



**Kingswood Parks**  
PRIMARY SCHOOL

# **Attendance Policy and Procedures**

## **Introduction**

This document is a statement of the aims, strategies and procedures for achieving high levels of attendance and punctuality at Kingswood Parks Primary School.

## **Core Beliefs and Principles**

Regular attendance at school plays a vital role in raising educational attainment and tackling under achievement. It dramatically improves both the life chances and welfare of children and young people. Our school should provide a happy caring environment within which children feel safe and secure, which in turn enables the children to maximise their talents, feel the success and so encourage and build high self-esteem. We believe that if children feel they are successful they will be happy to return.

## **Aims:**

- To ensure that all children strive to achieve 100% attendance and come to school every day unless they are physically unable to do so
- To ensure that children arrive at school on time
- To demonstrate our commitment to the citywide attendance strategy by securing high levels of attendance and punctuality
- To ensure that school attendance procedures are understood and consistently followed by all staff

## **Roles and Responsibilities**

The Headteacher holds responsibility for securing good attendance and punctuality at Kingswood.

On a day to day basis this responsibility is delegated to Mrs Laura Carr she is responsible for overseeing the day to day recording and monitoring of attendance within school, ensuring that the procedures and protocols are adhered to. She will work in close liaison with and in consultation with the Headteacher.

## **Attendance Officer**

As part of the Attendance Officers role they are responsible for ensuring:

- all registers are completed and printed on time daily;
- making and following up first day contact;
- keeping accurate records of visits and telephone contact;
- ensuring all relevant information is appropriately filed;
- updating and maintaining all attendance files;
- producing attendance data as required and
- updating, on a daily basis the Headteacher of all significant concerns, issues and/or events concerning attendance.

## Parents

It is the responsibility of parents to ensure that their children attend school regularly and to let the school know immediately if their child cannot attend school and the reason for such absence. It is also the responsibility of parents to ensure that their children arrive at school on time. On entry to Kingswood Parks Primary School the parents, child and Headteacher enter into a Home School Agreement. A key element of this contract is the partnership between the home and the school, and the importance of securing regular attendance and good punctuality.

## Working with Partner Agencies

Poor attendance and punctuality arises due to a variety of issues and we work closely with a broad range partner agencies, as necessitated by each individual circumstance, to resolve issues and secure good attendance and punctuality. In our drive to promote good attendance and punctuality we work closely with the LA and buy into the LA Educational Welfare Service.

## Registration Procedures

Schools are legally required to ensure that all attendance registers are completed accurately. Kingswood Parks Primary School operates computer generated attendance registers, which must comply with Computerised Attendance Registers – Education (Pupil Attendance Records) Regulations 1991.

Responsibility for the **correct** day to day completion of attendance registers lies with the **class teacher**.

## Registration Times

Morning:

- Foundation Stage  
Registration opens at 09.00am and closes at 09.30am
- KS1 and KS2 - registration opens at 8.45am and closes at 9:15am

Afternoon:

- Foundation Stage  
FS1: registration opens at 12.30pm and closes at 13.00pm
- KS1 - registration opens at 13.00pm and closes at 13.30pm

## Registration Procedures for School Staff

Registration is taken by the teacher using ‘Scholar Pack’ on the classroom computer. The teacher should log on to the computer as usual. Once logged on to the computer system, go to the dashboard and then select take register.

*Do not leave your register 'open' for any reason. Failure to do so is a serious breach of our Health and Safety procedures.*

**Absence:** The name of any child absent and the reason for their absence, if known, should then be recorded on the Record of Absence sheet (Appendix 1) in the front of the attendance folder. It is the responsibility of the person completing the register to do this.

**Saving the Register:** In Foundation and the main school, the registers should be saved as soon after 9:10am as possible. The morning registers cannot be saved until both the attendance and dinner registers have been completed. Afternoon registers should be saved once completed.

Once the electronic register has been saved, the attendance folder should be returned to the office in the red register bag. ***Under no circumstances should the attendance folders be retained in the classroom after the register has been saved.***

If for some reason the class teacher cannot access the electronic register they must complete an Emergency Manual Class Register in the back of the attendance folder. To mark a child as present use / and to mark a child absent use o. The attendance folder should then be returned to the office as normal and the office staff informed that a manual register has been completed. The attendance officer will then transfer the manual register to the electronic register before printing the register.

External doors around the school are locked at 8.50am, apart from the door leading into the main hall this will remain open till 9.10. They will then be recorded in the 'Late Book' and the register will be amended if the child has arrived after the electronic register has been saved.

- The Attendance Officer will amend the register if the child has arrived after the electronic register has been saved and then print out the morning register as soon after 9:30 - the official close of register, as possible. Any child that arrives after the register has been printed out will be entered in the Late Book as normal and an 'L' mark will be manually entered on the register printout by the office staff. **NOTE: This is an important part of the Fire Procedures.**
- If a child arrives late after the official close of registration the office staff will again record this in the Late Book with the time and enter an 'L' mark manually on the register printout. Lateness after the close of registration is deemed to be an ***unauthorised absence.***  
**NOTE: This is an important part of the Fire Procedures.**
- In the main school, if for some reason a child arrives in the classroom after the electronic register has been saved and the attendance folder sent to the office **without having reported to the office**, he / she should be sent to the main office to ensure that the appropriate mark is recorded on the register and to book their lunch (morning only). It is the class teachers' responsibility to ensure all children have their mark recorded. Note: In Foundation this should never occur as once the door is locked parents are required to drop off all late arrivals at the 'late door' in the morning or the school office in the afternoon.

***Failure to ensure a child has received their appropriate mark on the attendance register is a serious breach of our Health and Safety procedures.***

- If the office staff are informed of the reason for an absence they will record this in the Attendance Book. Any other member of staff that takes a telephone message giving the reason for absence should leave a record of this for the office staff.
- If teachers are informed of the reason for a child's absence they should record the reason against the child's name on the Record of Absence sheet in the green attendance file.
- If a letter is received it should be dated and the child's name should be printed at the top. It should then be passed to the Attendance Officer for filing – the letter to the child's personal records and a copy to of the letter to their attendance file if appropriate.
- If a new child appears in your class who does not appear on your electronic register – record their name on the Emergency Manual Attendance Register, give them their mark and inform the office staff.

Responsibility for the **correct** day to day completion of attendance registers lies with the **class teacher** and **not** the administrative staff or support staff. ***Errors in the above procedures can have serious Health and Safety implications as well as causing unnecessary distress to parents and carers when incorrect information is recorded.***

## **The Categorisation of Absences**

Only the school (not a parent) can authorise an absence. The DfE expects schools to operate common sense judgements as to whether or not a reason for absence is justifiable. If it is not justifiable then the absence should not be authorised. In making such judgements it is important to consider the circumstances of the child and the family. At Kingswood Parks Primary School the authorisation of absence is carried out by the Inclusion Officer working together with the and in consultation with the Principal. The school works closely with and supports the advice offered by Hull City Council:

The following reasons are acceptable for a child's absence:

- sickness/ illness, (medical evidence may be required for a prolonged period of absence)
- medical appointments that have to be made during school hours as no other appointments are available
- approved religious observance
- short term family crisis

If a child has been sent home during the day due to illness and does not return, it should be assumed that the absence is authorised and recorded as such by the Attendance Officer.

Schools are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered. Schools are entitled to ask parents to obtain medical certification/evidence to support absence. In such circumstances any costs incurred are

the responsibility of the parent or carer, who is ultimately responsible for the attendance of their child.

Any other reasons, such as those listed below, are unacceptable reasons for absence from school and will not be authorised:

- term-time holidays, except in very exceptional circumstances
- getting up late
- looking after brothers or sisters or relatives
- shopping
- birthdays

### **Holidays during Term Time**

Parents should NOT normally take children on holiday during term time. Similarly no parent has the right to demand 'as of right' leave of absence for family holidays. In response to concerns relating to attendance in the city the Governing Body of Kingswood Parks Primary School, working in partnership with and supporting the advice of Hull City Council, has made the decision ***not to authorise holidays during term time except in exceptional circumstances.***

The Governing Body of Kingswood Parks Primary school has set the following "exceptional circumstances" criteria:

- Service Personnel and other employees (e.g. Farmers) who are prevented from taking holidays outside term-time, this will be checked with the employer
- Acute crisis, emergency or significant event within the family, where the family needs to spend time together to support each other (e.g. bereavement, terminal illness / life limiting illness of close family member) – evidence may be requested for this
- Court order/formal agreement where parents have separated

Each case will be dealt with individually and if parents feel their reasons are 'exceptional circumstances', they will be asked to explain their reasons in full and provide supporting evidence to support their case. Unapproved absence for this reason will be classed as unauthorised.

Where it is known that a holiday in term time has been taken, a letter will be sent to the parents and where appropriate a referral to the Education Welfare Service for a Fixed Penalty Notice to be issued will be made by the Inclusion Lead.

### **Persistent Absence**

The DfE require schools to monitor and reduce what is termed 'persistent absence'. **A persistent absentee is defined as a pupil who has overall absence of 10% or more. This equates to 46 or more sessions of authorised or unauthorised absence.** The school has a data base which enables us to identify and address the attendance of those children who are either 'persistent absentees' or are at risk of becoming 'persistent absentees.'

## **Children at Risk of Missing Education**

'All schools (including academies) must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded. '

(DfE Advice on School Attendance: 2014)

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At Kingswood Parks School we will encourage the full attendance of all our pupils. Where we have concerns that a child is missing from education we will follow the local authority protocols and refer to the Educational Welfare Service, CME officer who will make reasonable efforts to identify the child's whereabouts.

The child will not be removed from our school roll until notified by the CME officer that it is appropriate to do so.

(Ref: Safeguarding policy)

## **Absence Procedures**

On an ongoing basis school staff will identify children, or families, whose attendance and punctuality is a concern. The attendance of these children may not necessarily be low but may be causing concern because of:

- Siblings being absent at the same time
- A pattern to absence
- Erratic attendance
- Failure to complete a full week on a regular basis
- Regularly arriving late for school
- Not being collected from school on time

These children will be given a high profile in terms of both support and challenge and the balance of this will depend on the circumstances.

In the first instance the school's Attendance Officer will liaise with the parents / carers by telephone and by letter.

If attendance continues to be a concern then a formal referral will be made to the EWO Service. The EWO will then give feedback following this visit and an agreed course of action will be pursued.

Where absence is deemed to be *persistent absence* parents may be asked to provide a doctor's certificate / medical evidence to cover the whole period of their child's absence. Responsibility for any costs incurred lie with the parent or carer.

When absence repeatedly gives cause for concern then parents will be asked to attend school for a meeting. This may result in the implementation of a parenting contract.

In consultation with the school, the EWO Service will take action. Such action may include the issuing of a formal warning or penalty notice to parents and, if deemed necessary, invoking court action.

## **Communication between the Home and the School**

Parents are made aware of the importance of regular attendance and punctuality through regular Newsletters. They are also informed of the procedures for informing school of any unavoidable absence.

A booklet relating to attendance procedures is contained within every induction pack. (Appendix 3)

If a child is absent a parent should inform the school either by telephone, by letter or in person of the reasons for the absence. This information is then written either in the Attendance Book or transferred onto the Record of Absence sheet kept with all registers.

When a child is absent from school and there is no apparent reason the school will endeavour to contact the parents on the first day of absence. Initially this will be by telephone to ascertain the reasons for absence. If successful the reason will be recorded on the Daily Telephone Contact Log or in the Attendance Book (located in the office). When it is not possible to make telephone contact with the parents / carers of a child then a home visit will be made by the school's Attendance Officer. A record of the visit will be made on a Home Contact Form. Should the Attendance Officer not make contact with the parents / carers then a 'first day absence' letter will be left at the home.

The Attendance Officer monitors absence daily and rigorously follows up absences which are not authorised in full consultation with the Principal. When there is a concern about a child's attendances concerns will be raised in the first instance by telephone and then by letter.

A period of two weeks is deemed an appropriate time for parents / carers to inform the school of the reasons for absence. If no such information is forthcoming after this time then the absence will be deemed to be unauthorised.



When a child has been absent for no apparent reason and all efforts to ascertain the reasons for this absence have been unsuccessful then the absence will be deemed to be unauthorised.

Regular patterns of absence, either authorised or unauthorised, should be picked up by the **class teacher** and brought to the attention of the Inclusion officer and Principal.

Lateness is also a cause for concern. Lateness, both before and after the close of registers, is recorded by the administrative staff in the late book and monitored by the Inclusion Officer. In the first instance class teachers should follow this up relentlessly, which should involve speaking to parents/carers, and then, if unsuccessful or if it continues, inform the Inclusion Lead.

Should lateness persist parents will be contacted by the Inclusion Officer. In the first instance this will be by telephone and then by letter.

When concerns over attendance exist a home visit will be made by either: Inclusion Officer, school nurse, EWO.

Information relating to absence is kept for a period of at least three years. Letters are kept in individual record files in the school office and where serious concerns exist over a child's attendance, in the child's individual attendance files kept in a filing cabinet in the main office.

## **Raising the Profile of Attendance and Punctuality**

- A certificate and prize is awarded termly and yearly to all children who have 100% attendance.
- The class with the highest attendance for the previous week are awarded the 'Attendance Bear' in assembly.
- The weekly attendance for each class is displayed in the main hall.

## **The Education Welfare Service**

At Kingswood Parks we have a very positive and effective working relationship with the Education Welfare Service. The Education Welfare Officer (EWO) has access to children's attendance and punctuality records.

Kingswood Parks does not have time-tabled access to an Education Welfare Officer and obtain EWO support on a 'referral only' basis. Following a referral the EWO will visit the homes of children whose attendance and / or punctuality is causing concern.

## **Exclusion from School**

Only the Principal has the authority to exclude a child from school, whether fixed term or permanent. In doing so we will comply with our Policy to Promote Positive Behaviour and also with the requirements of current legislation.

It is very important that we work in partnership with parents and in an effort to avoid further fixed term exclusions a re-integration meeting is arranged. This meeting will involve the parents and the Principal, Associate Principal or Deputy Principal and usually the Attendance Officer. It is often helpful to involve the class teacher and may be necessary to involve the SENCO.

The outcomes of this meeting may include:

- The implementation of an individual Home School Contract
- Referral to an external agency
- The implementation of a Pastoral Support Plan
- A decision to call a multi-agency meeting

The re-integration of the child will be monitored by a named member of staff and this will be reviewed on an agreed date.

### **Targets for Attendance**

National benchmarking exists in the form of Raise online, Ofsted data dashboard and FFT. These allow us to compare attendance data both locally and nationally.

In consultation with the Education Welfare Service challenging targets are set for attendance. These targets are reviewed informally on a termly basis and formally on an annual basis. Current targets are available from the Headteacher.

### **Collection and Use of Attendance Data:**

Data related to attendance and authorised and unauthorised absence is produced at different levels:

- Individual child
- Class
- Year
- School
- Family Group
- LA
- DfE

In consultation with the Attendance Officer is responsible for producing attendance data related to Kingswood Parks Primary School. This is then accessed by the LA for monitoring and comparative purposes.

On a termly basis the school receives an attendance profile from the LA which details how we are performing against local schools.

The Headteacher reports on attendance to the full Governing Body on a termly basis.

### **Monitoring and Evaluation:**

The effectiveness of this policy will be monitored on an ongoing basis by the Principal. Reports will be made to the Governing Body on a termly basis and the policy will be reviewed as and when required.

### **Daily Telephone Contact**

<b>Date</b>	<b>Time</b>	<b>Child's name</b>	<b>Name of contact spoken to</b>	<b>Outcome</b>


**Appendix 2**

# CHILDREN MISSING EDUCATION PROTOCOL

Following consultation with colleagues and partners this is the new,  
updated protocol for C&YPS.

Please ensure that you replace older versions with this one

**June 2019**

If you have any queries about this protocol please contact Melanie Johnson

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## STRATEGIC MANAGEMENT AND LEADERSHIP

**Position Statement – national definition of children who are not receiving a suitable education:**

*“A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home”  
(Revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009)*

Over the course of any academic year a number of children leave schools to move within Hull or to other parts of the country. In most cases parents give schools notice that they are moving, details of their new address and they arrange new schools for their children. In these cases this transition, from an administrative point of view, is very smooth. However there are occasions when children suddenly disappear from schools with scant details as to where they have gone. Past experience indicates that often children who go missing are some of the most vulnerable children and young people.

Going missing from education for any reason is damaging to the well-being of a child/young person, but of even more concern is when the disappearance from school is an indication that her/his safety is at risk. Assessing the child/ young person's level of vulnerability is essential in order to determine appropriate timescales and possible interventions. When the child/ young person's safety is deemed to be at risk of significant harm then actions should be taken immediately. (Hull Safeguarding Children Board's Guidelines and Procedures can be accessed via <http://www.proceduresonline.com/hull/scb/>)

*Every Child Matters* sets out the Government's aim to ensure that every child and young person has the opportunity to fulfil their potential. This guidance provides an outline of the systems used in the Local Authority for identifying and maintaining contact with children missing education and current developments for identifying those at risk of going missing from education. It is recognised that although most of this applies to children within the statutory period of education, it also applies to early years and foundation settings where cooperation between agencies in order to identify populations is paramount.

This protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education.

## NETWORKS AND POINTS OF CONTACT

Hull has a range of policies in place that identify and support children and young people at risk of going missing from education. Outlined below are some of these groups of children and the systems currently in place to help minimise the opportunity for this to happen:

- ***Young people who have committed offences*** – Those at risk of going missing from education or who are currently off roll are referred to the Senior Education Welfare Officer – Vulnerable Children by the Youth Offending Team
- ***Children living in women’s refuges*** – Agencies are aware of referral routes into the Education Welfare Service and a named person from each refuge is to be identified
- ***Unaccompanied asylum seekers, refugees and children of asylum seeking families*** – The Education Welfare Service has developed links with organisations that work in this area and have established effective communication channels and referral routes
- ***Children with long-term medical or emotional problems*** – CYPS ensures that pupils with medical needs have the opportunity to access a good quality and appropriate education usually via the PRU for Medical Needs
- ***Health Service*** – The Education Welfare Service has developed links with Health Services and have established effective communication channels and referral routes.
- ***Looked After Children*** – All children who are in the care of the local authority are tracked weekly by the Development Manager Corporate Parenting regardless of whether they live in or out of Hull. Extra support from the Children in Need Education Team is provided as necessary following liaison with all appropriate agencies.
- ***Children with a Gypsy/Traveller background and children from transient families*** –The Education Welfare Service works with the Traveller Education Team to ensure that Travellers, Gypsies and those from other transient backgrounds gain access to their legal entitlement to an education that meets their needs, promotes the inclusion and achievement of Traveller children and enables Traveller children and their families to become independent users of the education system
- ***Young carers*** – If the Young Carers Project becomes aware of a child or young person who is either missing or at risk of missing education they will refer them to the Education Welfare Service
- ***Teenage mothers*** – The Schoolgirl Mums’ Unit has a named Education Welfare Officer to whom referrals regarding young mothers who are missing or are at risk of missing education are made
- ***Children who are permanently excluded from school*** – Those children who are permanently excluded from school are supported through the Education Welfare Service to ensure they do not miss education. CYPS is committed to providing full time education for all permanently excluded children and young people. Pupil

Support Plan meetings are held when a child is at serious risk of permanent exclusion. If a child is permanently excluded they are allocated a six week placement at a pupil referral unit and a place at another mainstream school will be allocated by the Fair Access Panel.

**The support and protection of children and young people cannot be achieved by a single agency. Success is dependant on effective partnership working.**

The key stakeholders include:

- Early Years settings
- Schools
- Pupil Referral Units
- Admissions
- Education Welfare Service – Children Missing Education (CME) Team
- Behaviour & Attendance Team
- Children in Need Team
- City Psychological Service
- Child Care Teams
- Housing Teams
- Health Services (including A&E departments)
- Connexions
- Safechoices
- Youth Offending Team
- Police
- Alternative education – public, voluntary and private agencies
- Voluntary organisations
- Women’s refuges
- Welfare Benefits Agency
- Asylum Support Service
- Home Office & UK border agency
- Hull Safeguarding Children Board

### **Notification routes**

All stakeholders have been informed of systems of referral for children and young people they may come into contact with who they identify as missing from education. They should use the forms ‘Children Missing Education Notification Form’ (Appendix 1) and return it to the Senior Education Welfare Officer – Vulnerable Children.

### **Named contact**

It is the responsibility of the Senior Education Welfare Officer to:



- Ensure accurate compilation of data and actions related to identifying children missing from education
- Ensure that the Children Missing from Education database is regularly updated
- Undertake searching and recording activities when pupils' whereabouts are unknown
- Be aware of complex cases, involving the School Effectiveness Officer (Strategic Behaviour and Attendance) and the Fair Access Panel and/or Social Care.
- Contact other CME officers to ascertain if children missing from Hull schools have been taken on roll elsewhere.
- Delegate these responsibilities to others providing all parties are clear about their respective responsibilities.

## **Roles and Responsibilities**

### ***Admissions***

- Enter details of all pupils who are new to the area onto appropriate electronic systems
- Send School Transfer Admission form (STA) to parents or carers. All STA's sent out are logged in and out. In cases where the form is not returned within 14 days and the pupil concerned is not on a school roll, the Admissions Team will inform the EWO (CME) for follow up.
- In cases where the STA form is not returned within 14 days and the pupil is on the roll of a school, the Admissions Team will contact the parents and attempt to establish if the transfer is still required. All contact made with parents will be logged as a matter of good practice.
- Investigate cases where allocated schools have not been taken up to determine whether this is due to parental or school issues. The Senior EWO will be informed where parents/carers fail to register their child. In cases where schools are delaying admission the School Effectiveness Officer (Strategic B&A Lead) should be informed.
- Monitor school allocation appeals and, within 7 days of an unsuccessful appeal, write to the parent/carers to advise on what they need to do next – at this stage a pupil is particularly vulnerable and all efforts should be made to raise appropriate alerts should a pupil fail to appear on a school roll.
- Contact parent/carers of children who do not arrive at primary school on reaching compulsory school age and also check with health and other appropriate stake holders to locate these children. Once these checks have been made the Senior EWO should be notified.
- Notify the Senior EWO of all children who have failed school allocation appeals for secondary schools at the transition stage, i.e. transfer between primary and secondary school, by the 1<sup>st</sup> July each year, indicating any outstanding appeals.
- Monitor primary school age pupils who have been allocated a school but who then fail to register with that school. At this stage a pupil is particularly vulnerable and all efforts should be made to ensure effective communication between partner agencies. These cases will be referred to the Senior EWO.
- Once a notification letter has been received advising that a parent/carer is intending to educate at home, the Admissions Team should enter the details on to appropriate

electronic systems and forward letter to Senior EWO for processing within 2 days of receipt.

- On receipt of information from schools, via a secure method, send details of permanently excluded pupils to Senior EWO. Compile appropriate casework and provide to the School Effectiveness Officer (Strategic B&A Lead) for the Fair Access panel. Write to parent/carers and schools identified within two days of a Fair Access panel being convened.

### ***Schools***

- Keep pupils' details up to date and accurate, including attendance records.
- Promptly inform the Education Welfare Service when a child leaves the school either without notice or with no known destination – see Appendix 2 'Children Moved Out of Area Notification.
- Where there are child protection concerns the school should inform the appropriate contact in CYPS.
- Ensure that all reasonable enquiries are made to trace missing children. If all such efforts prove unsuccessful then, after four weeks, **subject to consultation with and agreement from the Education Welfare Service**, the child may be removed from the school roll.
- Inform the Admissions Team of any child whose parents have approached the school for a place but have failed to take up the place using the 'Children Missing Education Notification Form' (Appendix 1)
- Ensure compliance with DFE Common Transfer File (CTF) procedure.

### ***Education Welfare Service***

When information regarding a child thought to be missing education is received by the Education Welfare Service, the CME Team will check the centrally held database for any details. Additional checks will be made on the school appeals list, In Year Transfer list and the Elective Home Education Register. If there is no evidence of education being provided the child will be entered on the EWS CME data base. The Education Welfare Officer (CME) will liaise with other agencies and if appropriate will visit the parents at home to check circumstances, assess need and give appropriate advice.

### ***Children whose parents/carers elect to home educate***

Parents have a duty to ensure that their children receive a suitable full time education either by regular attendance at school or otherwise (under Section 7 of the Education Act 1996). Some parents decide, as they are entitled, to provide suitable education by educating their children at home.

There is no obligation for a parent to inform the LA that they intend to educate their child at home if their child has never been registered at a school. If the child's name is provided to the CYPS as a child who may be missing education, then the CYPS is required to contact the parents to establish if the child is receiving a suitable education.

In Hull these children are clearly tracked and monitored using electronic systems. Educational provision is reviewed annually or sooner if deemed necessary. In cases where the education provided is found to be unsatisfactory, and the parents have not been able to rectify this over a specified time, the CME EWO will advise the parents that their child will need to return to school. In these cases a place will be allocated by the Fair Access Panel. In certain cases legal action may be taken if parents/carers fail to demonstrate that they are providing a suitable education.

### ***Permanently Excluded Pupils***

When a pupil is permanently excluded details are logged electronically. An Education Welfare Officer will visit the home and advise on the procedure to seek the views of the parents on the future education provision available to their child. A school place will be allocated by the Fair Access Panel in the case of a secondary school pupil. In the case of a primary school pupil, a place will be allocated by the Admissions, in consultation with the Primary Behaviour Support Service, based on parental preference and the needs of the child.

The Education Welfare Officer (CME) will monitor each case and support both schools and parents in ensuring the child is admitted to the allocated school. In cases where places are not taken up, legal proceedings to safeguard the child's education may be initiated when appropriate.

### ***Transition from home to school and primary to secondary phase transfers***

It is generally agreed that children are particularly likely to become children missing from education at times of transition. **Schools have a duty to notify the LA when a child who is expected to take up a place does not do so.** Once the LA has been informed of a child missing education at transition enquiries will be made to ascertain whether education is being provided or not. Once it has been established that a child is missing from education the Education Welfare Service will monitor each case and, where appropriate, may take legal proceedings to safeguard the child's education.

## **PUPIL TRACKING SYSTEMS**

- **Children who have left the area without a known destination**

These pupils are logged on central electronic systems. Once a destination has been established and the schools have completed the CTF procedure, the pupil's records will be updated with the correct base name.

- **Following up children until they are registered with a new provider**

The Education Welfare Service will contact a receiving authority (if known) giving details of pupils who have moved to their area, using the DFS s2s facility. Where pupils are

removed from roll and remain in Hull, the EWS will monitor and liaise to ensure CYPS logs and maintains intelligence.

- **Role of Health Service**

The school nurses will deliver their core programme to home educated children and will refer CME cases to the service via CME referral forms and will allow CME Officer access to information regarding GPs, minor injuries and the national tracing service. They will also undertake joint visits where appropriate.

- **Children and families who go missing**

In cases where all procedures have been followed and a child's location remains unknown a notification form will be sent to the Designated Manager in Children's Social Care according to the practice – Children and families who go missing. Should concerns arise that a child is suffering or at risk of suffering significant harm a referral will be made following the child protection procedures.

**The Children Missing Education Team's work load is case as opposed to data driven. The Local Authority in its widest sense will only be successful in addressing children missing education with the cooperation of all teams and services within CYPS, its partner agencies and other stakeholders. Intelligent activity in this increasingly important area of work must be underpinned by good quality data, efficient use of technology and clear lines of responsibility.**

**There is an expectation that all personal information will have appropriate security measures in place to protect it from unauthorised access or disclosure/loss.**