission register in circumstances as outlined within the Education (Pupil Registration) Regulations 2006.

Pupils who remain on a school roll are not necessarily missing education but schools should monitor attendance and any alternative arrangements that are in place for specific pupils. Schools should also notify the local authority of any pupils accessing part-time or alternative timetables; the reasons for this arrangement; and the length of time it is expected to continue. It is also important that schools make their Attendance and Exclusion Officer aware of any irregular attendance patterns.

Schools have safeguarding duties under section 175 of the Education Act 2002 in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed-term exclusion. This may be arranged via Bishopston, Stockton Pupil Referral Unit.



It is a statutory requirement that all schools enter pupils' start dates and end dates on the National School 2 School (S2S) database. A forwarding destination, where known, is also expected to be added. CTF 2 is the electronic version of the Common Transfer Form, which schools are statutorily required to provide to a pupil's receiving school within 15 days of their leaving. The completion of the CTF 2 will also help make a positive contribution to inter-agency working, ensuring that children do not disappear from the system and allowing the Attendance Co-Ordinator (CME) search the National Lost Pupil database for children with no recent attendance history. After four weeks, should such efforts prove unsuccessful then the school should remove the child's name from its roll and create a "lost" common transfer file (CTF) with XXXXXXXX as the destination. This lost CTF should be immediately uploaded onto the secure S2S site where it will be held in the Lost Pupils Database.

When a pupil moves to Scotland, to live abroad, to an independent school or is being educated at home then MMMMMMMM should be entered as the destination, as this allows the CTF to be stored securely and be available if s/he returns to a maintained school. This denotes that they are outside the S2S system although there are procedures for working with Scotland

## **5. Duties and powers of the Local Authority**

The duties and powers that can be utilised by the Local Authority to support their work with children and young people either missing or at risk of missing education include:

- Providing suitable full-time education to permanently excluded pupils from the sixth school day of exclusion;
- Safeguarding children's welfare, and their duty to cooperate with other agencies in ensuring children's safety;
- Issuing warnings and School Attendance Orders (SAOs) to parents who fail to satisfy the LA that their child is receiving suitable education, and in the opinion of the Local Authority it is appropriate that the child should attend school;
- Prosecuting parents that do not comply with an SAO;
- Prosecuting or fining parents who fail to ensure their school-registered child attends school regularly;
- Applying to court for an Education Supervision Order for a child;
- Monitoring children and young people that are receiving their education other than in the usual way including those who have a reduced timetable in place.

Any child or young person referred to the LA as missing education will be logged on a CME database.

The registers of all Stockton-on-Tees maintained schools and academies in the area are checked by the designated Attendance and Exclusion Team Officer at regular intervals and as a minimum twice per academic year.

The Attendance and Exclusion Team has clearly defined referral criteria and attendance procedures that are applied throughout Stockton-on-Tees.

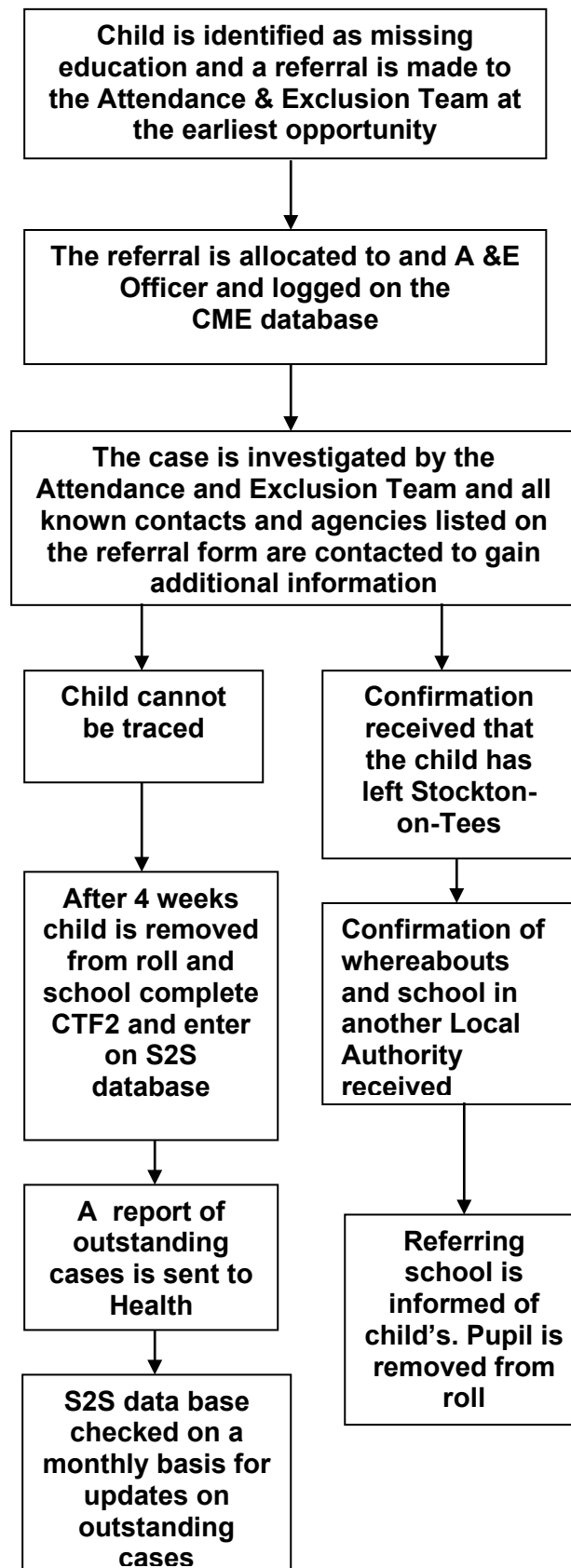
Cross boundary procedures are in place to ensure a consistent approach for all pupils who are missing or at risk of missing education. This is strengthened further by the regular North East Children Missing Education Forum and North East Attendance Leaders Network meetings.

The School Admissions team operates a robust system to coordinate the admission of reception-aged children and of pupils transferring from Year 6 to Year 7. They also process requests for in-year transfers between schools, which unless the transfer is the result of a house move should be dealt with as a Managed Move between schools where appropriate in

the first instance. The transfer procedure in place has been agreed by schools and support services. Details of the transfer procedure are also available to parents.

Any pupil identified as unplaced or identified as having difficulty accessing an appropriate provision should be referred to the Fair Access Panel via either the Attendance and Exclusion Team or the School Admissions Team.

## Local Authority CME Procedure



## **6 Process Steps**

- 6.1** The Partner Agency makes a referral to the Attendance Co-Ordinator (CME) and continues to implement their own procedures to promote and engage the child or young person in their educational provision.
- 6.3** The referral will be entered onto the CME database and passed to the member of the Attendance and Exclusion Team allocated to the school to investigate. They will ensure that school have exhausted all resources available to them prior to referral and endeavour to contact the family, including liaison with Social Care and contact with all relevant partner agencies as necessary. Where there are evidential concerns that the child or young person may be at risk of significant harm a SAFER referral will be made and consideration given to refer the case to the Police where appropriate and where this has not already been actioned by the referring agency.
- 6.4** The Attendance Co-Ordinator (CME) will action all referrals from independent schools and cases where referrals are received from out of Borough contacts/ other Local Authority Officers.
- 6.5** If the child is found to be resident in Stockton-on-Tees, every effort will be made to secure regular attendance, either at school or at alternative educational provision. In the event of a lack of parental engagement, legal action may be taken.
- The case will not be closed until the child or young person is located and identified as receiving their educational entitlement.
- 6.6** If the family is located in another area, information on the child or young person's whereabouts and school will be requested. Stockton-on-Tees schools will then be notified of the child or young person's location and will be advised to remove them from roll. (A Common Transfer File (CTF) must then be completed by the school removing the child from roll).
- 6.7** If a child or young person's whereabouts have not been determined after four weeks, the school will be advised to remove the child or young person from roll; complete a CTF; and enter the pupil's details on the S2S 'Lost Pupils' database.
- 6.8** The Attendance Co-Ordinator (CME) will notify Health of any untraced children.
- 6.9** An annual report will be shared with partner agencies and to the Stockton Local Safeguarding Children Board, indicating the numbers of children and young people out of school; the reasons for this; any emerging trends.

## **7. Crisis Transport**

When a crisis situation occurs, financial assistance to transport children to the school they are on roll may be available from the Attendance and Exclusion Team. Crisis Transport is means tested via the completion of an application form by the school or Attendance and Exclusion Officer in consultation with the parent/ carer of the child/ren.

Examples of emergency situations include the following:

- Parent/Carer and their child/ren are made or are temporarily made homeless.
- The parent/carers has suddenly and/or unexpectedly become incapacitated to the extent that it is impossible for them to get their child/ren to school.

In addition to one of the above:

- The parent/carer has no extended family or friends who could assist them in getting the child/ren to school.
- The child/ren's school is more than 2 miles away from where they are temporarily living if they are under 8 years old, or, more than 3 miles away if they are aged between 8 and 16 years, unless there are additional factors to consider.

Crisis Transport is usually granted up to a maximum of three weeks and is therefore not available in an ongoing capacity to families who are in long term temporary housing where it would be expected that pupils attend their local school.

**ATTENDANCE & EXCLUSION TEAM**

**Crisis Transport Application Form**

**Application for help in crisis situations**

The Community Transport Team can only give help with education transport or costs related to your child's education as agreed in their policies. If you need information about these please contact them on 01642 527117.

If you are not eligible for help under these policies and you feel that you are in a crisis situation the Attendance & Exclusion Team may be able to offer assistance for a short time. This help is given entirely at the manager's discretion.

**Examples of crisis situations include the following:**

Parent/carer and their child/ren have been/or are temporarily made homeless.

The parent/carer has suddenly and/or unexpectedly become incapacitated to the extent that it is impossible for them to get their child/ren to school.

**In addition to one of the above:**

The parent/carer has no extended family or friends who could assist.

The child/ren's school is more than 2 miles away from where they are living if they are under 8 years old or more than 3 miles away if they are aged between 8 and 16 years.

**How to make a claim:**

If you wish to claim under the crisis transport criteria you should with the help of an Attendance Officer or the Attendance Co-Ordinator (CME) complete the form.

The Attendance & Inclusion Manager will review your application and assess your eligibility for help against the criteria outlined above.

We will contact you to let you know our decision within two working days of receiving your application.

To help us make a decision about your application for help, we need information about your circumstances. Please fill in the following sections:

Your full name and title (Mr, Mrs, Ms, Miss):

.....

Address and postcode:

.....

Telephone Number:

.....

List below all the children under 16 and tell us which child this application is for by putting an asterisk (\*) next to their name.

Surname	First Name	Date of Birth	Name of School

**Your savings:**

We need to know about your savings and income, as well as those of a partner who may live with you. **We will write to you if we need to see proof.** Please give details below.

**Please tick 'Yes' or 'No' for each type of income**

**You**

**Your Partner**

	Yes	No	Amount Received	How Often	Yes	No	Amount Received	How Often
Wages from Work			£				£	
Pension (or pensions) (disability etc)			£				£	
Incapacity Benefit			£				£	
Child Benefit			£				£	
Child Tax Credit			£				£	
Working Tax Credit			£				£	
Any other child related Allowance			£				£	
Student Grant			£				£	
Contribution/Income based Jobseeker's Allowance			£				£	
Council Tax Benefit			£				£	
Housing Support			£				£	
Other (give details)			£				£	
			£				£	
			£				£	
			£				£	
			£				£	

**About your outgoings:**

Please tell us in this section how much you have to pay out. If you are receiving help towards the cost of your outgoings (for example, Council Tax Benefit), please say the amount you actually have to pay.

**Please tick 'Yes' or 'No' for each type of income**

**You**

**Your Partner**

	Yes	No	Amount Paid Out	How Often	Yes	No	Amount Paid Out	How Often
Rent			£				£	
Mortgage			£				£	
Council Tax			£				£	
Water rates			£				£	
Gas			£				£	
Electricity			£				£	
Telephone			£				£	
Shopping			£				£	

TV Licence			£					£	
Travelling expenses			£					£	
Insurance			£					£	
Loans			£					£	
Loans			£					£	
Hire Purchase			£					£	
Hire Purchase			£					£	
Other ( give details)			£					£	
			£					£	
			£					£	
			£					£	

**Your circumstances**

We need to know why you feel that support with crisis transport is necessary:

**Declaration**

I know that if I deliberately give false information, you will take action to recover any money that I am not entitled to receive.

Your signature: ..... Date: .....

Your partner's signature: ..... Date: .....

We need to collect information from you to enable us to identify necessary support, it may be that we need to share some information with other agencies and would request that you give your permission for us to do so.

I agree to the sharing of information where it may be necessary or desirable to do so:

Your signature: ..... Date: .....

**Crisis Transport agreed by Attendance & Inclusion Manager:**

Signature: ..... Date: .....



## Appendix 1

### Children Missing From Education Referral Form

For completion by professionals in both statutory and voluntary sector who in the course of their work establish that a child of school age is not registered at any school or educational establishment.

Please submit by faxing to 01642 527183 or by emailing the relevant details to Sharon.stevens@stockton.gcsx.gov.uk

Child's forename:	Child's last name/also known as:	
Date of birth:	Male/Female:	
Ethnicity:	First Language:	FSM:      EHCP:      PP:
Full name of parent/carer(s):		
Address:	Telephone no:	
	Mobile:	
School:	Year group:	
Name of referrer:	Agency:	
Date of referral:	Contact telephone no:	
<b>Please state all methods used to attempt contact with family prior to making this referral including dates and outcome. Please provide any other relevant information including known siblings/family links</b>		
<b>Please detail all known contact including any agency involvement</b>		
Contact name:	Relationship/Agency:	Telephone no: Address if known

Name ..... (referrer)

Signed .....

Date .....

## Appendix 2

### Notification Form Children Educated Other Than Full Time School

School on Roll:							
Name	UPN	D.o.B	NCY	Ethnicity	FSM	SEND	LAC
Parental Agreement:	Yes		No				
If no, please provide detail of direction:							

<b>Alternative / Off Site Provision</b>	
Type of provision:	
Is the provision registered? Yes/No (delete as appropriate)	
Number of Hours of Provision Each Week: Is the pupil on a reduced timetable? Yes/No	
Provider address/contact details:	Please state reason for reduced timetable
Date Provision Began:	Planned End Date:
Review Date:	
Arrangements for Monitoring Progress and Attendance:	

Signature: ..... Position: ..... Date: .....

Please return completed notification forms to the Engagement and Learning Team  
Mailbox