

SOUTH DARLEY C.E.
PRIMARY SCHOOL



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SOUTH DARLEY C of E PRIMARY SCHOOL

CHILDREN MISSING EDUCATION POLICY

Person/Committee responsible for reviewing/updating this plan	S&A sub committee
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Date of Review	Governors Meeting Reference Number	Approved by name	Comments
18.05.17	S&ASC18052017.5	K Dean	

South Darley CE Primary School

Children Missing Education Policy

1. Introduction

- 1.1** All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school. Children missing education can also be children of compulsory school age who are registered pupils at a school but are not attending on a regular basis to receive a suitable education.

South Darley CE Primary School is committed to ensuring every child and young person in the county has the opportunity to grow up in a safe community.

South Darley CE Primary School is concerned about any child missing education not only in the way that it impacts on the individual's potential achievement but also in relation to their safety and welfare.

The purpose of the CME at South Darley CE Primary School is to ensure that children and young people missing education are re-engaged in appropriate education provision in the shortest possible time, with lasting success and that 'no child slips through the net'.

2. Our Expectations

- 2.1** We expect all children on roll to attend every day when the school is in session, so long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and offer an environment in which pupils feel valued and welcomed.

3. Identifying children who are missing education

3.1 Local Authority responsibilities

- 3.1.1** Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children of compulsory school age in their area who are not registered pupils at a school and are not receiving suitable education. The local authority should consult the parents of the child to establish whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision.
- 3.1.2** Where there is a concern for a child's welfare, the local authority will make the appropriate referrals to the local authority children's social care. If there is reason to suspect a crime has been committed, the local authority will also inform the police. Where there is a concern that a child's safety or well-being is at risk, the local authority will take action without delay.

3.2 Parents Responsibility

- 3.2.1** Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.
- 3.2.2** Where a parent notifies the school in writing that they are home educating, the school must delete the child's name from the admission register and inform the local authority. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school should notify the local authority at the earliest opportunity.
- 3.2.3** Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home educated. Where the EHC plan or statement sets out the SEN provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan or statement names a school or type of school as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable.
- 3.2.4** Parents must inform the school of any changes whenever they occur, including when a pupil will live at another address.

3.3 Schools Responsibilities

- 3.3.1** Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.
- 3.3.2** Data from the school registers is collected and reported to parents via the annual report, the child's subsequent schools, the Local Authority and Department for Education. It also forms part of the schools collective data.
- 3.3.3** The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts and notify the local authority.
- 3.3.4** The school will monitor pupils' attendance through their daily register and will inform the local authority of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Pupils' poor attendance will also be notified to the local authority.
- 3.3.5** Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- 3.3.6** South Darley CE Primary School has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences.
- 3.3.7** Where a parent notifies the school that a pupil will live at another address, the school will record the full name of the parent with whom the child will reside

with, the new address and the date from when it is expected that the pupil will reside at this address.

- 3.3.8** Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, the school will update the admissions register with the name of the new school and the date when the pupil first attended or is due to start attending that school.

4. Sharing of information

- 4.1** The school will notify the local authority when a pupil's name is to be removed from the admissions register at a non-standard transition point under any of the fifteen grounds set out at annex A, as soon as the grounds for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.
- 4.2** Where a school notifies a local authority that a pupil's name is to be removed from the admission register the school must provide the local authority with:-
- The full name of the pupil
 - The full name and address of any parent with whom the pupil lives
 - At least one telephone number of the parent with whom the pupil lives
 - The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
 - The name of the pupil's destination school and the pupil's expected start date there, if applicable and
 - The grounds in regulation 8 under which the pupil's name is to be removed from the admissions register (See annex A).
- 4.3** The school is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The school will be required to provide the local authority with all the information held within the admissions register about the pupil. This duty does not apply when a pupil's name is entered into the admissions register at a standard transition point – at the start of the first year of education normally provided by the school – unless the local authority requests for such information to be provided.
- 4.4** In a small number of cases, pupils removed from the admission register in one school would be a standard transition but their transfer to another school would be a non-standard transition and vice-versa. For example, a pupil leaving a primary school at the end of Year 2 is a non-standard transition, but their transition to a junior school at the beginning of Year 3 is a standard transition. In such cases, only the school where the non-standard transition occurs is under an automatic duty to notify the local authority. The local authority would need to make a request for the information from the other school, if they required information on the standard transition.

5. Making 'reasonable' enquiries

- 5.1** The term 'reasonable enquiries' grants the school and the local authority a degree of flexibility in decision-making, particularly as the steps that need to be taken in a given case can vary. The term 'reasonable' also makes clear that there is a limit to what the school and the local authority is expected to do.
- 5.2** The type of procedures may include the appropriate person checking with relatives, neighbours, landlords – private or social housing providers – and other local stakeholders who are involved. A record should be kept of what steps have been taken and who has been contacted along with any feedback. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to

children's social care (and the police if appropriate). It should, however, be recognised that the type of reasonable enquiries required to try to locate a child will differ from case to case and additional enquiries to those suggested may be necessary.

6. Common Transfer Files(CTF)

- 6.1** South Darley CE Primary School will utilise the school2school/School Admissions Module to allow the transfer of pupil information between schools when a pupil moves. When a pupil ceases to be registered at the school and becomes a registered pupil at another school in England and Wales, to send a CTF to the new school.
- 6.2** The school will also utilise the school2school CTF facility to upload details of any pupils who have left but their destination, next school is unknown or the child has moved abroad or transferred to a non-maintained school. If a child arrives in the school and the previous school is unknown, then the school will contact the local authority who will be able to search the database.
- 6.3** There may be exceptional circumstances when standard rules for sending and receiving a CTF for a pupil might not apply. Each case will be judged on its own merit in consultation with the relevant parties. Circumstances when it is not considered appropriate to pass on details via a CTF might include a family escaping a violent partner; if the family is in a witness protection programme; or where there are concerns that the child is at risk of forced marriage. Full details on how to share information in these circumstances can be located within the CTF guidance contained within the schools2schools website.

7. Children at particular risk of missing education

There are many circumstances where a child may become missing from education so it remains vital that judgments are made on a case by case basis. Although not exhaustive, annex B provides a list of some of the circumstances to be considered.

8. Attendance

- 8.1** It is crucial that children learn to arrive on time, both to acquire a disposition and discipline which will help them in later life, but also because lessons often begin with a teaching input/instructions for the day's lessons, which children who are late miss.
- 8.2** The school day starts at 8:50am and the morning register is completed by 9:00am. The afternoon register is completed by 1:10pm. If a pupil arrives after the morning or afternoon register has been completed then they will be marked as arriving 'late'. If a pupil arrives for the morning session after 9:30am they will be marked as having an 'unauthorised absence'. Children arriving after 9:00am or 1:10pm must first report to the school office before attending class.

9. Absences

- 9.1** The school office should be informed during the morning of the first day of a child's absence through illness and each and every morning thereafter with the exception to this being where a specified period of absence has been agreed on the first morning e.g. 48 hours following the last episode of sickness/diarrhoea, chicken pox etc. Parents are expected to inform the school office of the nature of the illness/reason for absence when contacting the school.
- 9.2** Where a child is absent, the class teacher will record the absence in the register.

- 9.3** If we have not been informed of a child's absence by 9:30am, the school office will endeavour to contact the parent/carer/guardian to establish the reason for absence.
- 9.4** A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from the parent is not an acceptable reason for absence.
- 9.5** If there is any doubt about the whereabouts of a child, or the school has been unable to establish contact with the child's parents, then the class teacher will take immediate action by notifying the school office. The school office, in liaison with the SENCO will then establish contact with the parent and/or relevant external agencies, in order to check on the safety of the Child in conjunction with the School's Safeguarding Policy.
- 9.6** The school monitors attendance and if a child's attendance drops below the school's target for attendance (97%) then the school may choose to talk to the parent / carer / guardian about this. If the school is not satisfied that attendance will improve, or that there is a reasonable explanation (such as a long period of illness), it may choose to involve the Local Authority's Educational Welfare Officer to support the child, parents and the school to enable all to work together to raise attendance levels.
- 9.7** Every effort should be made to arrange medical or dental appointments outside of school hours. If it is necessary for a child to be out of school for this reason, please ensure the school office is notified in advance where possible. The child must also be returned to the school directly after the appointment.

10. Definition of Absences

- 10.1** Pupils will not be deemed as absent when out of school to take part in:
- School sporting activities
 - Representing the county/country at a particular sport when agreed in advance with the Headteacher
 - Educational school visits
 - Visiting other establishments in relation to their education e.g. schools or societies

11. Authorised Absence

- 11.1** An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received advanced notification from a parent, carer or guardian.
- 11.2** Only the school can make an absence authorised. Parents, carers or guardians do not have this authority. Consequently, not all absences supported by parents, carers or guardians will be classified as authorised.

12. Unauthorised Absence

- 12.1** An absence is classed as unauthorised when a child is away from school without the permission of the Headteacher.

13. Exceptional Circumstances

- 13.1** To have a short absence to attend a family wedding or funeral, a special family celebration e.g. an 80th birthday or a family reunion where the arrangements cannot be made outside of school time may constitute exceptional circumstances. In addition, where a parent/carer/guardian, due to the nature of their work, cannot possibly take time off during the regular school holidays, e.g. parents in the armed

forces or emergency services, then this may also constitute exceptional circumstance.

- 13.2** To have a week's holiday in school time, because the cost is cheaper during term time, does not constitute an exceptional circumstance.

14. Holidays in Term Time

- 14.1** If you need to take your child out of school please note that current national legislation means that the school is only able to authorise absences if it is an exceptional circumstance. Under new government guidance, schools are also required to pass on details to the local authority of any child taken out of school or the purpose of a holiday. This may result in a fine being issued.
- 14.2** Should you still wish to apply to take your child out of school during term time you will need to complete a 'leave of absence request form' which is available from the school office. This should be completed at least 2 weeks before the requested absence to allow time for the school to respond.
- 14.3** In the case of family holidays, parents are advised only to book a holiday once a response from school has been received. Authorised leave will only be granted in exceptional circumstances. These can be explained within the form. The school will refer any unauthorised period of absence to the local authority who will then issue fines. Currently these are £120 per child per parent (reduced to £60 if the fine is paid on time).
- 14.4** If the school believes that a child has been absent for a family holiday when they have been reported as ill, then the school will attempt to establish communication with the parents before treating the issue as an unauthorised absence.
- 14.5** Parents who have children in year 6 are asked not to take their child out of school during test week for any reason at all. Pupils who are absent during this period can have a detrimental effect on the results of the school. The school will inform all parents of test weeks at the beginning of the academic year or as soon as practically possible afterwards.

15. Long Term Absence

- 15.1** When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their schoolwork.
- 15.2** If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the relevant Local Authority support services, so that arrangements can be made for the child to be given some tuition outside school.

16. Inclement weather (or other reasons the school building may be closed)

- 16.1** In case of inclement weather (or other reason the school building may have to close) the school will endeavor to stay open for as long as it is safe to do so. Any decisions to close the school building will be communicated to parents at the earliest opportunity and the school will inform parents via the text messaging service in addition to publicising through the Derbyshire County Council website and on local radio. If you are in any doubt as to whether the school will be open or closed then please check the latest information on the Derbyshire County Council website or alternatively ring the school office.
- 16.2** There will be five days during the school year when the school will be closed for staff-in-service training. These dates will be relayed to you at the earliest opportunity after the dates have been finalised.

16.3 Any decision to close the school building by the Headteacher or other authorised person will not have a detrimental effect on any child's attendance record.

17. Monitoring and Reviewing this Policy

17.1 The Governing Body has the overall responsibility for the monitoring and reviewing of this policy.

17.2 Class teachers will be responsible for monitoring attendance in their respective classes, and for following up absences in the appropriate way.

17.3 If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher who will review the individual's attendance and take any appropriate action in line with this policy.

17.4 This policy will be reviewed by the Governing Body every four years, or earlier if considered necessary.

Approved by the Governing Body Standards and Achievement Committee of South Darley CE Primary School on 18th May 2017

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	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.
2	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
3	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 has received written notification from the parent that the pupil is receiving education otherwise than at school
4	In a case not falling within sub-paragraph (a) of this paragraph, that he 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
5	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
6	In the case of a pupil granted leave of absence in accordance with regulation 7(1A) that <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.
7	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 parents has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	That he has been continuously absent from the school for a period of not less than twenty school days and <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
9	That he is detained in pursuance of a final order made by the court or of an order of recall made by a court of 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 the period.
10	That the pupil has died
11	That the pupil will cease to be of compulsory school age before the school next meets and

	<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
12	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a college or a city college for the technology of the arts, that he has ceased to be a pupil of the school
13	That he has been permanently excluded from the school
14	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
15	<p>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

Annex B

Pupils at risk of harm/neglect.

Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected the school will follow its Safeguarding and Child Protection Policy. If a child is in immediate danger or at risk of harm, a referral will be made immediately to children's social care (and the police if appropriate). The Department of Education 'Keeping Children Safe in Education' provides further advice for the school on safeguarding children.

Children of Gypsy/Roma and Traveller (GRT) families.

Research has shown that many children from these families can become disengaged from education. Although many are settled, Some GRT families move regularly and their children can be at increased risk of missing education.

Children of Service Personnel

Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools can contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice.

Missing children and runaways

Children who go missing or run away from home or case may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education.

Children and young people supervised by the Youth Justice System

Children who have offended or are at risk of doing so are also at risk of disengaging from education.

Children of new migrant families

Children of new migrant families may not have yet settled into a fixed address or may have arrived into a local authority area without the local authority becoming aware therefore increasing the risk of the child missing education.