



# **Attendance and Children Missing in Education (CME) Policy**

## **September 2021**

**Dated: Autumn Term 2021**

**Review Date: Autumn Term 2023**

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## Statement of Intent

Firs Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Firs Primary School is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## 1. Legal Framework

- 1.1. This policy has due regard to legislation, including, but not limited to, the following:
  - Education Act 1996
  - Equality Act 2010
  - Education (Pupil Registration) (England) Regulations 2006 (As amended)
  - Children (Performances and Activities) (England) Regulations 2014
  - Children and Young Persons Act 1963
- 1.2. This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:
  - DfE (2016) 'School attendance'
  - DfE (2015) 'Child performance and activities licensing legislation in England'
- 1.3. This policy will be implemented in conjunction with the following school policies:
  - Complaints Procedures Policy
  - Positive Behaviour Policy

## 2. Roles and Responsibilities

- 2.1. The Governing Body has overall responsibility for the implementation of the Primary Attendance and Truancy Policy and procedures of Firs Primary School.
- 2.2. The governing board has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- 2.4. The headteacher is responsible for the day-to-day implementation and management of the Primary Attendance and Truancy Policy and procedures of the school.
- 2.5. Staff, including teachers, support staff and volunteers, are responsible for following the Primary Attendance and Truancy Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.

- 2.6. Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.
- 2.7. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.8. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
- 2.9. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

### 3. Definitions

- 3.1. For the purpose of this policy, the school defines:
  - **“Absence”** as:
    - Arrival at school after the register has closed.
    - Not attending school for any reason.
  - An **“authorised absence”** as:
    - An absence for sickness for which the school has granted leave.
    - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
    - Religious or cultural observances for which the school has granted leave.
    - An absence due to a family emergency.
  - An **“unauthorised absence”** as:
    - Parents keeping children off school unnecessarily or without reason.
    - Truancy before or during the school day.
    - Absences which have never been properly explained.
    - Arrival at school after the register has closed.
    - Shopping for school shoes, looking after other children or birthdays.
    - Day trips and holidays in term-time which have not been agreed.
    - Leaving school for no reason during the day, visiting ill relatives
    - Bad weather
    - Passport/ID applications
    - Immunisations and other non-urgent medical appointments.
  - **“Persistent absenteeism”** as:
    - Missing 10 percent or more of schooling across the year for any reason.

## **4. Training of Staff**

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils.
- 4.2. Teachers and support staff will receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

## **5. Pupil Expectations**

- 5.1. Pupils are expected to attend school every day and to agree to keep their attendance at, or above, 96 % throughout the year.

## **6. Absence Procedures**

- 6.1. Parents are required to contact the school as soon as possible on the first day of their child's absence.
- 6.2. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 6.3. A phone call or text message will be made to the parent of any child who has not reported their absence on the first day that they do not attend school. Reasons for absence will be recorded on the pupil's attendance records on Integris. If unable to make contact this will also be recorded on pupils records.
- 6.4. In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer. Pupils with below 90% will automatically be referred to the EWO.
- 6.5. If a pupil's attendance drops below 90%, the attendance officer will be informed, and a formal meeting will be arranged with the parents.

## **7. Contact Information**

- 7.1. Parents are responsible for providing at least two accurate and up-to-date contact details.
- 7.2. Parents are responsible for updating the school if their details change.
- 7.3. Any requests from outside agencies such as DWP, in relation to pupils enrolment and attendance will be dealt with when possible. Firs Primary School may request an administration charge for such requests. Pupils must be on roll in school for at least a calendar month before any requests will be considered.

## 8. Attendance Officer

- 8.1. If they are persistently absent, pupils will be referred to the attendance officer and our Education Welfare Officer who will attempt to resolve the situation by agreement.
- 8.2. If the situation cannot be resolved and attendance does not improve, the Education Welfare Officer has the power to issue sanctions such as prosecutions or penalty notices to parents.
- 8.3. Children Missing in Education protocols are in place, we follow Derby city Council CME Operational Framework January 2019 (see appendix A)
- 8.4. For any pupil at Firs Primary school who have additional support from Children's Social Care their attendance is monitored closely and if they are absent from school without a valid reason then Children's Social Care will be contacted on the first day of absence.

## 9. Lateness

- 9.1. Punctuality is of the utmost importance and lateness will not be tolerated.
- 9.2. The school day starts at 8.55am. Pupils should be in their classroom at this time. Pupils arriving after this time will be required to sign in late using the touch screen in Reception.
- 9.3. Registers are marked by 8.55 am. Pupils will receive a late mark between 8.55 and 9.20am if they are not in their classroom by this time. Arrivals after this time will be given an unauthorised session mark.
- 9.4. The register closes at 9:20am. Pupils will receive a mark of absence if they do not attend school before this time.
- 9.5. After lunch, registers are marked between 12.30 and 1.30pm depending on keystage. Pupils will receive a late mark if they are not in their classroom by this time.
- 9.6. The register closes shortly after this. Pupils will receive a mark of absence if they are not present.
- 9.7. Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark.

## 10. Term-time Leave

- 10.1. At Firs Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 10.2. The headteacher is unable to authorise holidays during term-time.

- 10.3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- 10.4. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.
- 10.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. A leave of absence form will need to be completed before leave is taken.
- 10.6. Requests for leave will not be granted in the following circumstances:
  - Immediately before and during assessment periods
  - When a pupil's attendance record shows any unauthorised absence
  - Where a pupil's authorised absence record is already above 10 percent for any reason
- 10.7. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

## 11. Truancy

- 11.1. Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- 11.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 11.3. All pupils are expected to be in their classes by 8.55am and 12.:30pm & 1.30pm depending on key stage, where the teacher will record the attendance electronically.
- 11.4. Any pupil with permission to leave the school during the day must sign out at reception and sign back in again on their return.
- 11.5. Immediate action will be taken when there are any concerns that a child might be truanting.
- 11.6. If truancy is suspected, the headteacher is notified, who will contact the parent in order to assess the reasons behind the child not attending school.
- 11.7. The following procedures will be taken in the event of a truancy:
  - In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.



- If any further truancy occurs, then the EWO will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

## 12. Missing Children

12.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.

12.2. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The library
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- If the parents have had no contact from the pupil, then the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

12.3. If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and disabilities, then the appropriate personnel will be informed.

- 12.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 12.5. The headteacher will take the appropriate action to ensure the pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- 12.6. Parents and any other agencies will be informed immediately when the pupil has been located.
- 12.7. The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- 12.8. Appropriate disciplinary procedures are followed in accordance with the Positive Behaviour Policy.
- 12.9. A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

### **13. Religious Observances**

- 13.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
- 13.2. Parents are required to inform the school in advance if absences are required for days of religious observance.

### **14. Appointments**

- 14.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- 14.2. Where this is not possible, a note and appointment card will be sent to the school office.
- 14.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent, using the touch screen.
- 14.4. Pupils will attend school before and after the appointment wherever possible.

### **15. Modelling, Sport and Acting Performances / Activities**

- 15.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).
- 15.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the pupil's home LA.

- 15.3. The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.
- 15.4. The LA will only approve a licence application once it is satisfied that:
- The pupil's education, health and wellbeing will not suffer; and
  - The conditions of the licence will be observed.
- 15.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.
- 15.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.
- 15.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.
- 15.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.
- 15.9. The above requirement will be met by ensuring a pupil receives an education:
- For not less than six hours a week; and
  - During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
  - On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
  - For not more than five hours on any such day.
- 15.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.
- 15.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.
- 15.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

- 15.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below **96** percent.
- 15.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.
- 15.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.
- 15.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.
- 15.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.
- 15.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.
- 15.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.
- 15.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:
- Where rehearsals during the performance period are taking place;
  - Where performances or activities are taking place; or
  - Where the pupil is receiving their education, in order to check that licensing conditions are being met.
- 15.21. The LA has the power to amend or revoke existing licences at any time.
- 15.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.
- 15.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

## **16. Young Carers**

- 16.1. The school understands the difficulties that face young carers.
- 16.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

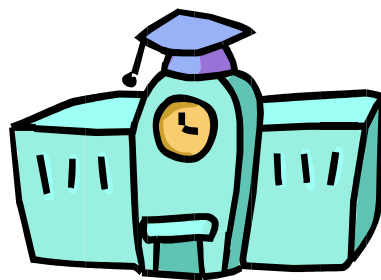
- 16.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## 17. Monitoring and Review

- 17.1. The school monitors attendance and punctuality throughout the year.
- 17.2. Firs Primary School's attendance target is 96 percent
- 17.3. Details of our absence levels can be found on our website
- 17.4. This policy is reviewed every two years by the headteacher; the next scheduled review date for this policy is September 2021.
- 17.5. Any changes made to this policy will be communicated to all members of staff and parents.

### Celebrations and Successes

**Everyone at Firs Primary School celebrates 100% Attendance each term with Certificates and Badges. We share attendance figures each week in an assembly for each class. We are always happy to send home termly newsletters with updates on how well all of our pupils are doing at school.**



# **Children Missing from Education**

## **Revised Operational Framework January 2019**

Contact: CME Officer

Telephone: 01332 641445 / 01332 641448

Email: [cme@derby.gov.uk](mailto:cme@derby.gov.uk)



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14	Frequently asked questions and agency contact numbers
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## Introduction

Following the changes in regulations for Children Missing Education (CME) 2016, you will find enclosed an updated version of the referral process for CME.

### **This process does not replace your Safeguarding Procedures.**

All forms are now electronic, and can be found on the Schools Information Portal (SIP). Referrals will only be accepted once completed electronically. Below is the link to take you straight to the portal.

<https://sip.derby.gov.uk/education-welfare/children-missing-education>

Below you will find a breakdown of the forms and the circumstances in which the form needs to be completed. You can click on the relevant hyperlink to complete them.

### **Referral to Children Missing Education**

This refers to any pupil (including none compulsory school age) where their destination is unknown. This includes reasons such as “gone home”, “moved abroad”, “emigrated” and the address is not verified. All CME investigations must have been completed to refer. <https://sip.derby.gov.uk/apps/eforms/?formid=13>

### **Notification of Removal from Roll**

This refers to any pupil (including none compulsory school age) where their destination is known. <https://sip.derby.gov.uk/apps/eforms/?formid=11>

### **Notification of Removal to Electively Home Educate (EHE)**

This refers to any pupil (including none compulsory school age) who has been withdrawn from school by parents/carers to home educate.

<https://sip.derby.gov.uk/apps/eforms/?formid=12>

### **Notification of Child on Roll**

Under the new guidance, the Local Authority must to be notified of **ALL** pupils (including none compulsory school age) placed **on** roll within 5 schools days at a **non-standard transition point**. <https://sip.derby.gov.uk/apps/eforms/?formid=15>



## 20. Supporting Guidance for Completing a Referral to Children Missing Education Officer (no EWS involvement)

Before a pupil is registered as missing, several investigations must be carried out to locate the pupil and family. Below you will find a number of investigations which are a necessity, with key indicators to help you carry these out. If you have an Education Welfare Officer attached to your setting they will pick this work up from the 11<sup>th</sup> school day of absence.

If the pupil has not arrived by specified on roll date but have transferred in from out of the City, try to call the old school to see if the pupil is still attending there and they have not arrived in Derby.

Call all contact numbers including emergency contacts (where appropriate). This includes email addresses where possible.

School could discuss with missing pupil's friends/ family members possible whereabouts if appropriate.

After 10 school days of unauthorised absence and whereabouts of the pupil remains unknown the school must send letter b.

If after the above investigations have been completed the pupil/s remains missing, school can refer to EWO where applicable.

**If your school/academy does not have an allocated EWO the school/academy must carry out the following actions before a referral is submitted to the CME Officer via SIP portal.**

**Home Visit - Below are some key areas to be mindful of:**

- Is the house empty?
- Is there post on the floor?
- Is the grass long so could have been empty for a long time?
- Is there a 'To Let' sign up?
- Contact neighbours to see if they saw the family move out.

**Housing Investigation:**

- Is the property a Derby Homes property? Contact them to see if it is and to establish if they handed in their notice on the tenancy? Have they got a forwarding address and/or other contact numbers?

**School Health Investigation - Key Questions to ask are:**

- Have they been seen by the GP lately?
- Have they been seen by a GP/ Hospital in another area?
- Have they got a medical condition which makes it likely that they will return to for their appointment?

### Sibling School Checks

- Are there any siblings in your school or another?
- Have they gone missing or did they put in a request for absence?
- Has the school any other contact details/ email address?
- Check with the admissions team to see if there are any new applications?
- Speak to family/friends in school – did they say they were going on holiday?

### Social Care Investigation - Call the First Contact Team on 01332 641172

- Have there been/or are there any reported concerns for this family? If there are, consider calling the police to report this child as missing (101)
- Is the pupil known to Early Help or Child Protection?
- Are there any other agencies involved? If there are, contact them to see if they have any information.

### New Communities Achievement Team (NCAT) investigations (to be carried out where applicable)

- Call/email the team and ask if they are aware of this family or any relatives?
- If they are would they call/visit to try and locate the family?

**Following all the above checks being completed, should you still have no location for the pupil please complete the following form:**

<https://sip.derby.gov.uk/apps/eforms/?formid=13>

## Grounds for Deleting a Pupil from the School Admission Register

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
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;

	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(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</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
<b>9.</b>	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.
<b>10.</b>	8(1)(j) - that the pupil has died.
<b>11.</b>	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.
<b>12.</b>	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.
<b>13.</b>	8(1)(m) - that he has been permanently excluded from the school.
<b>14.</b>	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.
<b>15.</b>	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.

1.	School attendance order <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
2.	In year transfer <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
3.	Successful managed move <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
4.	EHE <a href="https://sip.derby.gov.uk/apps/eforms/?formid=12">https://sip.derby.gov.uk/apps/eforms/?formid=12</a>
5.	Moved out of area – new address and school confirmed <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
6.	CME following authorised leave of absence <a href="https://sip.derby.gov.uk/apps/eforms/?formid=13">https://sip.derby.gov.uk/apps/eforms/?formid=13</a>
7.	Medical tuition – confirmed as unfit for school before end of compulsory school age <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
8.	CME Referral – 20 school days of absence <a href="https://sip.derby.gov.uk/apps/eforms/?formid=13">https://sip.derby.gov.uk/apps/eforms/?formid=13</a>
9.	Custodial sentence/prison -four months and pupil will not return <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
10.	Pupil has died <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
11.	Sixth form/ Year 11 ends before June <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
12.	Attends an Independent school <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
13.	Permanent exclusion <a href="https://sip.derby.gov.uk/apps/eforms/?formid=11">https://sip.derby.gov.uk/apps/eforms/?formid=11</a>
14.	Leaves nursery/ Early Years placement and school not known – CME <a href="https://sip.derby.gov.uk/apps/eforms/?formid=13">https://sip.derby.gov.uk/apps/eforms/?formid=13</a>
15.	Left following attending an independent/private boarding and owes fees – CME <a href="https://sip.derby.gov.uk/apps/eforms/?formid=13">https://sip.derby.gov.uk/apps/eforms/?formid=13</a>

## Grounds for deleting a pupil - Plain English Version

### Letter (a)

This refers to a pupil who has moved home address out of the City or UK. School must send a letter containing the following:

Dear Parent/Carer

Thank you for informing us you will be moving out of area. I can confirm in accordance with Regulation 8(1) of The Education Act, your child will be removed from our school roll on **(Date they leave Derby)**.

Following this, our school will refer your child to the Education Welfare Service, who will confirm that you have left Derby City and have obtained a new school place at your destination.

If you should return to Derby and require a school place, you must contact the Admissions Department on 01332 642728.

Yours sincerely

## Letter (b)

This refers to a pupil who is on roll, but not attending and their whereabouts are unknown. School must send a letter containing the following:

Dear Parent/Carer

Your child has been absent from school from the period of **(Date)** to **(Date)**.

This leave has been unauthorised.

We have tried to contact you on several occasions to confirm your whereabouts. In accordance with regulation 8(1) of the Education Act I am writing to confirm that failure to contact the school will result in your child being removed from our school roll.

Please respond to this letter by **(20 school days of absence)**. Failure to do so will mean your child **is** removed from roll.

Following this, we will refer your child to the Education Welfare Service as a missing child. Please be advised this may result in a referral to the police in accordance with the Missing Children Protocol.

Should you return to Derby you will need to contact admissions on 01332 642728 for a school place. I must inform you this may not be at our school depending on places available.

Yours sincerely

## Letter (c)

This refers to a pupil who has failed to return to school following a period of authorised leave:

Dear Parent/Carer

Following your authorised absence you have failed to return to school.

Your child has been absent from school from the period of **(Date)** to **(Date)**.

We have tried to contact you on several occasions to confirm your whereabouts. In accordance with regulation 8(1) of the Education Act I am writing to confirm that failure to contact the school will result in your child being removed from our school roll.

Please respond to this letter by **(20 school days of absence including leave of absence period)**. Failure to do so will mean your child **is** removed from roll.

Should you return to Derby you will need to contact admissions on 01332 642728 for a school place. I must inform you this may not be at our school due to availability.

Yours sincerely

## Letter (d)

This refers to a pupil who is being removed from roll to be Elective Home Educated. The school must send this letter after receiving written notification from parent/carer:

Dear Parent

Thank you for informing us you will be Home Educating (***child's name***). I can confirm in accordance with Regulation 8(1) of The Education Act, your child will be removed from our school roll on **(date they requested on their letter)**

Following this, our School will refer your child to the Elective Home Education Co-Ordinator, who will contact you regarding a home visit in order to ensure the correct Education provision is being provided.

If you should wish to reapply for a school place, you must contact the Admissions Department on 01332 642728.

Yours sincerely

## Letter (e)

This letter must be sent by the school or EWO (as agreed) when the whereabouts of the pupil are unknown. They have also been removed from your school roll and referred as CME. This is in line with DfE CME regulations 2016.

This must be sent to: Child Benefit Office, Benefits and Credits, Waterview Park, District 15.

Dear Sir

My name is (name and job role) from (place of work)

I am writing to inform you that following the CME Regulation changes 2016, HMRC were named in the statutory guidance as a reasonable check by Local Authorities to locate a missing child.

I am making the following enquiry Under Data Protection Act 1998 Section 29(2).

The children have been reported as Children Missing from Education, whereabouts unknown:

Parent/ carers name:

Childs name:

DOB:

Last known address:

I have visited the property on several occasions and the family no longer reside there. I have contacted all relevant agencies and as of yet, have no further leads as to where this family may be. I have exhausted all enquiries and am concerned this child may be at risk of significant harm. Please could you carry out checks on your system and inform me of the whereabouts of this child should it be known to you.

Thank you for your co-operation.

Yours sincerely



When a pupil transfers from a school in your area and the destination school is not known, the school should create a CTF file using XXX for the destination LA and XXXX as the destination school number, and upload it. Each file should hold information on only one pupil.

The regulation is that pupils can be removed from the register if they have been continuously absent for a period of 20 days or more. The school should only do this after consulting its local Education Welfare Service, as the school and Local Authority are required to make reasonable enquiries to locate pupils before removing them from the register. This should be Regulation 8 of The Education (Pupil Registration) Regulations 2006

If a pupil arrives in a school and the previous school is not known, the school should ask the LA to search the database for a matching record using gender, names or former names and date of birth. School users cannot search the lost pupil database.

When a pupil moves to a non-maintained school or one outside England and Wales then the school should use MMMMMMM as the destination code. This enables the CTF to be stored securely and to be available if the pupil returns to a maintained school. Exceptions are Non Maintained Special Schools, Service Children's Schools or other schools which can be identified via Edubase (<http://www.edubase.gov.uk>) and which are using S2S.

If the destination school is not using S2S then a CTF transfer file uploaded onto S2S to go to that school will be rejected; in that case the school should use MMMMMMM for the destination. Each such file should hold information on only one pupil. Files for XXXXXXX and MMMMMMM are loaded onto S2S in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.

***For more guidance please refer to:***

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360445/DfE\\_S2S\\_Guide\\_LA.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360445/DfE_S2S_Guide_LA.pdf)

## Frequently Asked Questions

**A pupil has been offered a school place and has not arrived do we need to put them on roll?**

Yes. The DfE regulations state the following:

16. Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

All pupils must be placed on roll. If the pupil does not arrive by the given date from the LA (admissions email) then school must still place the pupil on roll and establish the whereabouts of the pupil. If the location of the pupil cannot be found the pupil must be reported as missing via the SIP portal.

### **A pupil has not turned up to our school, how can I complete all the information needed on the SIP form?**

If a pupil has not arrived at your school by the specified on roll date it is vital that all schools carry out the checks with all agencies as specified on the referral form. Please note if your school has an Education Welfare Officer (EWO) attached to it then they can help you to check with the relevant agencies. If your school does not have a EWO then you must call the numbers on page 14 to carry out the checks yourselves.

### **I have a pupil in my early years setting who is none compulsory school age why do I have to report them as CME?**

The DfE regulations cover legal school aged children, however in Derby City we would advise to follow CME protocol for non-statutory school aged children too. This is because once a pupil has been on your roll we have a record of the pupil on our systems. This means we have a responsibility to track the pupil's education. We know that when a pupil comes off roll it's easier to track them with the current contact details rather than waiting a year for all the pupils contact details etc to be old.

### **We have a pupil with a protection plan that we can't locate what do we do?**

Primarily school must follow their safeguarding procedures. This does also include ringing the police to report the pupil as missing if there are serious concerns. It's important to liaise with the social worker and log everything you have done, however small the task.

### **We have a Looked After Child (LAC) on our roll can we remove them if they leave the area?**

A looked after child should not be taken off roll until they have started at a new school. The Local Authority is the legal guardian for the child and so we **must** make

sure they have started and settled at a new school. They could suddenly move back to the area, this could be for a number of reasons including returning to parents or placement breaking down. Schools must liaise with Social Workers and Specialist EWO at all times.

### **We have a child who has had a long period of unauthorised leave. When can I remove from roll?**

If a request for a long period of absence has been received the family must provide a return date prior to leaving. If school are not authorising the absence then they can start their non-school attendance procedure. If the family do not provide a return date and you are unable to gain contact with the family, school must start their CME procedures. You must discuss this case with EWS before you are able to remove from roll.

### **I have completed a referral form on SIP but have not received a copy of the referral back via email. How do I get a copy?**

When a referral is completed on SIP you should receive a notification email to say the referral has been received into the CME inbox. The referral will no longer be sent back to you via email. This is in line with GDPR. If you require a copy of the referral, you need to either print and scan it to yourself **before** pressing submit or press print and change the option of printer to save as pdf **before** pressing submit.

### **Contact details for Agency Checks:**

First Contact team (Social Care): 01332 641172

Education Welfare Service (EWS): 01332 641448

Admissions - Primary in year: 01332 642728, 01332 642725

Admissions - Secondary in year: 01332 642350

Admissions - Primary and junior intake: 01332 642730

Admissions - Secondary intake: 01332 642727

New Communities Team (NCAT): 01332 641305

Elective Home Education Officer (EHE): 01332 640350

School Organisation & Provision SEND Team (SEND): 01332 642425

Derby Homes: 01332 888777

### **Other Useful Contact Numbers:**

School transport: 01332 642725

Admissions appeals: 01332 642697

Medical tuition: 01332 973869

Kingsmead: 01332 973830

### **Useful Documents:**

<https://sip.derby.gov.uk/education-welfare/children-missing-education>

<https://sip.derby.gov.uk/apps/eforms/?formid=11>

<https://sip.derby.gov.uk/apps/eforms/?formid=12>

<https://sip.derby.gov.uk/apps/eforms/?formid=13>

<https://sip.derby.gov.uk/apps/eforms/?formid=15>

<http://www.legislation.gov.uk/uksi/2016/792/contents/made>.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360445/DfE\\_S2S\\_Guide\\_LA.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360445/DfE_S2S_Guide_LA.pdf)

<https://www.gov.uk/government/publications/common-transfer-file-16-specification>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

## Attendance Monitoring Procedures

Firs Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the senior leadership team (SLT) and attendance officer detailing weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers and pupils record their attendance in their planners. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls to **96 percent**, the attendance officer speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer also makes a phone call home to discuss this with parents, if necessary.
6. If a pupil's attendance falls below **96 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.
7. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
8. The pupil's attendance is monitored for **two weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
9. After the **two-week** monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to **96 percent**.
10. If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional **four weeks**, a fixed-penalty noticed is issued.