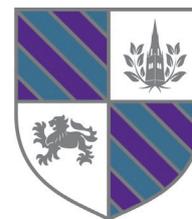


WHOLE SCHOOL ATTENDANCE POLICY



MAGNUS
CHURCH OF ENGLAND
ACADEMY

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1. MISSION STATEMENT

Magnus Church of England Academy is a Christian community that places emphasis on creating a culture of respect, trust and support. We care about and invest in our communities and each other. The academy believes sincerely that all students benefit from the education it provides and therefore from regular school attendance. To this end the Academy will do as much as it can to ensure that all students achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

Student performance and well-being go hand in hand. Students can't learn if they don't feel safe or if health problems are allowed to create barriers. Magnus Academy fully embraces the five strands of the Every Child Matters agenda and uses these to inform decisions in our dealings with young people.

2. AIMS

It is recognised that:

- All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No student should be deprived of his/her opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of students and their parents to ensure attendance at school as required by law.

- Many students and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of students and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of students want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

3. EXPECTATIONS

We expect the following from all our students

- That they attend school regularly, at least 96% of the time.
- That they will arrive on time and be appropriately prepared for the day.
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

We expect the following from parents (cf. Appendix 2)

- To ensure their children attend school regularly and punctually.
- To make all none emergency medical appointments outside of school hours.
- To provide medical evidence of appointments given by medical agencies, for example, hospital/orthodontic appointments, so that we can authorise the absence.
- To ensure that they contact the academy promptly for each day of absence unless discussed with the appropriate member of staff for extended periods of absence. This can be done via phone call, text or emailing the attendance officer.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact the academy in confidence whenever any problem occurs that affects the students' performance in school.
- To ensure that if there have been any issues regarding alleged bullying incidents resulting in potential absence that the parent brings the child in straight away in order for us to work collaboratively to resolve issues where possible to avoid potential absence.
- To provide medical evidence if illness exceeds 3 consecutive days.

Parents and students can expect the following from school

- Regular, efficient and accurate recording of attendance with appropriate coding.
- Early contact with parents when a student fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent, unless there are concerns for the child in terms of their safety).
- We will reward good attendance.
- A quality education.
- Systems put in place to monitor the quality of data entered by staff and concerns are clarified in a timely manner.
- Where incidents of bullying have been reported the relevant referrals are put in place in order to support and hopefully find a resolution.
- Staff are appropriately trained in using our recording systems for attendance.

4. ENCOURAGING ATTENDANCE THROUGH REWARDS

Attendance is encouraged in the following ways

- Accurate completion of the registers at the beginning of each session and within 30 minutes of the start of the session.
- Attendance checks at appropriate times.
- Recording of good attendance on individual student reports.
- A certificate for 100% attendance for any one half-term/term/whole year; a prize draw for all those with 100% attendance held every half-term in house achievement assemblies.
- Working in partnership with primary schools to identify and support students who have attendance problems in the feeder primary as part of any liaison on transition between KS2 and KS3.
- Establishing a mechanism for supporting those parents who are concerned that their children may be experiencing difficulty in attending school.
- The efficient use of computerised registration systems can provide valuable, year group, form and student level attendance data which can assist speedy analysis and timely responses by the academy.
- A relentless attitude to raising expectations from students and parents where attendance and achievement are concerned.

5. RESPONDING TO NON-ATTENDANCE

When a student does not attend, the academy will respond in a number of ways depending on the individual circumstances.

In the first instance a text will be sent to parents/carers to notify them of their child not registering at school that day. This may be followed up with a phone call if there is not a satisfactory reason provided for the child's absence. In some cases this can result in a home visit taking place in order to check the welfare and safety of a child. As a result of the communication, appropriate coding will be entered onto the child's register; if no communication is received the absence will be unauthorised. If there has been no communication over a period of time, home visits will be conducted and possible referrals to other agencies will be made (see section 7).

If a child absence exceeds 3 consecutive days, medical evidence will be requested in order to authorise that period of absence.

The academy has a structured response for dealing with attendance concerns. When attendance falls below the academy's expectation of 96% close monitoring will be put in place. This will be followed by a "Green" response to parents. At this point, targets will be set for improvement and support will be offered to overcome any issues raised. Should concerns continue, an "Amber" response will be put in place. At this point, absence may no longer be authorised by the academy unless medical evidence is provided. Further targets will be set with a "Red" response raised to no further improvement. A "Red" response will require parents/carers to attend an attendance panel as described below. Appendix 3.

Attendance panels

Parents of students with poor attendance are required to attend an attendance panel. The panel will be made up of a selection of professionals involved in the student's welfare. This includes a pastoral manager, attendance officer, school governor and a member of the senior leadership team. The aim of this meeting is to improve future attendance and prevent the need for referral to targeted support to begin legal proceedings.

Reintegration

- The return to school for a student after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme to clearly define the roles and responsibilities of all stakeholders in the child's education.
- Designated staff will be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEN Co-ordinator may be required.
- The success of the Pastoral Support Programme will require the involvement of appropriate academy staff, other agencies, the young person and parents. Programmes will be reviewed regularly and amended as necessary.

6. ACADEMY ORGANISATION

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to students the importance and value of education.

In addition to these there are specific responsibilities allocated to individual staff:

Head Teacher

- To oversee and demonstrate ownership of the whole attendance policy.
- To oversee the reporting of progress on attendance to governors, students and parents.

Deputy Head Teacher/Assistant Head Teacher

- Strategic oversight of attendance in school including review of attendance policy and procedures.
- Liaison with all people involved in monitoring and tracking attendance.
- Maintenance of attendance as a high priority in school.

Heads of Key Stage

Improve attendance by:

- Liaising with behaviour and attendance leaders at weekly meetings to discuss concerns and interventions.
- Making contact with parents of students with attendance/truancy concerns to develop relationships and inform of interventions.
- Monitoring and tracking students' attendance specifically students who fall below 96%.
- Lead intervention strategies and attendance initiatives and keep subject staff and tutors informed e.g. of students on report and those likely to truant.
- Encourage tutors to be proactive in monitoring tutor group attendance and to take an interest in individual students' pattern of attendance. E.g. Encourage target setting, display of tutor group attendance figures on notice boards or in tutor room, and letters home from tutor re improvement.
- Maintain high profile of attendance by keeping it on the agenda at meetings.
- Encourage good punctuality and monitor lates.
- Assist with achievement assemblies and organise rewards for attendance.
- To liaise with the Family Service to ensure reintegration of persistent absentees.

Attendance Officer

- Daily management of lesson monitor and all attendance data and reports.

- Liaison with Heads of Key Stage regarding weekly attendance data and other reports on request.
- Contact with parents re absence of known poor attendees and first day contact of targeted students.
- Liaison with Heads of Key Stage and tutors regarding messages received and individual parent and student contacts.
- Assist with attendance panels and attendance initiatives.
- Training and support for staff with lesson monitor particularly Heads of Key Stage and tutors
- Assist with student database i.e. chase students who do not show up and those who have left the area.

Family Service

The Family Service offer a wide range of services aimed to support young people to ensure their success in school. The school will refer to targeted support to access support for the young person and their families where necessary to improve attendance. Legal services will also be accessed through this service when all reasonable support has failed to ensure attendance.

Further details from *Pathway to Provision, Version 2 January 2012*.

Has specific responsibility for working with traveller children and their families to ensure expected levels of attendance and retention of GRT students.

Will liaise with HoKS, Attendance Officer as necessary.

Tutors

- Take a proactive role in students' attendance/absence.
- Discuss the importance of good attendance with their tutor group and take an active interest in the attendance competition and rewards.
- Discuss with students in cases of poor attendance, truancy or patterns that cause concern and to communicate this with pastoral manager and attendance officer as appropriate.
- Keep tutor group attendance monitoring up to date through accurate use of the electronic registers, enquiring in cases of absence and amending missing marks where appropriate.
- Use target setting with students to help focus on attendance and display information on attendance.
- Actively deal with poor punctuality in tutor time and discuss concerns with students and Head of Key Stage.
- Develop positive relations with parents and make contact with home for both praise and concern where possible. This should be communicated to HoKS.

7. LIAISE WITH EXTERNAL AGENCIES

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

At Magnus Church of England Academy we work closely with a full range of services and a Multi-Agency meeting is held each half term.

These are the main support services, many of which come under the umbrella of the Targeted Support Service:

- Behaviour Support Service
- Educational Psychologists
- Inclusion Support Service
- Social Services
- Youth Service
- Targeted Youth Support

- Local police
- CAMHS
- Youth Offending Service
- Young people's substance misuse service

Children Missing in Education

Where a child is suspected as being missing from education we follow local authority guidance as shown under Appendix 5.

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

Date policy written: March 2018

Person responsible: Assistant Head Teacher

Reviewed annually: School Governors

GUIDANCE FOR FORM TUTORS AND SUBJECT TEACHERS

The importance of registration

- An attendance register, using Lesson Monitor, must be kept for every lesson.
- Registers must be taken in the first 30 minutes and sent. The attendance officer will send a runner to any class when the register is not received (lessons 1 and 5 only).
- Tutors should mark a student as '/' if present, 'N' if absent, no gaps should be left. If a student arrives late 'L' should be entered and the minutes late noted.
- Accurate marking of registers, and appropriate maintenance of electronic and computerised systems can have a significant impact on overall school attendance and absence figures. It is therefore vital that all staff understand this and are competent in the use of the system.

Categorising Absence

- **Only the academy**, in the context of the law **can authorise absence**, a note or explanation from parents does not guarantee authorisation. If there is not an acceptable explanation offered for absence then the matter must be referred to the Attendance Officer. The Academy therefore has the right to not authorise absence if they see fit.
- Reasons for absence will be entered in the register by the appropriate code symbol.

Authorised or Unauthorised Absence

Authorised absence is where the school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised** which can lead to fixed penalty notice, see below.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments where proof is available
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated
- Absence that the Academy deem exceptional circumstance

Unauthorised Absence

In Nottinghamshire, parents can be fined if their child has in excess of **3 days unauthorised absence over a 6 week period**: Taken from www.nottinghamshire.gov.uk

Family Holidays

- The academy cannot authorise holidays unless under exceptional circumstances due to the adverse effect upon the child's education. Unauthorised absences may be referred to Education Welfare which may result in a Fixed Penalty Fine of up to £120 per parent per child being enforced (under section 444(B) of the Education Act 1996), for failing to ensure regular attendance at school.

NB: STUDENTS WHO ARE ABSENT FROM SCHOOL BUT TAKING PART IN AN APPROVED EDUCATIONAL ACTIVITY SHOULD BE MARKED IN THE USUAL WAY BUT ARE COUNTED AS PRESENT FOR CALCULATING DATA FOR THE ABSENCE RETURN. TO AVOID CONFUSION IN EMERGENCY SITUATIONS STUDENTS

WHO ARE OFF SITE SHOULD NOT BE MARKED AS PRESENT. THE FOLLOWING ACTIVITIES FALL WITHIN THIS CATEGORY.

- Field trips and educational visits both in this country and overseas.
- Interviews with prospective employers and for a place at a higher or further educational establishment (Year 11 only).
- Link courses where students attend a FE college for part of the time.
- Students receiving approved education off site, e. g. those receiving specialist support or those in receipt of home tuition but remaining on the roll of the academy.

Absences will not be authorised under the following circumstances.

- Shopping trips
- Holidays in term time unless under exceptional circumstances
- Minding the house or looking after siblings
- Lateness if registration is missed without explanation
- Medical appointments that cannot be verified
- No reason given
- Absence from work experience without explanation
- Academy staff have cause to believe that the note is not genuine or not valid
- Year 11 students who "leave" before the official date
- Attendance at interviews with no advance notice or adequate explanation

Unusual circumstances may arise that lead to a young person being absent from school. It is for the Head Teacher to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered.

Lateness

Magnus Church of England Academy actively promotes good punctuality. Students who are persistently late or arrive late without reasonable explanation are challenged. Sanctions are used where necessary and parents will be contacted in cases of persistent lateness.

Registers remain open thirty minutes from the beginning of registration. In the event of bad weather this period can be extended.

Where a student arrives during the period when the register is open he/she may be marked present.

Where a student arrives after register closure without good reason, he/she should be marked with the letter U.

Removal from the school roll

There are strict guidelines on the circumstances under which a student may be removed from the school roll. These are detailed in Pupil Registration Regulations 2006. **Removal from the school roll under circumstances other than those detailed below is illegal.**

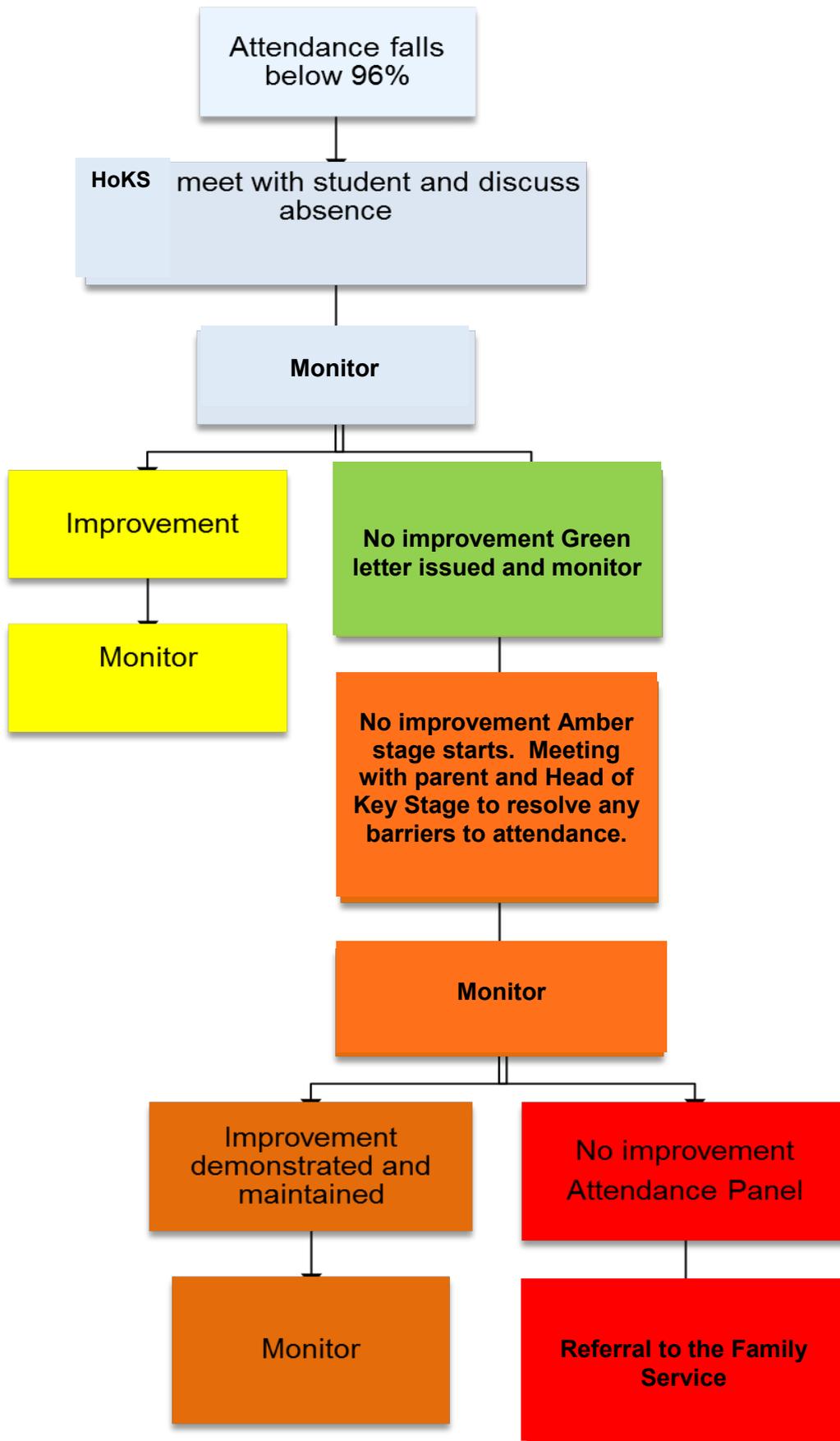
- Where a school has been notified that the student has been registered as a student at another school.
- Where a student has ceased to attend the school and the parent(s) have satisfied the County Council that the student is receiving education otherwise than by attendance at the school. (Elective Home Education).
- Where the school has been notified by the School Medical Officer that the student is unlikely to be in a fit state to attend school before becoming legally exempt from the obligation to attend school.
- Where the student has been absent without reasonable cause for four academic weeks and the Head Teacher of the school has failed, after reasonable enquiry and consultation with the Education Welfare Service to obtain information on the cause of the absence.
- Where the Head Teacher has been notified that the student has died.
- The student has had 20 days continuous unauthorised absence and both the local authority and school have tried to locate the student.
- Where a student has failed to return from an extended family holiday after both the school and the local authority have tried to locate the student.
- Where a student will cease to be of compulsory school age before the school next meets and has notified an intention to discontinue in attendance.
- Where the student has been permanently excluded and this decision has been confirmed by the Student Discipline Committee.

GOOD PRACTICE

At Magnus Church of England Academy we endeavour to adopt the following elements of good practice as highlighted by research.

1. A senior teacher being charged with specific responsibility for student attendance.
2. The academy devising a sensitive scheme for the immediate follow-up of absentees – e. g. either by telephoning home or sending out letters to parents or guardians.
3. Form tutors ensuring that records of attendance are as accurate as possible and explanations for absence are produced when students return to school.
4. Heads of Key Stage monitoring the attendance records of tutor groups.
5. Heads of Key Stage with responsibility for student attendance having regular meetings with EWO.
6. Regular spot-checks for specific lesson truancy and for students leaving school before the end of the day, being enacted at intervals.
7. Rewards introduced for individual students or classes with an excellent attendance record in the form of praise or prizes.
8. Penalties being introduced for students who are persistently late.
9. Absentees and truants being quietly welcomed back to school upon their return and efforts made to reintegrate them socially and academically.
10. First day of absence contact. Where the academy is able to resource this, a phone call to the homes of all, or a targeted group of absentees on their first day of absence has proved to be effective in addressing casual and opportunistic absence. Even short-term use of the strategy can produce long-term benefits.
11. Targeting individual students or groups of students through, for example, school attendance panels, can help to raise attainment and attendance across the school.

Attendance Intervention Flowchart



GUIDANCE FOR PARENTS

At Magnus Church of England Academy, we wish to secure parental involvement in ensuring regular attendance.

Our Home-School Agreement underlines the importance of regular and punctual attendance at school. All parents receive a statement plus guidance about the importance of good attendance.

Statement

Our academy is committed to providing a quality education for all students. We believe that students can only benefit from the education in our academy through regular attendance. We will, therefore, strive to achieve the maximum possible attendance for all students and we will make sure that any problems are identified and resolved quickly. Wherever possible, we will make contact with parents where a student is absent from school without good reason.

How parents can help us:

- Ensure that their children attend school regularly and that they arrive on time.
- Contact the academy whenever their child is absent, giving details of the reason for the absence and the length of time the child will be away.
- Help their child prepare for the school day by ensuring that homework has been done and the child has everything he/she needs for the day ahead.
- Attend parent consultation evenings to discuss progress or problems and talk to the staff if there are problems or changes in family circumstances which may affect the child.
- Contact the school if problems arise which may keep their child away from school, so that the school can help.
- To avoid taking family holidays in term-time. Term time absences, especially during examination periods, may seriously affect the progress of the child.

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
<p>School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.</p>	<p>Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottscc.gov.uk</p>	<p>School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottscc.gov.uk http://www.languageshop.org/ (translation support)</p>	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p>
<p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.</p>	<p>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</p>	<p>If school does not receive the above a referral should be made to: Children Missing Officer (CMO)</p>	<p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.</p>
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>If without a new school within 10 days, a referral should be made to: Children Missing Officer (CMO) providing the families new address, contact details and a summary of efforts made by school to engage the family.</p>	<p>Looked After Children (LAC)</p>	<p>If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.</p>
<p>Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF <u>evidencing</u> the actions you have taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF Child stays on roll.</p>	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p>	<p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	<p>Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. <i>For children admitted through first admissions round please refer to your summer born guidance.</i></p>
	<p>Referral is made to: Children Missing Officer (CMO) No later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.</p>	<p>Independent / Residential Schools</p>	<p>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p>	<p>Child permanently excluded</p>	<p>The same procedures should be followed as those in School's / Academies</p>	<p>If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
<p>Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p>	<p>LA to be notified on the day of exclusion via e-mail.</p>	<p>Gypsy/Roma/Traveller</p>	<p>Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk within five days of adding a pupil's name to the admission register.</p>
<p>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</p>	<p>The LA will respond and continue to work with you through the process.</p>	<p>If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.</p> <p>If they do not return within 4 weeks of the expected return date please follow attendance procedures.</p>	<p>Family indicate they are returning home for family, cultural or health reasons</p>
<p>Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.</p>	<p>DO NOT remove from your roll until advised.</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>	<p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date. If the family do not return on this date attendance procedures should be followed.</p>
<p>Child not in full receipt of education (25hrs)</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>	<p>Health Related Education</p>	<p>If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to: Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)</p>
<p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</p>			
<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be at risk of or actual harm. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>			
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision (P2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form (EHAF)</p>			

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Frequently Asked Questions

What do I need to consider and what information do I need to share when I refer a child/young person?

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, Family Service, ICDS, Health/School Nurse, School Admissions, CAFCASS
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)

Home visits:

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

What does a home visit involve? What do I need to do?

Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of life. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

If school do not wish to complete a home visit one can be purchased through the Family Service for £50. Please contact your linked Service Manager.

A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?

If a family has moved out of the area school should request from parent/carers the name of the child's new school and **new family address**. If a school place is not yet obtained please request the address and share this with **CMO** who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Notts. The pupil file can be transferred once a new school is identified. **Please do not phone admissions teams across the country waiting for children to arrive in a school, follow the flow chart**

What should I bear in mind if a parent/carer chooses to home educate?

Although a parent/carer has the legal right to electively home educate, this may not always be in the child's best interests, particularly if there are significant safeguarding, parenting, SEND or other issues. Some parents are not able to deliver a broad and balanced curriculum, others have fallen out with the school or have an older school-refusing child. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. It is sometimes possible that a more appropriate solution is found than home education. Please liaise with the EHE Team via EHE@nottscc.gov.uk. There is not a role for CMO or school admissions.

What do I do if a child is allocated a place at my school and does not arrive? (<http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf>)

If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made **please inform the CMO know within 10 days of allocations**.

A child is leaving my school and moving abroad, what do I need to record?

For children who move abroad, we would require the address that the child would be living at along with the school they will be attending, without this a referral would need to be made to CMO – we can't record "moved abroad", "left country", "Poland", "USA" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay.

School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

My young person is open to a social worker or attending a refuge do I still need to follow attendance procedures?

It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures, school should not rely on the child's social worker to inform CMO etc.

When can I remove the young person from my roll?

We would advise that children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Nottinghamshire and is living outside of a **reasonable** distance to travel to their previous school this should be communicated to the CMO.

For missing children please refer to: http://www.proceduresonline.com/nottinghamshire/scb/user_controlled_lcms_area/uploaded_files/Children%20Missing%20from%20Care%20and%20Home%20Joint%20protocol.pdf

We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!

MASH – Multi Agency Safeguarding Hub For children at risk of or actual harm. 0300 500 80 90 Mash.Safeguarding@nottscc.gcsx.gov.uk	Virtual School – Looked After Children (Sue Denholm) 0115 804 0644 virtual.schools@nottscc.gov.uk	Children Missing Officer (CMO) (Glen Scruby) 0115 804 1045 glen.scruby@nottscc.gov.uk	Integrated Children's Disability Service (incl EHCP process) 0115 804 1275 ICDS.Duty@nottscc.gov.uk
Traveller Advice (not referrals) saferrcommunities.cc@nottscc.gov.uk	Exclusions exclusions.ed@nottscc.gov.uk (perm) fixedterm.exclusions@nottscc.gov.uk	Fair Access 0115 977 3225 fairaccess@nottscc.gov.uk	Register Queries (Family Service) South: 0115 854 6438 North: 0115 804 1591 West: 0115 804 1578
Elective Home Education (EHE) 01159 772 573 EHE@nottscc.gov.uk	Early Help Unit (EHU) 0115 804 1248 early.help@nottscc.gov.uk	School Admissions (school use only) 0115 804 1237 admissions.ed@nottscc.gov.uk	Health Related Education Team 01623 799157 hretoffice@fountaindale.notts.sch.uk
Whole School Safeguarding and Designated Person Training safeguarding.training@nottscc.gov.uk	Local Authority Designated Officer (LADO) (Eva Callaghan) 0115 804 1272	Customer Service Centre including school apps, appeals, transport 0300 500 80 80	Education Psychology Service 0115 804 0828

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Annex A

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	<p>8(1)(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 local authority for that named in the order or the order is revoked by the local authority 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.</p> <p>Local Authority Comment/Advice: Pupil subject to a school attendance order and the designated school has been replaced on the order by another school. Please discuss with the Enforcement Case Manager prior to taking action.</p>
2	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: Pupil has transferred to an alternative school – other than a normal KS2/3 transfer. School will have received notification of new school and address from parent/carers and will have gained confirmation. Without this a discussion would be required with the Children Missing Officer.</p>
3	<p>8(1)(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, 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.</p> <p>Local Authority Comment/Advice: Not attending their current school but attending elsewhere. It would be in agreement with the other school that the pupil can be removed from roll.</p>
4	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: Pupil has been withdrawn from the roll by parent/carers and will electively home educated. Please liaise with the EHE Team.</p>
5	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: Pupil is known to have <u>moved</u> and no longer resides within a reasonable distance from the school, with new school placement unknown. This should be discussed with the Children Missing Officer before removing from roll.</p>
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) 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;</p> <p>(ii) 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</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p>Local Authority Comment/Advice: Pupil has failed to return from previously authorised extended leave. The case should be discussed with the Children Missing Officer with agreed actions and outcomes.</p>
7	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: Please discuss with the Health Related Education Team.</p>
8	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) 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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p>Local Authority Comment/Advice: Pupil has been absent from school for 20 continuous days or more following risk assessment and joint investigation before school and Children Missing Office (referral made no later than day 10). Pupil's whereabouts <u>remain unknown</u>.</p>
9	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: Pupil has been given a custodial sentence greater than four months. Please liaise with the Youth Offending Team.</p>
10	<p>8(1)(j) - that the pupil has died.</p> <p>Local Authority Comment/Advice: Dependent on the circumstances of the death you may have been informed if expected by parents; or professionals if unexpected.</p>
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p> <p>Local Authority Comment/Advice: Child no longer of statutory school age, please give consideration to a pupil becoming NEET.</p>
12	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: The pupil has ceased to be a pupil at an independent school. Contact should be made with the Children Missing Officer if Admissions confirm that no applications/allocation have been made.</p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.</p> <p>Local Authority Comment/Advice: Pupil has been permanently excluded. Details should be sent to the exclusions e-mail address.</p>
14	<p>8(1)(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.</p> <p>Local Authority Comment/Advice: A nursery school child who has not transferred to a reception or higher class in the school. Contact should be made with the Children Missing Officer if Admissions confirm that no applications/allocation have been made.</p>
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p> <p>Local Authority Comment/Advice: State-funded boarding schools where fees are unpaid. Contact should be made with the Children Missing Officer if Admissions confirm that no applications/allocation have been made.</p>