



ATTENDANCE, PUNCTUALITY AND CME (Children Missing in Education) POLICY

Date of Policy: October 2019

To be Reviewed: October 2020

Introduction

Excellent attendance is the key to academic success in school. At Marden High School we consistently strive to encourage all of our students to work towards a goal of 100% attendance. Our school will give a high priority to conveying to parents and students the importance of regular attendance. We recognise that parents have a strong role to play, and that there is a need to establish strong home school links.

If there are problems identified which affect a student's attendance, we will investigate, identify and strive in partnership with parents and students to resolve those problems as quickly and efficiently as possible.

In order for this policy to be successful, every member of the school community must make attendance a high priority. We must share our enthusiasm for education and communicate its importance to students.

Purposes

- To promote an environment where all pupils feel valued and welcome.
- To demonstrate a strong whole school attendance ethos.
- To encourage full attendance and excellent punctuality.
- To have robust systems in place for monitoring attendance and to use information gathered effectively.
- To build effective communication links between parents/carers, students and school.
- To promote equality and opportunity for all students.

Processes

- Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and North Tyneside attendance targets.
- This policy will contain within it all the procedures required to meet the school's attendance targets.
- Attendance will be regularly monitored and intervention strategies put into place to address and improve identified attendance issues.
- The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Expectations

From Students

- To attend school equipped and ready for lessons every school day.
- To be punctual and arrive at all lessons on time.
- To ensure that you are present at both morning and afternoon registration.
- To discuss any problems that may affect your attendance with your Year Co-ordinator or the Attendance Officer.

From Parents/carers

- To be aware that It is your legal responsibility to ensure that a student of

compulsory school age attends school regularly.

- To ensure that we are able to contact you. Please ensure that we have an up to date address and telephone number, and advise us as soon as possible if you change any of your contact details.
- To ensure students arrive at school before 8.45am to enable a prompt start to the morning session.
- To contact School Student Absence Line before 9.30am to inform school of any absence, via phone 0191 296 2771 or text 0844 2393111.
- To provide a note of explanation of the reason for absence on the first day of the student's return to school.
- To be aware that morning registration is recorded in form time at the start of the day, and afternoon registration is recorded at the end of lunch break. It is vital for every student to attend registration.
- To contact the Head of Year or the Attendance Officer as soon as possible should there be any issues or concerns surrounding attendance.
- To make routine medical and dental appointments outside of the school day, whenever possible.

From School

- To contact home as soon as possible when a student fails to attend school and no explanation has been received.
- To prioritise those students known to have previous unauthorised absences or who are disadvantaged.
- To address any known issue or problem that may affect a student's attendance.
- To promote a positive attitude in order to encourage full attendance across the whole school.
- To contact parents/cares if no communication is received regarding the reason for student absence.
- To actively discourage holidays during term time. We therefore do not authorise any leave of absence as this impacts on the student's academic achievement.
- To not authorise an absence where we have reason to believe the student has been on holiday in term time.
- To put in place support plans for young people returning from lengthy absences where necessary.
- In the event that a student has not been in school for 10 days and we have been unable to make contact with parents/carers (including making a home visit), the matter will be referred to the Local Authority for further investigation.
- In the event that a student moves schools, he/she will not be removed from roll until the Attendance Officer has confirmed with the new school that they are attending. The Attendance Officer will then advise the Data Manager, the Assistant Head and the relevant Head of Year that the student can be taken off roll.
- To provide a positive and welcoming greeting as students arrive each morning. If students arrive after 8:45am they are welcomed and at an appropriate time supported so that they are able to be on time in future.
- To make sure that students who miss school for periods of time are supported by all staff to ensure their continued attendance as they feel safe, supported and able to make progress.

From The Form Tutor

- On return to school after any absence, students are required to give a letter of explanation to their Form Tutor. In the event of no letter being received after one

week, Form Tutors must refer this to the Attendance Officer. Parents will then be contacted either by telephone, text or letter.

- Any unusual or concerning absences (e.g. where a pattern emerges) will be reported by the Form Tutor to the Attendance Officer or Head of Year, who will investigate.
- Tutors discuss attendance levels with all students in their tutorial time and set targets half termly. The Attendance Officer will share a list of students with attendance less than 90% half termly. Any concerns or issues arising from this are shared with the Attendance Officer or Head of Year.

Completing a Register

Students present during registration time 8:45 - 9.10am and 1.10 – 1.30pm should be marked in SIMS with a 'V' or 'I' sign.

Students absent during Registration (i.e. not **SEEN** by the Form Tutor) should be marked absent with an 'N' sign. Under no circumstances should the 'O' code be used.

Students who are late, i.e. those arriving after 8.45am or 1.10pm should be marked late 'L'.

When the Register is submitted **UNDER NO CIRCUMSTANCES SHOULD A BLANK SPACE BE LEFT** - the student has either been seen or not. (Of course, Leave of Absence or an Educational Visit may already have been marked in for that session). Codes already entered into the register must not be overwritten.

Morning Registration

Register must be taken between 8:45 - 9.05am and 1.10 - 1.30pm and logged on SIMS.

- Students arriving after 8.45am are late and should be marked as such on SIMS. If the system is inaccessible then a paper register must be taken and sent to Reception for the Attendance Officer. Students arriving after the registration period **MUST** enter through the main entrance and sign in on the electronic entry system. This is a Health and Safety requirement.
- Collect in any outstanding absence notes, mark these on SIMS according to the registration codes, and forward the absence notes to the Attendance Officer to be filed.

Dual Registration

Dual registration is meant to cover situations where two institutions have shared responsibility for the education of a given student, e.g. a child on Alternative Provision. **This should be recorded as 'D' on SIMS.**

Authorised Absences

On return to school, a student who has been absent must bring a note to explain the absence. The note should be signed by a parent/carers and should include the date(s) of the absence, as well as being dated itself. If a student is persistently forgetting to bring a note to school then the Attendance Officer should be informed.

When an absence note is received the dates it excuses should be marked off in the register. This is done by changing the code. This should be done by the Form Tutor or the Attendance Officer.

Where a leave of absence has been granted, the dates for the absences should be clearly marked with the appropriate code letter (see appendices for code list and leave of absence procedure).

If a student arrives during a session (i.e. is late), he/she will sign in electronically at Reception. At the following session the student should inform the Form Tutor of the late arrival and give an explanation (this may be a dental or hospital appointment, etc). The relevant code should then be marked on SIMS.

Unauthorised Absence

The Attendance Officer will confirm all unauthorised absences. Unauthorised absence must be shown by the code 'O' or 'G' (for term time holiday). Please note Form Tutors must not enter an 'O', and should not change any 'O' which appears.

When you are not aware of any reason why a student is not in form please enter the letter 'N' not 'O'.

Term Time Holidays

Parents should seek permission for a leave of absence during term time prior to the leave, fully explaining the reasons for the request. This permission should be sought at least two weeks in advance. The school should reply to all applications in writing stating whether or not the absence has been agreed. If the leave is not granted, the reason for not authorising a request must be clearly stated, as well as the possible consequences of disregarding the refusal. If a parent removes their child from school without requesting a leave of absence or without authorisation from the Head teacher, the parent should be informed in writing that a referral is being made to the Local Authority requesting a Penalty Notice to be issued. Parents should be made fully aware of a Penalty Notice being issued, and that failure to pay could lead to prosecution. The decision whether to authorise a leave of absence or not should be justifiable and any reasons for rejection recorded and conveyed to the parents in writing. A letter refusing a request should explain the reasons the request is not deemed to be an exceptional circumstance and that a Penalty Notice will be issued if the leave is taken without permission.

Lates

If a student arrives late to school in the morning they will be given a 30 minute detention at lunchtime the same day. The student will be given a written notification of this, and parents/carers will be informed by text message. If they are persistently late intervention will be put in place, but failure to improve will result in further action being taken e.g. Penalty Notice Warning.

Persistent Absentees

A pupil becomes a persistent absentee when they miss 10% or more schooling across the year for **whatever reason**. Absence at this level is doing considerable damage to any student's educational prospects, and we expect parents'/carers' support and co-operation to tackle this. We monitor all absence thoroughly and any case that is seen to

have reached the PA mark, or is at risk of moving towards that mark, is given priority. Parents/carers will be informed of this by letter and where appropriate, will be invited to a meeting with the Year Co-ordinator and Attendance Officer in order to set targets for attendance and to explore opportunities to support the student and their families. PA students are tracked and monitored carefully through our pastoral system.

Use of Penalty Notices

School may request the Local Authority to issue Penalty Notices in respect of unauthorised absence in accordance with the local code of conduct.

Penalty notices may be used to tackle unauthorised absence in the following circumstances:-

- Where a parent/carer has chosen to take their child on holiday during term time when attendance is already low, especially where the absence will lead to the child missing public examinations e.g. GCSEs.
- Where following a truancy sweep, enquiries show that the school has recorded the student absence for that session as unauthorised.
- In cases where a student is persistently late for school after the register has closed.
- In cases where a student's parents/carers fail to work with the school and the Attendance and Placement Service to improve attendance.

Penalty Notices will be issued where a pupil has 10 or more unauthorised absences in 100 sessions prior to the request for a Penalty Notice to be issued.

Use of the Fast Track System

The Fast Track Process will be used when a student's percentage attendance is exceptionally low. Attendance will be monitored by the school for four weeks; parents/carers will be notified of this by letter. At the end of this period if there is no improvement the case will be referred to the Attendance and Placement Service who will consider whether the case should be referred for a court hearing. The result of this can be a substantial fine or in some cases, imprisonment.

Children Missing From Education

1 INTRODUCTION

1.0 This document is intended to be read in conjunction with LA guidance on non-school attendance and Procedures for Locating Missing Pupils and the Removal of Pupils from Roll and the Child Protection Policy.

1.1 Children (a child) missing from education, in this document, refers to all pupils of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately, at home or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

1.2 North Tyneside LA acknowledges that —education protects and that it is a key responsibility of the LA and its schools to safeguard all the children resident in North Tyneside or attending North Tyneside schools. The LA and its schools will protect the children in the borough by ensuring they are all on a school roll, or known to be home educated and that children do not get ‘lost’ off school rolls and become ‘missing’.

1.3 The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure children are on school rolls. New statutory guidance for Children Missing Education (CME) was issued in September 2016. www.gov.uk/government/publications/children-missing-education

1.4 The most common reasons for children and young people being —missing from school are:

- fail to start appropriate provision and hence never enter the system;
- cease to attend as a result of exclusion;
- fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA);
- frequent moves of house, including periods of homelessness or periods in a refuge;
- family breakdown or bereavement;
- persistent truancy leading to non attendance;
- disaffection resulting in pupil and/or parent dissatisfaction with the school and the parent withdrawing the pupil or being asked to leave‘;
- young people who have committed offences;
- children living in women’s refuges;
- children of homeless families; perhaps living in temporary accommodation;
- children who have run away from home;
- children with long term medical or emotional problems;
- unaccompanied asylum seekers and refugees, or children of asylum seeking families;
- children from transient families;

1.5 It will be recognised that the factors listed above make children and young people vulnerable' in every sense and it is therefore particularly important they are not allowed to go missing' from education.

1.6 Research indicates certain groups of children are more likely to be affected by the factors listed above and include:

i) Looked After Children (LAC); ii) refugee and asylum seeking children; iii) travellers; iv) children who have suffered bereavement, trauma, domestic violence or other adverse family circumstances; v) children with Special Educational Needs (SEN).

2 THE ROLE OF SCHOOLS

2.0 When a pupil is expected to join the school, either at a normal time of starting (e.g. Nursery, Reception or Year 7) or at any other time, and s/he does not arrive, the school must first try to make contact with the parents by phone or letter.

If, after one week, no contact has been made the school must inform the local authority Admissions Team to find out if the pupil has been registered elsewhere.

After two weeks the school must complete a referral to the Attendance and Placement Service who will follow the procedures for locating missing pupils. The pupil must not be removed from roll until the Officer responsible has ascertained the pupil's whereabouts and safety, and has confirmed that the pupil is registered at another school or is being educated otherwise.

2.1 If a pupil has unexplained absence from school for a prolonged period, or fails to return from a holiday, the school must follow the normal procedures for investigating pupil absence (ie telephone calls, letters, invitations to meetings at the school, etc). If, after two weeks, the pupil does not return to school the matter must be referred to the Attendance and Placement Service where the procedures for 'missing pupils', outlined in the Procedures for Locating Missing Pupils and the Removal of Pupils from Roll Guidance Document should be followed.

As above, the pupil must not be removed from roll until the Attendance and Placement Service has ascertained the pupil's whereabouts and safety, and has confirmed that the pupil is registered at another school or is being educated otherwise.

2.2 If a pupil disappears without any warning the school must immediately notify the Attendance and Placement Service.

2.3 All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Grounds for deleting a pupil of compulsory school age from the school admission register as listed in the statutory guidance are shown below:

1 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.

2 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.

3 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.

4 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.

5 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.

6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

(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 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. 8

8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and (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 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.

10 8(1)(j) - that the pupil has died. 11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

(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 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.

13 8(1)(m) - that he has been permanently excluded from the school.

14 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.

15 8(1)(o) where—

(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.

2.4 When adding or removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil and date of birth. (b) the full name and address of any parent with whom the pupil normally resides (c) at least one telephone number of the parent (d) the pupil's future address and destination school, if applicable (e) the grounds in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

It is important to notify the Attendance & Placement Service if the child's previous school should not be notified of the destination school (for example, when a family is escaping domestic violence).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.

If the child is subject of a Child Protection Plan or should the school have particular child protection concerns, the school should immediately notify the Front Door on 03452000109

All schools must also notify the local authority within five days of adding or removing a pupil's name to / from the admission register at a non-standard transition point. When a child is removed from a school roll the school must inform the Attendance and Placement Service by including the pupil on the weekly return.

In the event of a pupil moving to another school the name of the school must be indicated and the pupil's records must be sent to the new school within 15 days. If, for any reason, a child's name is removed from the school roll the LA must be informed immediately.

2.5 In the event of a parent informing the school that s/he is removing the pupil to educate him/her at home, the Officer with responsibility for Elective Home Education, who can be contacted through the Attendance and Placement Service, must be

informed. The pupil's details will be recorded and arrangements will be made by the LA to advise the parent / carer of their responsibilities and to make every effort to gather information to confirm that the child is receiving suitable education.

2.6 If the pupil has moved or transferred and is known to be on roll at another school, the Admissions Service and the Attendance and Placement team should be notified.

2.7 If there is no trace of the pupil, the Attendance and Placement Service must be notified prior to deletion and given time to make appropriate enquiries about the pupil's whereabouts. The Attendance & Placement Service should be notified using Appendix CME1 form. They will work with schools to make reasonable efforts to try and identify the child's current whereabouts or destination. Appendix CME 2 provides a checklist of enquiries to locate children who may no longer reside in North Tyneside.

2.8 Pregnancy is not a reason for a pupil to be removed from the school roll.

2.9 Schools must monitor all deletions from school rolls by race, ethnicity, gender, SEN and disability to ensure that they are fulfilling their obligations under the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act (2001).

2.10 If a school learns of a school aged pupil without a school place (eg a sibling or friend of a current pupil, or a child on its waiting list) the school must inform the LA of the pupil by completing as much of (Appendix CME 1, attached to this Policy) as possible and returning it to the Attendance and Placement Service.

2.11 If a pupil is a resident of another Local Authority it is the school's responsibility to notify the home' Authority of any of the circumstances above, in line with North Tyneside's Protocols that cover cross-borough issues with pupils.

2.12 Removal from roll for any reason other than those specified above is illegal.

2.13 Link Inspectors and Ofsted will monitor schools' compliance with legal requirements.

3. THE USE OF SCHOOL TO SCHOOL (S2S) AND THE LOST PUPIL DATABASE (LPD).

3.0 In all cases, reasonable efforts must be made to find a child. Should such efforts prove to be unsuccessful and confirmation has been received from the Attendance and Placement Service, the school can remove the child's name from their roll and create a —lostll Common Transfer File (CTF) with XXXXXXXX as the destination. This must then be uploaded onto the secure site – this information will be held in a secure area of S2S known as the Lost Pupil Database.

This is a statutory requirement under the Education (Pupil Registration) (England) Regulations 2006. The CTF should be immediately uploaded onto the DFE s2s secure site where it will be held in the Lost Pupil Database. This file must hold information on one pupil only.

3.1 A flowchart is provided to assist schools to use the appropriate destination code when uploading a CTF to the DFE s2s site (Appendix 5).

Should a child join a North Tyneside school without that school receiving a CTF from the child's previous school, then the receiving school should contact the Attendance & Placement Service and request that a search is made of the Lost Pupil Database for a matching record.

3.2 If a child leaves the school to go to an independent school, or a school outside England, then the destination code MMMMMMMM must be used – this file will be held in a secure database which can be searched by the Local Authority.

3.3 If a CTF is rejected schools should recode the file MMMMMMMM.

3.4 Schools must check S2S regularly to look for the CTFs of newly admitted pupils. If a new pupil is admitted, and the CTF is not available, schools should notify the Attendance and Placement Service who will search the lost Pupil Database for the pupil's CTF, which can then be forwarded to the school.

North Tyneside Council recognises that these procedures will only function effectively if all North Tyneside schools are committed to adhering to the principle that:

WHENEVER A PUPIL JOINS OR LEAVES A SCHOOL, A COMMON TRANSFER FILE MUST ACCOMPANY HIM/HER.

The LA will therefore ensure that all North Tyneside schools:

- Are made fully aware of their responsibilities in relation to missing pupils.
- Are properly supported to meet these responsibilities.

4. EXCLUDED PUPILS

4.0 The Attendance and Placement Service must be informed of all exclusions from school (both permanent and fixed term). It is expected that all schools will follow statutory Guidance on Exclusion from School. Schools are specifically supported through this process by the School Support Service (SST) .

4.1 In the event of a pupil being excluded for a fixed term, work must be provided by the school, and if the exclusion is for more than 15 school days full time education will be provided. If a school is imposing an exclusion of more than 15 school days, the Attendance and Placement Service must be informed of the arrangements that are being made for the pupil's education during the exclusion from the fifteenth day.

5. THE ROLE OF THE LOCAL AUTHORITY (LA)

5.0 The Attendance and Placement Service under the direction and supervision of the Senior Manager for Facilities and Fair Access and the Head of, Commissioning and Investment is the LA designated officer for children missing from education. This officer is responsible for the tracking and tracing of all pupils notified as being without a school place, and for liaising with other authorities.

5.1 It is the LA responsibility to ensure that all school aged children are in receipt of suitable and efficient education, appropriate to their age, aptitude and ability, whether at school or otherwise.

6. THE ROLE OF THE ATTENDANCE AND PLACEMENT SERVICE

6.1 The Attendance and Placement Service has a statutory duty to inspect school registers and ensure that they are being kept in accordance with regulations. This will include regular monitoring of pupils who have been removed from roll to ensure that the procedures and regulations described above are being followed and that no pupil is allowed to 'disappear' from a school roll. The Attendance and Placement Service will regularly check on the attendance of pupils where there is a high level of unauthorised absence. Any concerns will be followed up with schools and other linked professionals.

7. THE ROLE OF THE ADMISSIONS SERVICE

7.0 The Admissions Service has responsibility for:

- i) The co-ordination of admissions to reception classes, ensuring, in co- operation with primary admission authorities, that no more than a single offer of a reception class place is made to applicants for North Tyneside Schools;
- ii) the co-ordination of admission arrangements for pupils transferring from primary to secondary school, ensuring, in co-operation with secondary admission authorities and other Local Authorities that North Tyneside-resident pupils receive no more than a single offer of a secondary school place;
- iii) processing requests for mid-year admissions and school transfers,
- iv) identifying through the Authority's data systems and other agencies those children who require the allocation of a school place (for the major intakes at reception and secondary transfer but, also, in respect of other school years);
- v) the allocation of LA nursery places as required .
- vi) ensuring parents are aware of other educational establishments with atypical admission points.

7.1 To contribute to the work of ensuring that all pupils are on a school roll and attending school, the Admissions Service works as follows:

- i) Prioritises work on the allocation of school places for Children in Public Care/LAC;
- ii) ensures that advice about admissions and support with the application procedure is readily available for families new to the area;
- iii) carefully considers each request for a transfer of school, ensuring that parents are aware of the implications of a change of school and discouraging the request where appropriate;

- iv) ensures, at every opportunity, that parents are advised not to withdraw their children from school without first having secured an alternative school place;
- v) identifies pupils who are out of school and unable to readily benefit from a mainstream school placement so that consideration may be given to other appropriate placement;
- vi) contributes to the maintenance of an efficient pupil database which, following liaison with schools and parents as necessary, records the school places offered and those taken up or declined;
- vii) shares information with other LAs and admission authorities regarding individual pupil placements within their schools;
- viii) investigates, with parents, schools and the Attendance and Placement Service as necessary, those cases where pupils fail to take up school places or where it becomes evident that a pupil is out of school;
- ix) follows-up and monitors the outcome of admission referrals made to the Authority's schools.

8. THE ROLE OF OTHER AGENCIES

8.0 Other agencies, especially Social Services, Health, Police, Housing and the Connexions Service, frequently come into contact with school-aged pupils. It is an expectation of the LA that any professional coming across a school aged child will ask where that child is registered at school and contact the Attendance and Placement Service if they have information on a child who may be missing education.

8.1 In the event of a pupil being 'missing' the Attendance and Placement Manager will liaise with all agencies including, Police and Social Services and follow the Child Protection Procedures.

8.2 As appropriate, the Attendance and Placement Service Manager will liaise with all agencies including, Police and will follow any protocols established with regard to cross border issues.

Appendix CME1

Children Missing Education Referral Form For completion by professionals in both statutory and voluntary sector who in the course of their work establish that a child of school age is not registered at any school or educational establishment

Child's forename: Child's last name

Date of birth: Also known as:

Name of Parent/Carer:

Address: Pupil's Emergency Contact Numbers

Mobile:

Referred by: Year group:

Name of referrer: Agency:

Date of referral: Contact no:

Additional Information:

Please provide information (if known) of other agencies involved with the family:

Is the child looked after or do they have a Child Protection Plan?

Contact name: Agency Telephone no

If, having completed the above-mentioned checks the child's whereabouts have not been determined, please complete Appendix CME2 and forward to the Attendance & Placement Service.

The Attendance & Placement Service, Floor 3, Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY.

Email: sara.irving@northtyneside.gov.uk

Appendix CME2 CHECKLIST FOR CHILDREN THOUGHT TO HAVE LEFT THE AREA

This checklist is to be completed by the Attendance and Placement Team in all cases where it would seem that a child has moved from the area, and the school at which the child is currently registered has not been informed of either a new address or school.

Name of child

.....

School

.....

Action Taken Date(s)

time

Action by

Response/result (Where appropriate name person(s)) Check the possible whereabouts with staff and pupils

Check the pupil's emergency contact numbers

Follow local information sharing arrangements and check with all agencies with known involvement for example housing providers school admissions health services police refuge youth justice services children's social care HMRC

Check with UK Visas and Immigration (UKVI) and/or the Border Force

Check with local authority and school from which child moved originally, if known

Check with any local authority and school to which a child may have moved Check with the local authority where the child lives, if different from where the school is

In the case of children of Service Personnel, check with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS)

Undertake a home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate make enquiries with neighbour(s) and relatives.

Appendix CME 3 Grounds for deleting a pupil of compulsory school age from a school register

1 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. 2 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. 3 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. 4 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. 5 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. 6 8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —

(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 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. 8

8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and (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 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.

10 8(1)(j) - that the pupil has died. 11 8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—

(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 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. 13 8(1)(m) - that he has been permanently excluded from the school. 14 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. 15 8(1)(o) where—

(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.

Appendix CME 4

WEEKLY RETURN FOR PUPILS ADMITTED TO AND REMOVED FROM SCHOOL ROLL

NAME OF SCHOOL..... WEEK ENDING.....

Children admitted

Name DOB New Home Address Previous home
address & School

Children transferring out of school

Name DOB New Home Address
and New School

Previous home address

Headteacher..... Date.....

Please return to: The Attendance & Placement Service, Quadrant East, Silverlink North,
Cobalt Business Park, North Tyneside, NE27 0BY. Email:
sara.irving@northtyneside.gov.uk

4- week timescale Removal from school roll, as agreed with Attendance and Placement Team

Appendix CME 5 Locating Missing Pupils Flow Chart

Pupil Leaving North Tyneside

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Missing Child form completed (CME 2 - Appendix B)

10 DAYS MISSING Referral to Attendance and Placement Team from school
Complete CME1

Attendance and Placement Team Complete Checklist

1. Has school checked

possible whereabouts with staff and pupils? 2. Check files and database. 3. Check available

Council Database. 4. Visit to address(es)

made available by school. 5. Check with

neighbours and any known extended family. 6. Check with Housing

Department by telephone and/or Housing

Contact the Front Door immediately

0345 2000 109

Are there any safeguarding concerns?

Records Passed on.

School should ensure that the Common Transfer File (CTF) is sent to the receiving school via S2S within two weeks of pupil leaving.

Further records to be passed on as requested by receiving school.

Pupil found – no further action unless school non-attender

Location known

Case Closed

Register Codes



The following system allows a common approach to completing an Attendance Register throughout the school.

| | |
|-----------|---|
| /\ | Present |
| B | Receiving full / part time education at another institution |
| C | Other authorised circumstances (not covered by any other code) |
| D | Dual registration (pupil attending another establishment, eg Managed Move) |
| E | Excluded |
| F | Family holiday (agreed for more than 10 days) |
| G | Family holiday (not requested and not agreed) |
| H | Annual family holiday. This will be granted only in exceptional circumstances. |
| I | Illness (not dental or medical appointments) |
| J | Interview |
| M | Medical / dental appointment |
| N | No reason yet given |
| O | Unauthorised absence |
| P | Approved sporting activity |
| R | Day of religious observance |
| S | Study leave |
| T | Travellers absence (gypsies or circus people) |
| V | Educational visit |
| W | Work experience |

This policy was ratified by Governors on Thursday 3 October 2019 and will be reviewed again in October 2020.