

Ysgol Cefn Meiriadog



Attendance Policy 2020

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1. INTRODUCTION

- 1.1 Denbighshire County Council has set out a clear statement of intent relating to school attendance with the introduction of an attendance procedure accepted and implemented across all schools in the county.

This procedure is intended to set out an over-arching statement of appropriate protocols and practices relating to the management and promotion of school attendance in Denbighshire.

Denbighshire sets a range of attendance targets and absence targets, including statutory and non-statutory and incorporates these in its key plans (including the county Business Plan). The local authority also supports schools to set their own targets. Denbighshire believes that success in achieving these targets will be best achieved if principles of active and meaningful partnership with schools, parents, pupils and other agencies and services inform all local authority activity in this area of work.

2. INTENT

In order to improve levels of school attendance and punctuality the local authority will employ five key strategies:

1. the provision of support and challenge to all schools, focusing on resources on those schools with the most identifiable needs,
2. the development and monitoring of a range of performance indicators and subsequent setting of realistic yet challenging school and authority targets
3. the provision at school level to support individual pupils who experience difficulties in attending school regularly working with parents to achieve improvement and commitment to the pupils education,
4. the provision of equitable support to parents whilst balancing the element of assistance with insistence that all parents meet their legal responsibilities in relation to school attendance,
5. the continuing development of effective multi-agency working practices at school level in order to facilitate early intervention and sustained and improving levels of attainment of pupils.
 - a. In developing the policy and practice for promoting school attendance Denbighshire will endeavour to ensure that the need to recognise the national context and central government priorities is balanced by the need to respond to the local context and particular priorities in Denbighshire.
 - b. The Local authority lead officer with responsibility for leading the development of school attendance policy and practice will be the Education Social Work Team Leader.

3. RESPONSIBILITIES OF SCHOOLS

- a) Schools are primarily responsible for supporting the attendance of their pupils and for responding to difficulties and issues which might lead to non – attendance.
- b) Schools which adopt a positive and proactive approach towards attendance matters and encourage parents to take an active role in the education of their children can play a major role in improving levels of attendance and punctuality and in reducing absenteeism.
- c) It is a legal requirement that schools will:
 - Maintain attendance registers in accordance with the Education (Pupil Registration) (Wales) Regulations 2010,
 - accurately record each school session to show whether a pupil was present, or absent and whether authorised or unauthorised (according to criteria laid down by the Education Act 1996)
Remind parents it is solely the decision of the headteacher as to whether an absence will be authorised.
 - ensure registers are up to date for regular inspection and regular monthly monitoring by the local authority and annual returns to the Welsh Government,
 - set a target above the medium within the group of schools and submit these targets to the authority
 - schools are strongly encouraged to develop a whole school policy on attendance. This policy should:
 - note clear information is regularly communicated to parents through the school prospectus, newsletters, parents evenings and through school web-sites. Parents should receive accurate and detailed information from school about attendance both at child level and overall school performance,
 - note the opening and closing time of school with emphasis placed upon the need for a pupil to arrive on time,
 - note the importance attached to monitoring the data of the school looking at progress, trends, registration codes, and down to individual pupil level by designated staff in school on a weekly basis if a school is to be effective,
 - ensure school administration staff are clear and understand the SIMS attendance procedures and can support school by producing reports on attendance that inform the school management team of performance,
 - have in place first day contact to “parents” particularly in relation to pupils who are known to be poor attenders or who might otherwise be at risk,
 - where schools perform below the medium schools will receive a support monitoring visit from GWER to review the school Improvement plan
 - record notes of all meetings with parents relating to attendance, these should be kept to support the attendance procedures and initiate any legal intervention
- d) School must have a named governor with responsibility for attendance who receives a termly report on performance presented by the headteacher at governor meetings,

- e) School has in place a key senior member of staff with overall responsibility for attendance monitoring the above activities.

4. RESPONSIBILITIES OF PARENTS

- a) Under Section 7 of the Education Act 1996, parents of children of compulsory school age are required that their children receive suitable full-time education, whether by regular school attendance or otherwise.

Note:

For the purposes of the Education Act 1996, 'Parent means all natural parents/carers whether they are married or not, it includes any person who although not a natural parent, has care of a child or young person.

Having care of a child or young person means that a person with whom the child lives and looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law.

- b) Parents can do a great deal to support the regular and punctual attendance of their child. Parents should:

- inform school on the first day of absence of their child and keep school regularly updated throughout the absence period,
- ensure that their child arrives at school on time each day,
- expect contact from school regarding unexplained absence from school of their child,
- Be aware action can be taken in law to address unauthorised absence from school (Fixed Penalty Notice) 10 days or more unauthorised absence will result in a penalty notice being issued.
(See Fixed Penalty Notice section)
- be aware holidays in term time (Denbighshire does not approve family holidays in term time) only in exceptional circumstances will the headteacher where your child is registered authorise any absence.
- A parent who requests to take their child on an extended absence from school (longer than four weeks including exceptional circumstances) will remove the child from the school role where they are registered. On return to Denbighshire the parent would need to apply for a new school place for their child.

Please note:

Schools places are offered based upon school numbers at the time of application parents maybe unsuccessful in securing a school place in the same school their child was previously registered at prior to the extended absence.

5. RESPONSIBILITIES OF THE LOCAL AUTHORITY

The local authority has the responsibility of enabling pupils and parents who experience difficulty in maintaining regular or punctual attendance at school, and to enforce attendance where appropriate through legal proceedings. In Denbighshire this work is undertaken by the Education Social Work Service, working with other services who regularly offer significant input in the process

5.1 EDUCATION SOCIAL WORK SERVICE – LOCAL AUTHORITY

The Education Social Work Service fundamental purpose is to maximise attendance rates for individual pupils, individual schools and for the county of Denbighshire as a whole by discharging the local authority legal duty to ensure that all pupils of compulsory school age are in receipt of a suitable education.

The ESW service will assist in removing the barriers which may prevent a child from receiving a suitable full-time education.

The Education Social Workers are centrally based responding to the needs of schools and families as they arise, families can contact the ESW service through the school where their child is registered or directly on the numbers provided at the end of this document.

5.2 REFFERALS TO THE ESW SERVICE

Referrals to the ESW Service are made by schools by e-mail, but only after actions have been taken using the Denbighshire Attendance Procedures (guidance for all schools).

All work to address attendance must be supported by a referral form outlining actions of the school including evidence of letters, meetings with parents, action plans and medical notes etc.

Once the referral is accepted the ESW assigned to the case will engage in individual case work. ESW case work is undertaken with pupils and their parents in order to bring about a pupils return to regular school attendance.

The ESW will recognise and take account of individual circumstances and will respond accordingly. An immediate improvement and return of the pupil to regular school attendance will however always be the prime concern.

The ESW will employ a range of practices and strategies in their case work but where necessary combine insistence possible legal intervention with assistance.

5.3. MONITORING AND SUPPORT – SCHOOLS

The local authority Education Social Work Service will monitor attendance through regular inspection of data held centrally by the county on every school. The registration of pupils daily is monitored by the county.

Schools will ensure registers are updated daily the data is monitored daily by the central data team to ensure accuracy and frequency of coding of registers.

5.4 UNAUTHORISED ABSENCE

Unauthorised absences must not be improved by authorising absences which should properly be unauthorised.

It is recognised that in some instances school unauthorised absences may initially increase as schools raise the profile of attendance and query those absences which might otherwise have remained unquestioned. However, an overall increase in attendance is expected in the longer term to correlate to a decrease in unauthorised absence.

5.5 LEGAL RESPONSIBILITIES - LOCAL AUTHORITY

Statutory Framework

Under Section 444 of the Education Act 1996 Education Act, a pupil is required to attend regularly at the school where they are registered as a pupil.

Section 7 of the Education Act, states that:

The parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his /her age, aptitude and ability and to any special needs he/she may have either regular attendance at school or otherwise. (S.7,Pt1,Ch.1)

Section 444 further states that:

“if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence” (S.444,Pt. VI Ch.11)

Also under section 444A and 444B of the Education Act 1996 (introduced by section 23 of the Anti-Social Behaviour Act 2003) fixed penalty notices have been introduced as an alternative to prosecution under section 444. Parents/carers may discharge potential liability of conviction for an offence under section 444 by paying a penalty.

5.6. FIXED PENALTY NOTICE

Fixed penalty notice can be issued in relation to unauthorised absences from school (see Denbighshire School Improvement and Inclusion Local Code of Conduct Fixed Penalty Notices) DCC Web-site:

www.sirddinbych.gov.uk

www.denbighshire.gov.uk

The notice can be used where a child has 10 or more school days recorded unauthorised absence by the school where the child is registered.

A Fixed Penalty Notice applies to a child of statutory school age i.e. from the fifth birthday of a child in Reception.

The local authority will only issue a penalty notice requested by a school relating to unauthorised leave of absence when a school provides the necessary paperwork.

6. ABSENCE

It is vital to emphasise that there are two types of absence : authorised and unauthorised absences which may result in the involvement of the Education Social Work Service and ultimately lead to the prosecution of the parent in the magistrates court under section 444 of the Education Act 1996, or be issued with a fixed penalty notice under section 444A and 444B of the Education Act 1996.

Parents may need to be reminded that a letter does not in itself authorise an absence, only the school's acceptance of the explanation offered by the letter authorises the absence.

Clarity on precisely what constitutes authorised and unauthorised are set out below although the list cannot capture every possibility of reasons provided this is a decision made by a school working with the parent:

Absences from school will be authorised for any of the following reasons:

- Sickness
- Unavoidable medical /dental appointments,
- Days religious observance,
- Exceptional family circumstances such as bereavement,

Absence from school will not be authorised for the following reasons:

- term- time holidays
- shopping
- Haircuts
- Looking after brothers and sisters
- Birthdays
- Mind the house
- No uniform
- Missed the bus
- Slept late

N.B. all dental appointments should be made outside of school hours as far as possible most dental practices will accommodate these requests from parents.

AN EXPLANATION IS REQUIRED FOR EVERY ABSENCE. IF ONE IS NOT FORTHCOMING THE ABSENCE WILL BE TREATED AS UNAUTHORISED.

- Where absence is authorised, school should remain vigilant to emerging patterns of non- attendance.
- Lateness should be actively discouraged and persistent lateness treated in the same way as irregular attendance.
- Schools should develop a close working relationship with the Education Social Work Service in order to promote regular school attendance.

7. UNAUTHORISED ABSENCE

Unauthorised absence is absence without approval from the authorised representative of the school this includes all unexplained absences.

If a child is absent with the approval of the school, for whatever reason , no offence is deemed to have been committed thus , the decision taken by the school to give , or withhold authorisation for an absence, is a critical factor in determining the Local Authority decision to prosecute.

8. PARENTALLY CONDONED ABSENCE

Parentally condoned absence is often more difficult to identify than any other form of pupil absence and is equally as damaging to the pupil's educational experience as any other form of absence. If school staff have reason to doubt that the explanation offered about a particular absence is genuine, the absence should be treated as unauthorised. Since all absences are to be treated as unauthorised unless and until schools agree on a satisfactory explanation, it is important that schools have procedures, consistently applied to pursue explanations and for amending registers.. Such procedures would include a request for medical advice from a Consultant Paediatrician, School Doctor, School Health, and School Nurse regarding non-school attendance.

9. FAMILY HOLIDAYS DURING TERM-TIME

Welsh Assembly guidance states:

In term-time parents do not have an automatic right to withdraw pupils for holidays and authorisation remains at the discretion of the headteacher, but this holiday must not exceed 10 days in any academic year. Exceptional circumstances remain at the discretion of the headteacher. (The Education (Pupil Registration) (Wales) Regulations 2010.

All requests for holiday leave should be in writing, ideally four weeks before the holiday, the application can only be made by the parent with day to day care of the child even if they are not actually going on holiday themselves.

There needs to be consistency between Primary and Secondary Headteachers on this issue. Denbighshire view is no term time holidays should be approved unless there are exceptional circumstances.

All Wales Attendance Framework (2011) Welsh Government States: Pg 74 (317)

The Welsh Government guidance above clearly states exceptional circumstances means that the parent must make out a strong case for taking the child away for more than two weeks a year. Parents should not be led to expect that schools will agree to family holidays during term time.

The following shows how taking time off during term time can impact on attainment without the additional factors relating to key times of the school year, study period, examinations, beginning of a new school year which impact on a child's ability to engage and succeed.

1 week missed = 30 lessons lost

2 weeks missed = 60 lessons lost

10. EXTENDED OVERSEAS HOLIDAY

When making judgements about extended absence for pupils from Ethnic minority families, schools must take account of Welsh Government guidelines on holidays during term time. It is important that schools show an understanding of the parents' perspective even though they may not be able to give permission.

Schools should take account of the following:

- A visit involving family overseas has an entirely different significance from the normal associations with holiday which is the category recognised by the Welsh Government
- Visit may be very important in terms of children's identity and self-esteem as they grow up
- Parents may feel that the visit outweighs the importance of their child's uninterrupted attendance at school – maintaining family links may involve greater significance and greater pressure in some societies than it does in western societies
- The reason for parents making the a visit may be family illness, bereavement etc.

However school should explain to parents that as far as possible permission must be agreed (4 weeks) where possible the visits should be during school holidays.

If visits must be taken they should not exceed two weeks (10 school days) unless exceptional circumstances are agreed by the headteacher.

A child's name may however be removed off role of the school where the parents notify school they will be out of the country for more than four weeks.

Schools should write to parents to make them aware of this action and the responsibility on parents to apply to school admission on their return to Denbighshire.

Note: Parents may be unsuccessful in accessing places back at the original school of registration.

11. GOOD PRACTICE

Keeping the Register

The register is a legal document and must be kept accurately. The register may be requested in a court of law as evidence in a prosecution for non-attendance, or for the issuing of a Fixed Penalty Notice. Key to this work is the appropriate registration codes being applied by the registration staff, the codes are attached to this document.

Analysis of Attendance Data:

All schools hold a great deal of information about attendance which should be used for strategic planning and effective liaison with the ESW service and can thereby enable schools to manage attendance issues more effectively.

The link to this work is the administrative staff in schools who use SIMS relating to attendance data. Schools need to know how to effectively use SIMS to provide data for the school management teams who monitor attendance.

Schools can receive training for staff through education on this matter by contacting the ESW Team Leader.

12. STRATEGIES FOR PROMOTING GOOD ATTENDANCE

Use of the Estyn Primary and Secondary Guidance (2015)

- The schools commitment to achieving high levels of attendance should be explicit and clear to pupils, staff and parents
- Pupils should constantly be reminded of the importance and value of good attendance and punctuality
- The school should try to ensure the pupils classroom experience is positive and enriching encouraging them to take responsibility for and show commitment to their learning
- Ensure all school staff are training on the appropriate use of registration codes training is available from the ESW service on request
- Look at alternative curriculum for pupils who are hard to engage
- Plan awards and attendance features in the school calendar
- Discuss individual attendance targets with pupils key staff need to monitor this work
- Use of case studies in school to address and improve systems and good practice
- Parents will be informed of attendance below 90 % across the county
- Make clear to parents through newsletters the difference between authorised and unauthorised absence
- Use the school web-site to promote the schools performance with school attendance weekly
- Ensure key information about pupils are shared at transition between years and primary to secondary school
- Use the media to promote good attendance at your school
- Work closely with the governing body of the school and provide updates of governor meetings relating to attendance
- Use the attendance audit to evaluate your school systems (yearly) LA document attached.
- Use reward systems to celebrate success for pupils inform parents.

13. REINTEGRATION AFTER ABSENCE

- The pupil needs to feel welcome and supported
- Support needs to be in place
- A named key worker with whom the pupil is comfortable should be appointed to support the pupil
- Reasons for the absence should be discussed and where possible changes made to prevent further difficulties
- Negotiate a pupil agreement / contract supported and agreed with the parent

14. SCHOOL SELF EVALUATION AUDIT TOOL

The self evaluation audit tool will be undertaken by all schools on an annual basis. Key features of these audits are to record key actions and areas for improvement.

- analysing attendance data;
- examining existing procedures;
- inspecting attendance-related documentation;
- assessing communication with parents;
- considering strategies used to promote attendance
- evaluating the response to local authority enquiries.

The audit will form part of the work with the local authority to address areas identified by the school for improvement. The ESW service will support schools in this process.

Copies of these documents are available electronically through Teacher Centre.

15. ATTENDANCE SUPPORT PLAN

ESW's will, when appropriate, support schools in the development and implementation of an Attendance Support Plan (ASP). ASP's will be used when a pupil is deemed to be at risk of not attending and a long-term programme of intervention is seen as being a means of helping to prevent him or her from dropping out of school altogether.

16. INSET AND TRAINING

Schools need to ensure that the following are covered with staff in schools and management teams:

- good practice on the keeping of registers;
- strategies for promoting regular attendance;
- strategies for addressing persistent absenteeism;
- communication with parents;
- good practice in monitoring punctuality;
- addressing post-registration truancy;
- reintegrating long-term absentees;
- developing a whole-school attendance policy;
- rewards and incentives;
- first-day of absence contact;
- primary-secondary transfer.

17. LINKS WITH OTHER LOCAL AUTHORITIES

Denbighshire has strong links with the education services across North Wales regular meetings take place to share good practice and coordinate actions that effect each authority and cross working arrangements with legal intervention and codes of conduct.

18. CHILDREN MISSING EDUCATION

The ESW service have a clear role to play in helping to trace children who go missing from schools in Denbighshire or who go missing from schools from other authorities and who may have moved into Denbighshire. Local authority children missing education procedures incorporates the Common Transfer System, more particularly the SIMS S2S (school-to-school) Missing Pupil Database. Schools are expected to follow corresponding procedures in relation to those pupils who are removed from school by their parents without a named-school destination being provided and confirmed.

19. MULTI-AGENCY NETWORKS AND PARTNERSHIPS

The local authority recognises that the reasons for persistent non-school attendance are such that no single service or agency can expect on its own successfully to address the issue. The local authority strives, therefore, through the development of area and locality working to develop a multi-agency, cross-service, inter-disciplinary approach which is characterised by the delivery of a child-centred, seamless, co-ordinated and effective response.

20. TEAM AROUND THE FAMILY (TAF)

The ESW service and schools work closely with TAF and will consider referral to TAF if there are issues other than education that are preventing full attendance at school.

21. CHILDREN SERVICES

Children Services staff undertake assessments of children in need in collaboration with other relevant professionals. The assessment will look at all aspects of the child's developmental needs, including his or her educational needs. ESW's may bring to the attention of social service staff children who have been referred to them due to attendance difficulties who in their professional opinion may require additional support in accordance with the local authority's eligibility criteria for children in need.

22. SAFEGUARDING

The named officer for Safeguarding in School Improvement and Inclusion will support the attendance of children at school by providing appropriate training and advice to schools on child safety and other safeguarding issues, and on supporting vulnerable pupils, such as children from homes where there is a history of domestic violence. The ESW service represents education on the MARAC group (domestic violence forum).

23. HEALTH SERVICES

Children who are absent from school for extended periods of time due to illness can receive interim tuition (the nature of the illness must be confirmed in writing by a paediatrician / consultant). Should the child's school and the ESW consider that perhaps the problem of non-attendance may be linked to a mental health issue then consideration will be given to making a referral to the Children's and Adolescents' Mental Health Service (CAMHS). Where a mental illness is diagnosed the school and ESW will take advice from CAMHS on the implications this has for working with the child and his or her parents to secure a return to regular attendance.

24. CHILDREN MISSING EDUCATION

Introduction and statement of intent

A child is deemed to be missing education in the county if they are resident in Denbighshire and of compulsory school age and are not on a school roll, local authority(LA) roll, or being educated at home by their parents (Elective Home Education). Section 436A of the Education Act 1999 as amended by section 4 of the Education and Inspections Act 2006 places a duty on all local authorities requiring them to establish (so far as is possible to do so) the ‘identities of children in their area who are not receiving a suitable education’. The duty applies to children of compulsory school age who have been out of educational provision for a substantial period of time, usually agreed a four weeks or over. This document supports the policy for children missing education (CME).

Overview

Children go missing from education for a number of reasons, some of which can be identified and procedures put in place to resolve the issue whilst others are more complex and cannot be predicted.

Some of the reasons that children become missing from education are:

- the child is not admitted to an early years setting or reception class and so never enters the system;
- the child may stop attending because their parent ‘withdraws’ them from school and they move house without forwarding details, either within the LA area or further afield, and do not find a school place;
- the child may fail to transfer between key stages, in particular Y6/7.

Local authorities must have robust multi-agency systems in place which are well publicised and followed by all partners, to both prevent children from missing education and to find and resolve issues for those children who are missing education so that they become suitably placed.

Process and procedure

The CME officer receives referrals from anyone who believes that they have come across a child missing education. Each case is followed up to establish whether the child is on a school or LA roll, or being educated at home. If they are a CME, then the CME officer works with the parent/ carer, child and LA services to ensure that suitable educational provision is found.

Admissions play an integral role in this process and the CME officer will liaise with the Admissions officer regarding available places for the child. When a school place is offered it is expected that the Admissions officer will advise where there are available places, and, once agreement is reached with the parent, will make a formal offer of a place and advise the school of the date that the child should be put on their school roll. Failure of the child to attend school will then instigate the CME officer following up the absence and if necessary pursuing legal action in the form of a School Attendance Order.

The officer responsible for CME is the named officer for both Children Missing Education and Elective Home Education, and this helps ensure that there is a consistent approach in this area of work. This officer is a member of the Education Inclusion Service and will have access to information about all pupils and schools in the county. Referrals may come from in or out of county. It is, therefore, the duty of the CME officer to liaise with other authorities both in and out of Wales to gather relevant information. At the same time the CME officer is expected to contact other authorities and follow up enquiries if information has been received that a child has moved to a certain area but there is no certainty that a school place had been found.

All referrals should, therefore, be sent to:

School place located

If investigations show that the child is on a school roll in Denbighshire then the referrer will be informed, and the case will be closed.

School place not located

If investigations do not show the child as registered at a school, on an LA roll or receiving Elective Home Education then the case will be actioned by the CME officer.

It is the responsibility of the ESW Service to:

- follow up referrals where initial contacts suggest that the child is resident in Denbighshire and that they are not either on a school roll, LA roll or receiving Elective Home Education;
- undertake further investigations and home visits to assess the situation and identify ways to resolve it with the child and parent / carer;
- record all actions and information about individual children;
- refer the child to any service or agency to access support;
- liaise with School Admissions and other key partners to access educational provision for the child, to include attendance at any preliminary school meeting if required;
- keep the parent and child informed of progress and decisions made;
- provide regular reports to the Team Leader in the Education Social Work Service on the number of cases and the barriers met, where cases have not been resolved

In certain circumstances it may be necessary to initiate a School Attendance Order, i.e. where parents are not cooperating with arrangements for educational provision.

ELECTIVE HOME EDUCATION

Parents / carers have the primary responsibility for ensuring that their child receives a suitable education and some choose to discharge this duty by taking personal responsibility for their child's education.

Denbighshire has an effective system in place for monitoring Elective Home Education. There is specific guidance on this in the form of a 'Protocol' and 'guidance flowchart' with regard to Elective Home Education. These documents reflect the Welsh Government non-statutory guidance for local authorities on Elective Home Education. If a child is referred to the CME officer by another department or agency as a child who may be missing education, then the CME officer can check records to ascertain if they are being educated at home by their parents and make any other necessary enquiries.

Responsibilities of schools

When a child does not attend school, the school should follow the appropriate steps as outlined in the 'Procedures for Non Attendance' document.

If a child does not attend school for a period of 4 weeks (or less for a vulnerable child already known to the school) and no contact can be made with the child or family and there is no evidence of alternative enrolment or EHE, the child should be considered as 'missing from education'.

If a parent /carer informs the school that child is being removed from the school and there is no evidence of alternative enrolment or EHE, the child should be considered as 'missing from education'.

All schools will follow appropriate procedures for the transfer of pupils and their records to alternative schools. Evidence of alternative enrolment will normally be contact with another school to arrange for the transfer of the pupil progress record. The School to School (s2s) Transfer System will assist in this process.

Once schools have undertaken their own enquiries and have been unable to locate the pupil, then a referral should be made on the appropriate form and sent electronically to the CME officer in Customer and Education Services.

Recording of CME referrals

Referrals for CME will be recorded on a specific database. Data is held in line with the Data Protection Act 1998 and current Child Protection legislation. These systems will be used to monitor actions, particularly where there are delays to appropriate educational provision being found.

Data management systems within the LA will also be used to identify CME. This would include information from the s2s named officer and the Admissions Officer, by regular reporting of children removed from school roll without a new school placement being identified.

This information will be used to prepare a regular half termly report for senior managers within School Improvement and Inclusion.

There will be pupils who have attended schools in county and who have left for an unknown destination, with no forwarding address and who have failed to be located after 'reasonable enquiry' and whose whereabouts remain unknown. Some will have indicated that have located in a certain authority or area of the country, whereas some will not have at all.

It is essential that as much information as possible is passed on to the relevant authority in these cases. These cases will be placed on the missing pupils list and this list should be monitored on a regular basis by the CME officer.

Supporting Documentation

Inclusion and Pupil Support, WG 47/2006

Statutory Guidance to help prevent children and young people from missing education, WG 006/2010

Elective Home Education, Welsh Government

Safe Learners in Education ,Welsh Government