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# CHADWELL HEATH ACADEMY



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## PUPIL ATTENDANCE, ABSENCE AND PUNCTUALITY POLICY

Reviewed and up-dated: June 2018

## Child Missing in Education Policy & Procedures

The following summary of the regulations and guidance is not comprehensive but is relevant to children missing or at risk of missing education. Of particular note are regulations 5, 8 and 12 of the Education (Pupil Registration England) Regulations 2006 as amended by the Education (Pupil Registration England) Regulations 2016:

The Pupil Registration Regulations apply to **all** schools they state that:

**Regulation 5 (3)** pupils that join the school roll, i.e. they are listed in both the admissions and attendance registers, on the expected first day of attendance. It follows that the usual procedures for dealing with absence therefore apply even where the pupil does not arrive on that day.

New statutory guidance (Children Missing Education Statutory Guidance for local authorities September 2016) now also requires schools to report to the local authority all in-year joiners and leavers.

### **Regulation 12**

When the circumstances of a child absent from school are not known, both the school, the Attendance Officer and Local Authority must carry out a 'reasonable enquiry' as detailed in the following School Procedures.

The School Attendance Officer in consultation with the school office will:

Provide the Local Authority with the details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence.

We will inform the Local Authority of the as soon as we become aware of the circumstances and before the deletion from the register is made. (See below for time scales)

### **Reasons for deletion include:**

**The only circumstances in which a registered pupil can be deleted from the school register are outlined in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration England) Regulations 2016.**

**Home Education:** parents have to advise the school in writing that they are withdrawing their children to educate them at home or other than at school.

Notification should be sent to London Borough of Redbridge team – [ehe@redbridge.gov.uk](mailto:ehe@redbridge.gov.uk)

**Permanent Exclusions:** Notification should be sent to Emma Bernaine London Borough of Redbridge – 0208 708 3124

**Pupil has ceased to attend** and no longer lives within travelling distance of the school. The school / Attendance Officer will make reasonable enquiries to determine the new address and the name/locality of the new school. If the information is unobtainable, the school / Attendance Officer will advise the Children Missing Education team – [ews@redbridge.gov.uk](mailto:ews@redbridge.gov.uk) Tel: 0208 708 6020

## **Leavers Protocols for Schools**

**Planned Absence:** Parents are always asked and expected to inform the school in advance of any planned absence.

**Planned Leaving:** When a school becomes aware that a child is leaving, it is helpful and may save time later, if the parent can be asked to clarify this and be given the Leaving School Form to complete (Available from the School office or website). Parents may be given a school compliments slip to hand in to any new school so contact can be made.

Appendix A – Leavers form.

## **Reasonable Enquiry Procedure for CME**

These procedures do not replace any safeguarding or child protection procedures or guidance but are to be used in conjunction with them.

In line with the duty on all Children's Services Authorities to safeguard the welfare of children (s. 11 of the Children Act 2014), both the school and the Local Authority will put in place procedures designed to track the whereabouts of the child and to record that they have completed these procedures. These procedures apply only when contact has not been possible with the family and/or explanation provided is not reasonable or satisfactory.

### **When a reasonable enquiry should be carried out:**

- Any pupil on a school roll who ceases to attend and the destination school and forwarding address is not yet known.
- Pupils on a pre-admission list/register for Reception or Year 7 who do not arrive on the expected start date.
- Pupils who have not returned after a school/term-time holiday.

### **Assessing Vulnerability:**

If there is any doubt about the vulnerability of a pupil, consult the designated Child Protection Lead. Vulnerability must be reassessed regularly as it may increase depending on new information or lack of information, and the passage of time itself may lead to increased concern.

Is there a good reason to believe a crime may have been committed? For example:

- Is there a history of domestic violence?
- Is this very sudden and unexpected behaviour?
- Has the child/young person gone missing without their family?
- Are there health, religious or cultural reasons to believe the child/young person is at risk? For example, forced marriage, female genital mutilation)
- Have there been suspicions in the past concerning this child and family which together with the sudden disappearance are worrying?

If yes, then refer to police and in line with current Local Safeguarding Children's Board procedures.

If the child / young person is subject to a Child Protection Plan or looked after by the Local Authority, inform the allocated social worker.

The following may also assist judgement in making a referral:

- Have there been recent life events within the family which in light of this sudden disappearance may be significant? For example, changes in household, births or deaths, divorce, redundancy
- Any significant incident in school? For example, bullying or disputes with staff
- Have there been suspicions in the past which together with the sudden disappearance are worrying?
- Have there been any concerns about the child associating with significantly older young people or adults?
- Younger children are more at risk

If yes to these questions, the school must exercise judgement to decide action, speed of response and need to use the Local Safeguarding Children Board procedures. Referral as appropriate may be made to the police, Social Services or School Attendance Officer,

### **Reasonable Enquiry- School Actions Checklist**

In the case of a pupil being absent without explanation (including Reception and Year 7 pre-admission list and in-year admissions offered a start date), schools must log their actions

(letters, emails, phone calls, decisions). This can be done using the Reasonable Enquiry Form found within this document and also on the EGFL CME page.

### **Day 1:**

- Assessment of vulnerability.
- First day calling to the parent and other contacts to establish the cause of absence and when the child is likely to return.
- Email the parents if you have an email address.
- Seek information from staff (subject tutors, form tutor, other staff who may have had contact with the pupil), pupils, other parents and other schools if pupil has siblings attending other schools, to try and determine the family circumstances as they may know, for example, if the family were intending to move or go on holiday
- Where concerns exist and there is no reasonable explanation or contact, consider escalating to a higher level to the School Attendance Lead or the designated CP Lead.
- All children with an unauthorised absence who are looked after by the Local Authority or are currently open to Children's Social Care, should be referred to the school's CP Lead.

### **Day 10 or earlier if risk assessments dictate:**

If no response to letters, phone messages or emails within a week, the School Attendance Officer must notify the Local Authority School Attendance Service and copy CME, providing a copy of the Leaving School Form and / or any supporting evidence of the reasonable enquiries carried out, who will then make further checks.

If the family are thought to be abroad or have not returned from leave, then a letter should be sent to the 'Occupant' at the last known address which may elicit further information.

Leaving School Forms and / or any supporting evidence of reasonable enquiries will be updated and passed to the CME Officer who will undertake further checks.

### **Day 20:**

After all reasonable checks have been conducted, matters may be resolved or sufficient information gathered to consider removing the child from the school roll. While it is the school's decision to remove a pupil from their school roll, they must indicate which of the fifteen legal

reasons under the Education (Pupil Registration England) Regulations 2006 the pupil is being removed from the school roll.

Once removal from roll, the School Administrator must upload the child's CTF on the S2S database entering XXXXXXX into the destination field (pupils with no known destination) so any new school will be able to make contact.

### **Transfer of Pupil Data Electronically**

[Section 5 \(5\) of the Education \(Pupil Information\) \(England\) Regulations 2005](#) places a duty on schools to transfer pupil data electronically (the Common Transfer File, CTF) via S2S when a pupil moves to a new school within 15 days.

The Department for Education has a secure internet site [School to School \(S2S\)](#) for the electronic transfer of information (CTFs) when a child moves school. Failure to meet this duty is a criminal offence and could lead to prosecution.

All leavers must therefore be accounted for on S2S by one of three options:

- Admitted to a new school in the maintained sector - the transfer of pupil data using the CTF will be carried out and confirmed with the new school.
- Moving abroad, into private provision or to be educated at home- will be entered on the Lost Pupil Database as MMMMMMMM.
- Leavers with unknown destination- entered on the Lost Pupil Database as XXXXXXXX. This should be done after the school and Attendance Worker have completed the Reasonable Enquiry Form and made a referral to Children Missing Education.
- In exceptional cases it may not be considered appropriate to pass on details of a pupil's history to a new school. Each case would need to be judged on its merits in consultation with relevant parties. Examples include a family fleeing domestic abuse or a family in a witness protection programme. Further guidance can be found at:  
<https://www.gov.uk/government/publications/common-transfer-file-16-specification>.

A Letter is sent to last known address informing that the pupil is being removed from the school roll and Children Missing Education have been notified at the Local Authority.

## **Contacting the Children Missing Education Team.**

**London Borough of Redbridge**

**Email: [ews@redbridge.gov.uk](mailto:ews@redbridge.gov.uk)**

**Contact: 0208 708 6020**

# Chadwell Heath Academy

Christie Gardens, Chadwell Heath, Romford, Essex RM6 4RS  
Tel: (020) 8252 5151 Fax: (020) 8252 5152  
Email: office@chadwellacademy.org.uk



**Headteacher: Mr S.N.Bull**

Date:

Dear Head of Year

I wish to inform you that my son/daughter will be leaving Chadwell Heath Academy  
on .....(Leaving Date).

Full Name (son/daughter):.....

Date of Birth:..... Form:.....

Name of New School:.....

Address of New School:.....

Telephone Number:.....

If moving address, your new address:.....

.....

Please complete the above details and return to your son/daughter's Head of Year.

Yours sincerely

Miss N Chesters  
Deputy Headteacher  
(on behalf of the Governing Body – Admissions Committee)