

# Acorn Trust

## Children Missing Education Policy



Date Written: January 2018

Review date: Spring 2019

Chairs signature:

## **Mission Statement**

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

## **Safeguarding Statement**

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

## **1. INTRODUCTION**

This document is intended to inform Local Authority (LA) officers, schools (including academies and any other educational establishment), governing bodies/local advisory boards and other involved agencies about Wigan LA's policy to prevent children missing education. The procedures adopted to meet the requirements of the policy are detailed in a separate document – "Procedure for Children Missing Education."

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

It is a key responsibility of the LA and its schools to safeguard all children resident in Wigan or attending Wigan schools. Children not receiving a suitable education are vulnerable and can be at significant risk of a range of negative outcomes (e.g. Child Sexual Exploitation, underachieving, becoming Not in Education, Employment, or Training (NEET) etc.) that could have long term damaging consequences for their life chances. The best way for the LA and its schools to track the welfare of all children is to ensure that they are all on a school/alternative providers roll or that they are registered with the LA as home educated.

Section 11 of The Children Act 2004, places a duty on all agencies to work together to promote the welfare of children. In addition to this, section 436A of the Education Act 1996 is to ensure that local authorities' arrangements enables them to establish the identities of children in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school.

Such principles underpins this policy and there is an expectation that all agencies will work together to ensure children are on school/alternative providers rolls or that they are formally registered as home educated.

## **2. DEFINITION OF A 'CHILD MISSING EDUCATION'**

The definition of Children Missing Education refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately 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, however schools should investigate the reason why a child is missing before the four week period ends, please see Appendix 2).

For the purpose of this policy, Children Missing Education will be considered as the following:

- Children persistently absent from school
- Those children that have been permanently excluded or on a supported transfer
- Those children who have particular social and behavioural difficulties and have personalised plan which means that they do not attend school full time
- Have medical or mental health needs
- Have complex needs and no suitable school place is available

- Pupils who may be returning to their country of origin and there is a concern they are at risk of FGM (female genital mutilation)

Those children that are new to the area and require a school place. Specifically:

- Those that are new to the country
- Those that have not taken up a school place within 20 school days of it being offered
- Those new to area and not secured a school place within 20 school days
- Children Looked After placed in or out of Borough with no suitable educational placement
- Those who are pregnant or are young mothers of compulsory school age.
- Those who are returning from custody and a school place has not been found for them
- Those who are from a Gypsy, Roma or Traveller background and alternative provision has been made (New January 2015)

**For CLA pupils or pupils on a Child Protection Plan or open to social care, the Social Worker and the Virtual School Team should be notified by the second day of absence if no reason has been provided and contact has not been made with the parents/carers.**

### **3. CURRENT ARRANGMENTS FOR CHILDREN NOT IN RECEIPT OF FULL TIME EDUCATION**

Exclusions - The Pupil Inclusion Team have systems in place to monitor exclusions from school and challenge schools where appropriate. The following is monitored:

Any exclusions that are 6 days or over to ascertain provision.

Any exclusions over 15 days in a term to ensure that schools are following guidance and having disciplinary committee meetings.

Manually import all exclusions and highlight areas of concern.

Challenge instances of illegal exclusion.

Monitor all exclusions and provide annual summary report to senior management and schools.

Reduced Timetables – The Pupil Inclusion Team (in close liaison with Targetted Education Support Service) have introduced a system to identify those pupils who are placed on a part time / reduced timetable and may offer challenge and support where it is felt appropriate. This is regularly monitored through contact with the school. This information is shared with other teams to ensure that investigations can take place, any updates are provided, and concerns can be raised. (See Appendix 1)

Attendance – Schools have a responsibility to monitor a child's attendance and investigate any unexplained absence. They should inform the Early Help Hub of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. It is also important that pupils' irregular attendance is referred. The checklist in appendix 2 should be followed with regards timescales, referral, outcomes and outside agencies contacted.

Independent schools (in and out of the borough) / free schools - A central list has been compiled to detail schools within and outside the borough that our children attend. This

includes independent schools, free schools, UTC's and out of borough special schools. The Pupil Inclusion team will make contact with all of the schools to raise attendance, pupils on roll and CME duties. (New September 2015)

Children attending Alternative provision - The Pupil Inclusion Team maintain a central list of any pupils that are accessing off site alternative provision (ie, Pupil Referral Unit).

Schools are being asked to notify the team once a pupil is placed on alternative provision and once a pupil is removed from alternative provision so that our records are accurate and discussions can take place regarding other arrangements for the pupil. (New September 2015). In addition to this, a LA approved provider list will be established from September 2016

#### **4. CHILDREN REMOVED FROM ROLL FROM A WIGAN LA SCHOOL**

On a weekly basis the Pupil Inclusion Team will access a list of pupils taken off roll and will take action to identify those pupils where no destination has been provided. The team will also access the data on a termly basis to ensure that any students taken off roll where the entry has been back-dated are also identified.

The circumstances in which a school may delete compulsory school-age children from their registers are limited. Schools are obliged to comply with the Education (Pupil Registration) (England) 2006 and The Education (Pupil Registration) (England) (Amendment) Regulations 2016

**Next Steps** - Please refer to "Procedure for Children Missing Education"

#### **5. CHILDREN ARRIVING INTO SCHOOL AT A NON STANDARD TRANSITION POINT.**

**All schools** must also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

#### **6. CHILDREN ARRIVING INTO WIGAN LA FROM OUT OF BOROUGH**

**Next Steps** - Please refer to "Procedure for Children Missing Education" (see separate document – CME form and follow procedure)

#### **7. THE CME GROUP**

Officers from the following services/agencies make up the CME Group

- Pupil Inclusion
- Sexual Exploitation And Missing

- Ethnic Minority Achievement Service
- Start Well Services
- Health Service
- Housing
- School Organisation
- Youth Offending
- Special Educational Needs and Disability
- Social Care
- Virtual School Team

Members of the CME group have entered into a Data Sharing Agreement which has been approved by the local authority's Data Protection Officer and Legal Department.

CME Meetings are held every 6-8 weeks. Prior to each meeting, officers update the CME list on the AGMA website. This is updated as and when a child becomes / is removed from CME list.

Under the Data sharing Agreement referred to above, all group members have access to the AGMA website where CME case notes are also stored.

The CME list is a standard agenda item at each meeting. Each case is discussed to determine actions and timescales and the appropriate service or agency or multi-agency approach to most effectively and expediently reach the desired outcomes. Any cases in which the group agree that all attempts to locate the child have been exhausted, then it will be placed on the CME dormant list and CME dormant base on ONEV4. The Pupil Inclusion Team will also check the list on a termly basis and at the end of each academic year to see if any children have returned to education within Wigan.

The CME group will undertake case file audits twice a year to review current practice and will implement an audit action plan.

**This Policy should be read in conjunction with the Procedure for Children Missing Education written by Wigan Council Children's People Directorate: Children & Families**



## Appendix 1

### Part-time Timetable Pupil Information Sheet



Please complete this form with **all** information requested.

The completed form and any supporting documentation should be returned to the Pupil Inclusion Team at Wigan Council, PO Box 100, Wigan, WN1 3DS Fax: 01942 486060 or you can email it from a secure email address to this secure email address [joanne.berry@wigan.gcsx.gov.uk](mailto:joanne.berry@wigan.gcsx.gov.uk)

- 1. Schools must use the Pastoral Support Programme or Early Help framework to implement a reduced timetable. A copy of the relevant document along with a copy of the pupil's timetable must be returned with this form.**
- 2. You must mark the pupil absent in the attendance register for the part of the day when the pupil is not in school as code C – Authorised absence.**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision.

DfE departmental advice school attendance Oct 14

**A member of staff from the Pupil Inclusion Team will be in regular contact for updates on the reduced timetable.**

Pupil **Full Name**

**Date of Birth** and NCY

DOB

NCY

Does the pupil have a  
Statement of **Special Needs or  
an Education Health Care Plan?**

Category and any funding allocated

**Yes / No**

SEN Code of Practice Stage

Date of last Review:

Please provide a copy

What is the child's attendance?

Reason for part-time timetable?

What is the number of hours  
provision in a week? (how is  
this broken down per day)

Start date of reduced  
timetable?

Review date?

Date reduced timetable will end  
(if known)?

Have they been excluded and  
the reason why?

Days:

Reason:

Is the child looked after?

If so, to which LA?

What strategies, support and interventions have been used to meet the pupil's needs?

Please include Pastoral Support Programme or Early Help here if appropriate. (send copies with this pro forma)

Which agencies are involved?

Signature

Date

**Head Teachers Signature.**

## Appendix 2

### CHILDREN MISSING EDUCATION CHECKLIST

January 2018

It is schools responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you are concerned that a pupil has ceased to attend without providing a valid explanation please complete the checklist below.

It is important that one checklist is completed for each child within the family, please do not include all children on one.

During the first 10 days of absence (reason unknown), school must complete section 1. If, having completed the checklist the child's whereabouts remains unknown, please make a referral to the Early Help Hub [ehh@wigan.gcsx.gov.uk](mailto:ehh@wigan.gcsx.gov.uk) (or EMAS if involved with the family) within 5 days or earlier if section 1 is completed. **It is important that this checklist is sent along with the Early Help hub referral or EMAS referral so that the worker assigned to the case can see what action has already been taken to locate the child(ren).**

**At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care.**

Name:	DOB:
Address	
Previous Address (if known)	
School:	
Contact names and numbers	

Reason referral made to Early Help Hub / EMAS
Date

**All boxes must be completed, if not relevant please enter N/A**

**Section 1**

<b><u>SCHOOL'S RESPONSIBILITY</u></b>	Date(s) Time	Outcome	Name and Team
1. School to check possible whereabouts with staff and pupils?			
2. School to attempt to contact parent within 1 working day (Truancy Call, First Day calling, Text, Email)			
3. School to write/and/or contact to parents			
4. Visit to address(es) by school after discussion with Health. School to report information to EMAS (if known).			
5. Contact made with relevant agencies: <ul style="list-style-type: none"> <li>• Emas – 5 working days if they are an EAL pupil</li> <li>• Early Help Hub – by the 10<sup>th</sup> working day and when checks 1-4 have been completed</li> </ul>			

<p>NB – Has the child actually been seen? State when &amp; by whom</p> <p>If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)</p>			

All boxes must be completed, if not relevant please enter N/A

**Section 2**

<b><u>EARLY HELP HUBS' RESPONSIBILITY (OR EMAS IF CHILD IS KNOWN)</u></b>	Date(s) Time	Outcome	Name and Team
Allocated worker to make contact with the referrer for an update to confirm the child is still missing			
Housing check – see Early Help Hub screening checklist			
Social Care check – see Early Help Hub screening checklist			
Check relevant agencies with known involvement - see Early Help Hub screening checklist e.g. Probation, Police (PPIU 0161 872 5050), GP, YOT 01942 487100  Health Visitor etc.			
Benefits Check- including Child Benefit- (0191 2251227) (see Early Help Hub screening checklist)			

If suspected benefit fraud email <a href="mailto:multi.agency.tco@hmrc.gsi.gov.uk">multi.agency.tco@hmrc.gsi.gov.uk</a>			
Council Tax Check			
Home visit (to confirm resident status). Speak to neighbours for any further information			
<b><u>STARTWELL WORKERS RESPONSIBILITY (CME) (OR EMAS IF CHILD IS KNOWN)</u></b>			
Carry out health check – (complete proforma and send to named nurse for safeguarding (access to local and national GP database) )			
Contact any other authority identified where a child may have gone to /send information/ request form securely(refer to CME contact list) and request that the new LA confirm contact with the child			
Check MARAC 01942 486023 and SEAM via CSE Team 0161 856 1833			
Check Project Phoenix data base			
Check with UKBA (use enquiry form)  Dawn MacLean 0151 213 2789  Tracy Loughnane 0161 888 4283 if concerned that child has left the UK			
If suspected human trafficking, contact <a href="mailto:traffickingandslavery@gmp.police.uk">traffickingandslavery@gmp.police.uk</a>			
Contact Pupil Inclusion for message to be sent via S2S lost pupils database			
Summary of Actions:-			

All data including contacts, referrals etc to be uploaded to student folder on AGMA			
Quality Assurance Check (to be signed by Manager)		Manager's signature and date:-	
Managers recommendations			
To be taken to the next CME panel and for a decision to be made, either to close or make dormant.			
Outcome of CME panel decision			

