



Our vision

Challenging expectations and sharing success

Waverley School

Children missing education Policy

Name of School	Waverley School
This policy was drafted on	7th July 2017
The policy to be reviewed on	October 2020
The Designated Safeguarding Leads are	Gail Weir - Headteacher Deniz Oguz - Deputy Head Charlotte Millward - Assistant Head
The Designated Lead for LAC is	Deniz Oguz
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This policy should be read in conjunction with the following, which all staff will have read:

- [The Education Act 2011](#)
- [Children's Education Act 2004](#)
- [School attendance for schools](#)
- [The Education \(Provision of Full time Education for excluded pupils\) \(England\) Regulations 2014](#)
- [Keeping Children Safe in Education \(DFE 2020\)](#)
- [School attendance \(DFE 2019\)](#)
- [SEND Code of Practice 0-25 years \(DFE 2017\)](#)
- [Health and Safety: responsibilities and duties for schools \(DFE 2018\)](#)
- [Health and safety for school children \(DFE 2018\)](#)
- [Children missing education \(DFE 2016\)](#)

Schedule for Monitoring & Review

The implementation of this policy will be monitored by the	Senior Leadership Team and Heads of Department
Monitoring will take place at regular intervals by the Staffing and Premises meeting on:	Date for review: October 2020
Should a serious incident take place, the following external persons/agencies should be informed	Cheviots (Joint Service for the Disabled Children in Enfield), Enfield LADO if it concerns and adult's behaviour, police

Scope of this Policy

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors)

Introduction

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Waverley School will do to help the LA with its duty.

Definition

For the purpose of this policy, a CME is defined as a child or young person of compulsory school age who is not attending school, not placed in alternative provision by an LA, and who is not receiving a suitable education elsewhere. This definition also includes children who are receiving an education, but one that is not suitable; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

Why children missing in Education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

Children at risks of missing education

As there could be many reasons for a child to be missing from education, we will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (Cheviots - and the police if appropriate) as per our safeguarding

procedures. The LA officers responsible for CME will check a referral has been made, and will contact children's social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child's safety is at risk, the LA will contact the police.

- Children of gypsy, roma and traveller (GRT) families – when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the Attendance and Prosecution Service for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children and young people supervised by the Youth Justice System – in this case, LA youth offending teams are responsible for supervising children (aged 8 to 18). Where a young person is registered at the school prior to custody, the school will keep the place open for their return.
- Children who cease to attend Waverley School – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

Roles and responsibilities

The school:

The school will enter pupils on the admissions' register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.

In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity. The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The school will monitor pupils' attendance through our daily register.

The school will agree with the LA and the EWO (Education Welfare Office) Service what intervals are best to inform them of pupils who are regularly absent from school, or who have missed 10 school days or more without permission.

Pupils who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor. The leadership team meet with the school nurse once a month to review each child's attendance.

If a pupil fails to attend, and the office staff have not been able to make contact with the family, and the pupil's main carer is a lone parent, staff will undertake a home visit on that day to ensure parent and pupil are safe and well.

All pupils on a CIN or CP plan, and all children looked after by the LA will be more closely monitored. If they are absent, the office staff will alert SLT in the morning of the first day of their absence, so that SLT can make the relevant enquiries and alert Social Care as appropriate.

Where there is concern for a child's welfare, this should be referred to local authority children's social care.

How to make a child protection referral of a disabled child or young person (REF Safeguarding Disabled Children Protocol, Mar 17)

Allocated to a Social Worker in the JSDC's Specialist Team – Cheviots If a CP concern is identified via a Police Merlin, the Merlin should be sent directly to the SPOE who will forward this to the Cheviots mailbox – cheviots@enfield.gov.uk.

If it is urgent please phone Cheviots Duty worker on 0208 363 4047

For all other child protection referrals refer by phoning Cheviots - 020 8363 4047- and send supporting information on an Early Help Assessment Form directly through to Cheviots mail box – cheviots@enfield.gov.uk

If urgent, send this information within one hour by secure e-mail after telephoning to discuss the issues. It is the referrer's responsibility to make a referral swiftly in order to prevent any delay. Once a referral has been received, it will be processed within 24 working hours. Should the concerns be of an urgent nature, it will be processed immediately.

If there is reason to suspect a crime has been committed, the police should also be involved.

Where there is a concern that a child's safety or well-being is at risk, it is essential to take action without delay.

Local authorities have other duties and powers to support their work on CME. These include:

- a. Arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion;
- b. Safeguarding children's welfare, and their duty to cooperate with other agencies in improving children's well-being, including protection from harm and neglect;
- c. Serving notice on parents requiring them to satisfy the local authority that the child is receiving suitable education, when it comes to the local authority's attention that a child might not be receiving such education;
- d. Issuing School Attendance Orders (SAOs) to parents who fail to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school;
- e. Prosecuting parents who do not comply with an SAO;
- f. Prosecuting or issuing penalty notices to parents who fail to ensure their school-registered child attends school regularly; and
- g. Applying to court for an Education Supervision Order for a child to support them to go to school.

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 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. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's SEN continue to be met.

Absence from school:

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** (under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).

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.**

Reasonable enquiries:

When the whereabouts of a child is unclear or unknown, it is reasonable to expect that the local authority and the school will complete and record one or more of the following actions:

- a. make contact with the parent, relatives and neighbours using known contact details;
- b. check local databases within the local authority;
- c. check Key to Success or school2school (s2s) systems;
- d. follow local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;
- e. check with UK Visas and Immigration (UKVI) and/or the Border Force;

- f. check with agencies known to be involved with family;
- g. check with local authority and school from which child moved originally, if known;
- h. check with any local authority and school to which a child may have moved;
- i. check with the local authority where the child lives, if different from where the school is;
- j. in the case of children of Service Personnel, check with the Ministry of Defence (MoD)

Children's Education

Advisory Service (CEAS); and

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

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register

- a. the full name of the parent with whom the pupil will live;
- b. the new address; and
- c. the date from when it is expected the pupil will live at this address.

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, schools must record in the admission register:

- a. the name of the new school; and
- b. the date when the pupil first attended or is due to start attending that school.

Schools must notify the local authority when a pupil's name is to be deleted from the admission register **under any of the 15 grounds set out in the Education (Pupil Registration England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register**. This duty does not apply where the pupil has completed the school's last year, unless the local authority requests for such information to be provided.

When removing a pupil's name, the notification to the local authority must include:

- (a) the full name of the pupil,
- (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, and
- (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register

Timescale:

Schools and other agencies will always seek to engage parents and carers as partners in ensuring that their children are safe and able to attend school.

In the first 20 days that a child does not attend school, the school and other agencies, will make enquiries and assess the child's circumstances and their vulnerability by following the 'Process Steps' below. In some cases, the situation will be resolved between the school and the parent/carer. For other cases the timescale for initiating a multi-agency response will depend on the school's view of the vulnerability of the child.

Concern for a child may be so high that a referral may be made to the Police immediately the child is found to be missing. Alternatively, information may emerge over the course of time which raises the level of concern about a child's welfare, and a referral should then be made to the Police and Children's Social Services.

The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly, if a situation is not resolved within ¹¹~~10~~ 20 days, then referrals should be made to the Police and Children's Social Services, as appropriate.

Process:

Day One

The school identifies that a child is not in school.

1. The class teacher telephones the child's home to seek reasons for the absence and reassurance from a parent/carer (person with parental responsibility for the child) that the child is safe at home. A detailed accurate record of this call or correspondence should be kept.
2. The results of this telephone call could be that:
 - a) There was no answer at the home;
 - b) The person who answered was not the parent/carer and the school is not reassured that the child is at home or safe;
 - c) The parent / carer answered the call, the child is not with them or safe and the parent is concerned;
 - d) The parent/carer answered the call, the child is not with them or safe and the parent is not concerned.
3. In the case of a), b) and d) the staff member who made the telephone call should immediately speak with the school's DSL to jointly consider the degree of vulnerability of the child.
4. In the case of c) the staff member who made the telephone call should advise the parent to:
 - Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child;
 - Contact the Police using 101 to inform them the child is missing and complete the relevant paperwork as they advise.

Days Two to Twenty

If the judgement on day one is that there is no reason to believe that the child is at risk of harm, and the school delays further action, the process of reasonable enquiry should be repeated and enhanced, including reviewing the responses to the questions of assessing vulnerability, for up to 20 days.

If the school has enough information to judge that the child is not at risk of harm, however the child has not attended for 10 days and the absence is unauthorised, the DSL may call a team around the child (TAC) meeting to agree an action plan. The LA designated person should be informed.

If at any point the school feel that the child is at risk of harm then a referral to the LA disabled children's team will be made and a TAC meeting will be called.

It is a statutory responsibility of the school where the pupil attends or LA if the child is elective home education to complete a Common Transfer File (CTF) within a maximum of 15 days where the child is missing from education and details should be uploaded to the DfE s2s site (lost/missing pupil database).

Child Missing from School for More than 20 Days

If a child continues to be missing from school for 20 days and the school and LA have exhausted enquiries and has been unable to locate the pupil and her/his family, under current Regulations. The DSL will refer to the LA disabled children's team (social services). The DSL will call a team around the child (TAC) meeting, that should include the LA designated person and a representative from the disabled children's team, to agree a course of action.

It is permissible for the child's name to be removed from the school roll once the school has been advised by their

EWO that they may do so. ^[1]_[SEP] However, reasonable if concerns enquiries remain in and relation missing to the person safety activity of the in child, accordance the LA designated with local person should continue to procedures.

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If the Education Welfare Service or any other agency becomes aware the child has moved to another school the service should ensure all relevant agencies are informed so that arrangements can be made to forward records from the previous school.

The Local Authority

Under the Education Act 1996, the LA has a duty to establish the identities of children in the area who are not registered pupils at a school and are not receiving education provision otherwise.

The LA will provide full-time education for permanently excluded pupils from the sixth school day of a fixed period exclusion.

When it is brought to the LA's attention that a child may not be receiving a suitable education, the LA will serve notices on parents/carers to assure the LA that their child is receiving such an education.

The LA will ensure that children identified as not receiving suitable education are returned to full-time education either at the school or elsewhere.

The LA will ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving suitable education.

The LA will apply to court for an Education Supervision Order for a CME.

The LA will ensure that children who return to full-time education are appropriately supported, taking into account the reasons why they missed education in the first place.

Pupils with special educational needs statements, or EHC plans, are able to be home educated. If the statement/EHC plan sets out the provision that the pupil should receive at home, or names a school where the provision will be received, but the parent/carer chooses to home educate the child, the LA will arrange the provision and ensure that it is suitable to the child's special educational needs. The LA will review this statement annually.

The LA is responsible for liaising and sharing information with other agencies to support children who miss education. The LA is responsible for referring to the LA children's social care where there is concern for a child's welfare, as well as the police if there is reason to suspect a crime has been committed.

Parents/Carers

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

Working with others

Families moving from one LA to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, LAs will work with other LAs, regionally or nationally, to ensure this does not happen. The LA will raise awareness of its procedures with local schools, partners and agencies working with children and families.

To assist them in tracing CME, the LA has contacts with the Department for Work and Pensions, the UK Border Agency and HMRC.

Waverley School uses a secure internet system, to allow the school to transfer pupil information when a child moves education setting.