

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>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>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>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</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>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>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>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>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</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>If school does not receive the above a referral should be made to: Children Missing Officer (CMO)</p>	<p>Looked After Children (LAC)</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>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>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>Child is of statutory school age but not applied or on roll of a School/Academy</p> <p>Direct referral to: Children Missing Education (CMO) Providing child's name / DOB / address and details of parent / carers.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in School's / Academies</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</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>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</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>Child permanently excluded</p> <p>LA to be notified on the day of exclusion via e-mail.</p> <p>The LA will respond and continue to work with you through the process.</p> <p>DO NOT remove from your roll until advised.</p>	<p>Gypsy/Roma/Traveller</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. If they do not return within 4 weeks of the expected return date please follow attendance procedures.</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>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</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>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>Family indicate they are returning home for family, cultural or health reasons</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>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>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>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

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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, CAF/CASS
- 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

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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> <ul style="list-style-type: none"> (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; (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 (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <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> <ul style="list-style-type: none"> (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (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 (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <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> <ul style="list-style-type: none"> (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form. <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/allocations 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/allocations have been made.</p>
15	<p>8(1)(o) where—</p> <ul style="list-style-type: none"> (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate. <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/allocations have been made.</p>