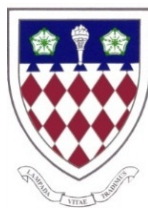


SPALDING HIGH SCHOOL



CHILDREN MISSING EDUCATION POLICY

HEADMISTRESS: Mrs M K ANDERSON

LINK GOVERNOR: Mr E Fragale

DATE AGREED: March 2017

REVIEW FREQUENCY: Bi-annual

Executive Summary:

Section 436A of the Education Act 1996 (added by the Education and Inspections Act 2006) “requires all local education authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a suitable education”. The Local Authority must also ensure that it “monitors the numbers of children/young people in the authority who are not receiving an education, including those new to the area or the country”.

Spalding High School follows the principles and protocols established within the Lincolnshire County Council “Children Missing Education” Policy & Practice 2014 (revised 2016). This policy is referenced completely from the guidelines issued by the Local Authority and the Department for Education “Children Missing Education” September 2016. Spalding High School adheres to all statutory legislation regarding pupil/student attendance.

Related Policies:

Behaviour & Attendance Policy
Safeguarding Policy.

Currently under review (March 2014)
September 2015

Chair of Governors

Date

Headmistress

Date

Section 1: Definitions:

1.1 For the purpose of this policy, a child missing education is defined as:

“Any child of compulsory school age (5-16) who is not on a school admissions register, nor being educated otherwise (eg at home, privately, or in alternative provision) and who has been out of education provision for a substantial period of time (practice nationally is four weeks).”

LCC Children Missing Education” Policy & Practice 2014

1.2 A child at risk of missing education is defined as:

- Any child of compulsory school age (5-16) who is on admissions register of a school but has less than 50% attendance in a school term
- Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term
- Any child on less than 25 hours education per week

LCC Children Missing Education” Policy & Practice 2014

1.3 SHS CME Policy will also be implemented in cases where:

- Children who suddenly stop attending for a variety of reasons.
- Children who are removed from school by their parents/carers for a variety of reasons.

Section 2: Reasons children go missing from education.

2.1 Children “go missing” from education for a number of reasons, including:

- they don't start school at the appropriate time and so they do not enter the educational system
- failing to make successful transition from infant to junior and primary to secondary
- mid-year transfer of school
- they are removed by their parents/carers for a range of reasons
- they cease to attend due to illness, bullying or exclusion
- they fail to find a suitable school place after moving to a new area
- the family moves home regularly
- involvement in youth offending
- frequent absence leading to low attendance
- there are problems at home

This is not an exhaustive list.

Section 3: Parents/carers’ responsibilities:

3.1 Parents/carers have a duty to ensure that their children of compulsory school age receive suitable full-time education. Some parents/carers may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

3.2 Where a parents/carer notifies the School in writing that they are home educating, SHS will delete the child’s name from the admission register and inform the Local Authority. However, where parents/carers indicate only orally that they intend to withdraw their child to be home educated, SHS will notify the local authority immediately but leave the child’s name on the admissions register until written notification is received.

3.3 The School will administer an annual data checking audit to ensure that we hold accurate information about our pupil/students’ personal details. This is typically conducted in September. Parents/carers are expected to inform the School as a matter of urgency if their child’s details change, for example a house move, new GP, medical information or changes to where the child stays during the week in the case of separated/divorced parents/carers.

Section 4: The School's responsibilities:

- 4.1 The School must enter pupil/students on the admission register at the beginning of the first day on which the school has agreed that the pupil/student will attend school.
- 4.2 If a pupil/student fails to attend on the agreed date, the School will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority/relevant agencies at the earliest opportunity and in doing so instigate the Child Missing Education process.
- 4.3 The School will monitor pupil/students' attendance through daily registration and will work closely with pupils/students, parents/carers, external agencies and the Local Authority where children fail to attend regularly, or have missed **ten school days** or more without permission.
- 4.4 Where a pupil/student 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/student can be removed from the admission register when the School and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the School does not have reasonable grounds to believe that the pupil/student is unable to attend because of sickness or unavoidable cause.
- 4.5 The School will arrange full-time education for excluded pupils/students from the sixth school day of a fixed period exclusion.
- 4.6 We have a safeguarding duty in respect of our pupils and students and as part of that we investigate any unexplained absence, irrespective of their duration or statutory/recommended timeframes.
- 4.7 Schools must notify the Local Authority when a child's name is to be removed from the admissions register at a non-standard transition point under any of the fifteen grounds set out in Appendix A of the Department for Education 2016 "Children Missing Education" regulations. (See Appendix A of this policy). This duty does not apply to standard transition points. The School will make reasonable enquiries to establish the child's destination before removing them from the admissions register.
- 4.8 The School will inform the Local Authority within **five days** of adding a child's name to the admissions register. This duty does not apply to standard transition points.
- 4.9 The School will complete the Local Authority Notification of Admissions register Changes and Children Missing Education online survey each time a child's is added or removed from the admissions register.
- 4.10 The term 'reasonable enquiries' grants schools and local authorities a degree in flexibility in decision making, particularly as the steps that need to be taken in a given case will vary.

Section 5: The Local Authority's responsibilities:

- 5.1 These are specified within the following documents:
 - Lincolnshire County Council "Children Missing Education" Policy & Practice 2014 (revised 2016).
 - Department for Education "Children Missing Education" September 2016.

Appendices:

Appendix A: DFE Children Missing Education Statutory Guidance for Local Authorities September 2016