

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	Child moving out of country	School Allocations intake or in-year admissions rounds
School/Academy to attempt to make contact with parent/carers on first day of absence where there is no explanation. Follow your internal school attendance procedures.		Request from the family their new address and details of new School/Academy.	School must request and record details of the new family address and school . You cannot remove from roll without this.	<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 Admissions by Day 6 evidencing efforts to engage.</p> <p>If an application is made to transfer school during the year (outside of the normal intake process), the leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated.</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 unauthorised.</p>		<p>↓</p> <p>Make contact with the new school and agree a start date. The leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p>	<p>↓</p>	
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p>	<p>If without a new school within 10 days, a referral should be made to</p> <p>Children Missing Education</p>	<p>If school does not receive the above a referral should be made to:</p> <p>Children Missing Education</p>	
<p>↓</p>	<p>↓</p>	<p>providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school</p>	<p>Looked After Children (LAC)</p>	
<p>Child and family meet the threshold for Early Help. Make a referral to Multi Agency Team via Starting Point evidencing what action has been taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct,</p> <p>Child stays on roll</p>	<p>Referral is made to: Children Missing Education Officer (CME) no later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>For details of how to refer see contact information, and Derbyshire Schools Net. Please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CME 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>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>If allocated children do not arrive PLEASE FOLLOW UP ASAP. DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p>		<p>Direct referral to:</p> <p>Children Missing Education</p> <p>providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school to engage the family.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in Schools / Academies</p>	
<p>Where there are concerns about the reasons a parent wishes to EHE, immediately consult with EHE (see contact details). 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>↓</p> <p>School/Academy to return completed de-registration form, with copy of the parent letter, to EHE..</p> <p>↓</p> <p>In agreement with EHE remove the child from your roll. DO NOT remove from your roll if child has EHCP without confirmation from the LA.</p>		<p>Child permanently excluded</p> <p>LA Inclusion Team to be contacted by phone on the day of exclusion (see contacts)</p> <p>↓</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>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.transport@derbyshire.gov.uk within five days of adding a pupil's name to the admission register.</p>	
<p>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Inclusion Team via Derbyshire Schools Net. 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 Starting Point.</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. Where schools support or allow such absences, a return date should be agreed. Parent should be informed that if the family do not return on the agreed date attendance procedures will 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 if there are safeguarding concerns, with children believed to be at risk of actual harm, they should be reported immediately to Starting Point. A Starting Point referral 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>School Health</p> <p>If a child has been out of school for over 15 days due to illness without supporting evidence, consideration should be given to referral to the School Nurse</p> <p>Where a child's illness / mental health issues requires the child to be out of education for a long period, and supporting evidence has been gained, liaise with Out of School Tuition</p>
<p>Useful links: Derbyshire Schools Net CME Procedures https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/children-missing-from-education/children-missing-from-education.aspx DfE CME Statutory Guidance https://www.gov.uk/government/publications/children-missing-education DfE Keeping Children Safe in Education Statutory Guidance https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 Derbyshire on-line Safeguarding procedures https://derbyshirescbs.proceduresonline.com/</p>				
<p>GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL</p>				
<p>PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:</p> <ul style="list-style-type: none"> 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. 				
<p>All other deletions breach statutory guidance</p>				