Richard Lee Primary School

Children Absent/Missing from Education Policy

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Children Absent/missing from Education Policy

1. Introduction

Richard Lee Primary School is committed to ensuring that every child of compulsory school age is receiving an excellent full-time education which will give them the opportunity to build their own futures. Parents/carers have a duty to ensure children are receiving suitable full-time education, either by regular attendance at school or otherwise.

If a child is not in school, they are at significant risk of underachieving, becoming victims of abuse, and becoming NEET (not in education, employment or training) later in life.

Children may not be attending or may leave school for a number of reasons, but if they are still of compulsory school age, then parents, schools and local authorities have a responsibility to ensure the continuity of their education.

The purpose of this policy is to set out clear & robust procedures in order to try and locate children who are absent from school and their family whereabouts is unknown.

2. The legal framework

The European Convention for the Protection of Human Rights and Fundamental Freedoms, Article 2 of protocol No 1 states:

"No person shall be denied the right to education"

Section 436A of the Education Act 1996 requires all local authorities to make arrangements to establish the identities of children of compulsory school age in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at school.

Regulations 8(f) and 8(h) of the Education (Pupil Registration) (England) Regulations 2006, as amended, place a duty on schools and local authorities to jointly carry out reasonable enquiries to try and locate pupils absent from school whose whereabouts are unknown.

3. Definition – Children Absent/Missing from Education (CME)

This policy refers 'to any child of compulsory school age who has been registered at a formally approved education setting, e.g. school, academy, alternative provision, independent school or elective home education, and has been out of education provision for a period of time.

This might be:

- A child who is not at their last known address and:
- has 5 or more days of continuous absence from school without explanation, or:

- has left school suddenly and their destination is unknown.

This policy does **not** refer to children who are missing from view or absent from Home or Care. When a child goes missing from the home, or from care, or where the school has significant safeguarding concerns for the child, the school will refer these children immediately to the Children's Advisory Support Service (CASS), and/or to the Police.

4. Roles and responsibilities:-

i) Parents/carers role

Parents have a responsibility to ensure that their children of compulsory school age are receiving efficient full-time education. Some parents may elect to home educate their children and may withdraw them from school at any time to do so (unless they are subject to a School Attendance Order). Where a parent notifies Richard Lee Primary School in writing of their intention to home educate, we will inform the local authority before deleting the child from our admission register. Richard Lee Primary School staff complete a proforma and a safeguarding checklist (Appendix 1). If there are welfare concerns we will consult Social Care

ii) School's role and duties

Richard Lee Primary School has safeguarding duties under **section 155 of the Education Act 2002** in respect of their students and in respect of this they should investigate any unexplained absences.

Richard Lee Primary School will monitor student attendance through daily registers and will address poor attendance whenever this occurs. Registers should be completed by 9.20am. The Attendance Lead will contact parents / carers have not informed the school of their child's reason for absence after 9:30am. Prior to this call an email/Arbor correspondence will be sent for parents/carers to respond to. Further phone calls and/or home visits will then be considered, particularly for vulnerable pupils.

Any child whose whereabouts are known and where this is local, but continues to have unauthorised absences, will be invited in for a meeting to discuss support and complete an Attendance Plan. Failure of improved attendance following an Attendance Plan can result in Local Authority involvement to improve attendance.

For any child whose whereabouts are known and where this is at a distance, but continues to have unauthorised absences, Richard Lee Primary School will complete a CME form within ten days, if a child has not already been admitted to a new school. (Appendix 2). A home visit will be completed if necessary as a further check. The CME form is sent to CME@Coventry.gov.uk

Richard Lee Primary School will also arrange full-time education for excluded students from the sixth school day of a **fixed period** exclusion. If the student is permanently excluded, the Local Authority will arrange provision from the sixth day onwards.

If a child is absent from school and their whereabouts is unknown, Richard Lee Primary School will carry out a reasonable enquiry **jointly** with the local authority to ascertain the whereabouts, which might be a result of:-

- The family moving within the city but the parents fail to inform the school of the house move or transfer to a new school.
- The family move out of the city and relocate to a new area within the UK but parents fail to inform the school.
- The family relocate abroad and fail to inform the school of their destination.
- The family is displaced as a result of 'crisis' e.g. domestic violence, homelessness.
- Parent/school disagreement and parents withdraw the child from school.
- Family separation.

In these instances, Richard Lee Primary School will ensure the following actions are taken and recorded:

- Consider the likely reason for the absence – has the family been granted leave of absence or is the school aware of an extended trip abroad; has the child been absent due to sickness or unavoidable cause? If not:
- Make a first day of absence call to the parents to establish the reason for the absence and to confirm the child's whereabouts and establish a return to school date for the child.
- Check with all members of staff with whom the child may have had contact.
- Check with the child's friends, siblings and known relatives at Richard Lee or other schools.
- Make enquiries with other professionals who have been involved with the child.
- Make telephone calls to any numbers held or identified.
- Conduct a visit to the last known address of the child within the first three days of the child's absence.
- If possible, enquire of neighbours about the location of the family.
- Leave a Richard Lee Attendance Card with school contact details at the last known address and record the outcome.
- After 10 days, a Child Missing from Education form is completed and sent to CME@Coventry.gov.uk

Appendix 1

This form will be completed and returned to sen@coventry.gcsx.gov.uk, with the letter from a parent removing a child from roll. A second copy will be stored in the child's school file.

Elective Home Education Checklist	
Name of child removed from roll:	
DOB:	
Address:	
Parent names and contact details:	
Do they have any siblings at the school and what year group are they in?	
Does this child have social worker/CFF worker (if yes, what is their name and contact details?)	
Do you have any current or historical safeguarding concerns for this child?	
What is the child's current academic levels:	
Do you have any concerns about this child being removed from roll?	
Have the parents given any reasons for their decision to EHE? (If yes, what is the reasons/s?)	
If parents have raised concerns about current provision and are withdrawing their child as a result of these, has school had a meeting with parents to try and resolve these? If so, what was the outcome of this meeting?	

If you have any queries or concerns about Elective Home Education, please get in touch with the Elective Home Education Team on 02476 831614.

Appendix 2

Children Missing from Education (CME) School Referral Form
Please provide as much information as possible in order to assist with our further investigations.

We will use the information within this form to record, give advice and follow the Children Missing Education, statutory guidance for local authorities**.** As part of this, the local authority may need to share your information provided with other Local Authorities and services. Any other information provided subsequently, whether by meeting, phone, fax or mail, might also be used for this purpose. More information on how we handle personal information and your rights under the data protection legislation can be found in the local authority's Privacy Notice.

Section 1

Name of School	Contact person in school	Position
Telephone Number: Email Address:		
Date form completed:		

If this student/s have been removed from roll at the time of submitting this form, please indicate which regulation applies. https://www.gov.uk/government/publications/children-missing-education	

Section 2

Pupil Details:	Current address:
Forename:	
Middle Name(s):	
Surname:	
DOB:	Forwarding address:
Alias:	
Unique Pupil Number:	

Gender:	
Year Group:	Temporary accommodation?
Ethnicity:	
Date child last attended school:	
Does the child speak English?	
If this is a move overseas, has the parent confirmed the move is permanent – Yes/No/N/A	
How was this information shared with school? **Please provide any information you have to support this**	

Sibling's details:			
Name	DOB	Address	School
Do you consider these child/children to be CME cases as well: YES/NO			

Section 3 **Parent/carer**:	
Relationship to child:	
Contact details:	
Landline:	
Mobile:	
E-mail:	
Family's first/home language:	
Is an Interpreter required?	

Parent/carer:	
Relationship to child:	
Contact details:	
Landline:	
Mobile:	
E-mail:	
Family's first/home language:	
Is an Interpreter required?	

Other contact information held by School: Relatives etc	
Name	
Address	
Telephone number	

Section 4

What is the primary reason for referring this child to your CME?	Please indicate as appropriate.
Child has failed to take up a place at your school	
Child's whereabouts are unknown	
Parent is fleeing domestic violence	
Child/ family is reported to have left the area	
Child is reported to have left the UK with/without parents / carers (please complete section 8)	
Child has failed to return from an agreed holiday in term time	
Child has failed from an unauthorised holiday in term time	
Parents have taken child out of school for an extended period without school agreement	
Child has failed to return after summer holidays and whereabouts are not known.	

Section 5

Prior to submitting CME paperwork, School to:	Please indicate as appropriate.
Home visit to the last known address	
Check emergency contact number	
Check free school meals database	
Check records to see if there are siblings at another school - ring school	

Section 6

Is this child:	
A Looked After Child?	YES/NO
Gypsy, Roma or Traveller?	YES/NO
A Refugee or Asylum Seeker?	YES/NO
Living in temporary accommodation	YES/NO
Subject to a Child Protection Plan	YES/NO
An open case to Childrens Social Services/Early help	YES/NO
Name of allocated Social Worker/Early Help worker and contact details:	

Section 7

Do you have any reason to be concerned that any of the following may be relevant in this case? (If answered Yes please give details)
Risk of child sexual exploitation (CSE) YES/NO
Risk of child being missing/running away from home YES/NO
Risk of child trafficking YES/NO

Section 8

Please provide full details of all enquiries including telephone calls, home visits		
Date	Action taken	Outcome

Please submit this form to: CME@Coventry.gov.uk

Education Entitlement, Floor 9, Friargate - 02476 786700