

Attendance Policy

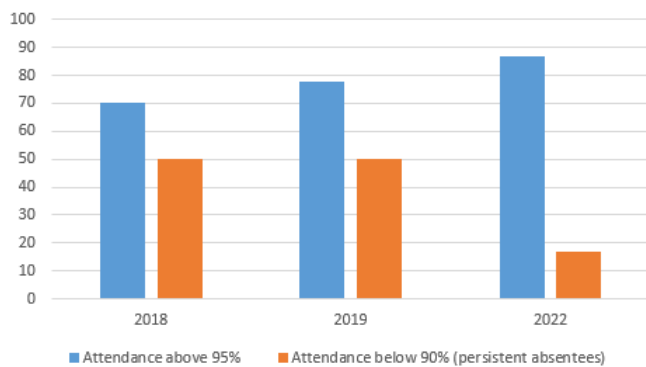
October 2024

Why good attendance is so important

Impact on attainment

Good attendance very closely correlates with good outcomes. Children who do not attend school regularly fall behind their peers and do not achieve as well as they should, impacting negatively on their life chances. This is evidenced by national, local and our school data.

Percentage of children reaching the expected standard in Reading, Writing and Maths at the end of Year 6



In 2023, only 40% of children that had attendance below 90% achieved an English and Maths GCSE at grade 4 or above in comparison to 75% of children that had 95% - 100% attendance.

In the last three years of SATs at Walnut Tree Walk, the graph on the left shows the performance of children whose attendance was good (above 95%) compared with those who are persistent absentees (below 90%). As you can see, the gap between what children who attend school fully achieve compared to those who are frequently absent is stark. In 2022 only 17% of children at WTW whose attendance was below 90% achieved the expected standard in Reading, Writing and Maths, making the transition to secondary school more challenging for them (compared to 87% for good attenders).

80% attendance

A, E, I, O, U

is like only being allowed to use four vowels

Studybugs

90% attendance



is like leaving a football match in the 81st minute (and missing all the injury time goals)

Studybugs

Wellbeing/ friendships

In addition, children who regularly miss school can experience more difficulties with their confidence and wellbeing, including developing and maintaining friendships.

Sequence of lessons

Lessons are carefully sequenced across a week, meaning that if a child misses a day earlier in the week, they may find it challenging to keep up with the work their peers are doing later in the week.

Lessons start promptly at 9am

Eg. children in KS1 have their daily phonics lesson at 9am. This is a really important lesson as it provides the foundations for children to be able to read fluently.

Aims and objectives of policy

At Walnut Tree Walk we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Lambeth Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open. Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Not attending school for any reason
- Arriving late after the register has closed

Authorised absence:

- 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 for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA) and Severe Absenteeism (SA):

- Persistent absence (PA) means missing 10 percent or more of schooling across the year for any reason
- Severely absent (SA) means missing 50% or more of school sessions

Roles and responsibilities

| Role | Responsibility |
|---|---|
| Parents and Carers | <p>Make sure their child attends every day on time</p> <p>Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return</p> <p>Provide the school with more than one emergency contact number for their child</p> <p>Ensure that, where possible, appointments for their child are made outside of the school day</p> <p>Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance</p> |
| Pupils | Attend school every day on time |
| The Governing Body | <p>Recognize the importance of school attendance and promote it across the school's ethos and policies</p> <p>Ensure school leaders fulfil expectations and statutory duties</p> <p>Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most</p> <p>Ensure school staff receive adequate training on attendance</p> <p>Hold the headteacher to account for the implementation of this policy</p> |
| The Headteacher Andrew Chaplin | <p>Implementation of this policy at the school</p> <p>Monitoring school-level absence data and reporting it to governors</p> <p>Supporting staff with monitoring the attendance of individual pupils</p> <p>Monitoring the impact of any implemented attendance strategies</p> <p>Requesting the issue of fixed-penalty notices, where necessary</p> |
| The Designated Senior Leader for Attendance Andrew Chaplin | <p>Championing and improving attendance across the school</p> <p>Offering a clear vision for attendance improvement</p> <p>Evaluating and monitoring expectations and processes</p> <p>Having an oversight of data analysis</p> <p>Communicating messages to pupils and parents</p> <p>Delivering targeted intervention and support to pupils and families</p> <p>Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.</p> |
| School Attendance Officer Nicole Lightfoot Susan Harrington (maternity cover) | <p>Monitoring and analyzing attendance data</p> <p>Benchmarking attendance data to identify areas of focus for improvement</p> <p>Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher</p> <p>Working with school staff eg pastoral lead/family liaison officer/SENCo to tackle persistent absence</p> <p>Advising the headteacher (<i>or other member of staff authorized by the headteacher</i>) when to issue fixed-penalty notices</p> |
| Class Teacher | Recording attendance in a timely manner on a daily basis, using the correct codes and submitting the information to the school office |
| School Admin Staff | <p>Taking calls from parents about absence on a day-to-day basis and recording it on the school system</p> <p>Transfer calls from parents to the appropriate member of staff in order to provide them with more detailed support on attendance</p> <p>Keeping accurate and up to date records of calls and communication with parents</p> |

School processes for recording attendance and absence

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and at the start of each afternoon session. It will mark whether every pupil is:

- Present
- Absent
- Attending an approved off-site educational activity
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorized or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school between 8:45 and 8:55am on each school day. If a pupil arrives after the commencement of the registration period, they will report to reception and the parent must sign them in using the electronic sign in system, providing the reason for the lateness.

The register for the morning session will be taken at 9am and will be kept open until 9:30am (ie no longer than 30 minutes after the session begins). The register for the afternoon session will be taken at the start of the session (12:45pm for EYFS, 1pm for KS1, and 1:30pm for KS2) and will be kept open for 30 minutes.

Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 8:55am or as soon as practically possible by calling the school.

This can be done by phoning the school office or emailing admin@wtwschool.co.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily for (any pupils whose attendance is above 93%, medical evidence should not be requested).

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorized and parents/carers will be notified of this.

Lateness

A pupil who arrives late before the register has closed will be marked as late, using the appropriate code (code L). Pupils arriving after the register has closed will be marked as absent, using the appropriate code. Where a pupil is persistently late the parent/carer will be invited to a school-based meeting to investigate reasons and suggest

solutions to enable more punctual attendance. A Penalty Notice may be issued and a referral to the local authority if there are 10 lates after register closes or absences recorded within a 10-week period.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorized to be absent for.

We define 'exceptional circumstances' as rare, significant, unavoidable and short. Circumstances which could be authorised include significant family emergencies (details will need to be provided) or funerals.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and where possible, at least *two weeks* before the absence. This must be done through emailing the headteacher. The headteacher may require evidence to support any request for leave of absence.

Requests for leave may not be granted in the following circumstances:

- Immediately before and during statutory 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

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorized only when a traveler family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Procedures following unexplained absence

It is the responsibility of the parent/carer to contact the school in the morning of every day of the child's absence. If this contact is not made, then the school will contact the parent/carer by telephone or via the school's internal parental mail system, which parents can access both online and on their mobile phones. The school requires that two additional emergency contact details (so three in total) are provided for every pupil, and if we do not get a response from the parent, the other contacts will be contacted. If this does not elicit an explanation of the absence and the absence continues, further correspondence will be made, which could include a home visit, contacting the police or a referral to Social Care.

Once the reason for the absence has been ascertained, the correct code will be inputted on to the register. This must be done by a member of school staff no later than 3 working days after the session.

If there is a continual issue with absence, a letter will be sent to the parent/carer. This letter will include the statistical information pertaining to how much learning time the child has missed in the classroom. Parent/carers will be invited to meet with a member of the Senior Leadership Team to identify and resolve the difficulties which are preventing the pupil from regularly attending school. A monthly review process will then begin with an aim towards noticeably improving the child's attendance.

If there is no sign of improvement upon this review, the School's Education Welfare Officer will be informed and the parent/carer will be invited in to the school for a meeting by the Headteacher. The parent/carer will be made aware of the legal requirements regarding school attendance.

Should there be no improvement in attendance following a panel meeting or should there be non-attendance of a panel meeting, the next step could be to initiate court proceedings or implement a fixed penalty notice.

Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2024 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare.

Children Missing Education (CME) – responsibilities of staff at WTW

All staff in school have a responsibility for Children Missing Education. Please see Appendix B for details of Lambeth's CME Policy which Walnut Tree Walk follows.

At Walnut Tree Walk, we will follow this procedure.

| | | |
|-----------|---|---|
| Day 1: | 9:30am: | Senior Leaders are notified automatically through Studybugs if a child is absent and no contact has been made by a parent, text to be sent by office staff. Any missing vulnerable children who office staff have been asked to monitor attendance for will be shared with Catherine and Andrew. |
| | 10am: | If no response by 10am, a phone call must be made. Catherine and Andrew to be emailed names of any child absent with no explanation from parent. A second call will be made later in the day and attempts made to call all of the emergency contacts. |
| Day 2-10: | As above. | |
| Day 5: | Member of SLT to visit home. This may happen earlier, including on Day 1, for any child the school considers as vulnerable. | |
| Day 10: | See below for details of Lambeth's CME policy/ timeframes. Referral must be made to Education Welfare Officer. | |

Before you refer any students on your roll as CME to the Lambeth Local Authority

Have you done the following things?

- Has the family been contacted within 10 days of non-attendance? Have you written to the family?
- Have you called the family on their contact numbers?

- Has a home visit been made to the last known address?
- If the child has extended family have you contacted any possible aunts, uncles, grandparents to establish if they know where the child is.
- If the child has moved away, have you tried to establish where they have moved to?
- Have you requested forwarding addresses/ contact numbers/ email addresses for the family
- If the child has moved overseas have you requested the new address overseas and details of a new school

If you have carried out all the above, after 10 days of absence you must refer to the Education Welfare Officer for further investigation. Once the Education Welfare Officer has attempted to visit the family, write to the family and phone.

At 20 days of absence, in order to off roll the child, you must be able to provide evidence of having followed DfE off rolling regulations.

Please email CME referrals to the Inclusion Team's CME officer at Inclusion@lambeth.gov.uk

Strategies for promoting attendance

At Walnut Tree Walk, we want to work with families to improve all pupil's attendance. We closely monitor attendance data so that action can be taken in a timely manner. The foundation for good attendance is a strong partnership between the school, parents and the child. At Walnut Tree Walk Primary School, the importance of daily attendance is promoted through regular communication with pupils, parents and staff.

Catherine Thompson, in her role as Wellbeing Lead, and Alicia Marku, in her role as Wellbeing Mentor, are both available to support families who are struggling with attendance or punctuality. This might be through informal phone calls and meetings, the purpose of which being to act in a supportive way to help improve attendance and remove any barriers to poor attendance. Jen Wills-Lamacq, our school Child and Educational Psychologist, or the Mental Health Support Team are also available to parents where the child is experiencing, or is at risk of developing, emotionally based school avoidance.

Attendance data monitoring, reporting and analyzing

The school will:

- Regularly inform parents of their child's attendance levels *through letters, texts, reports etc*
- Monitor attendance and absence data daily, weekly, monthly and annually across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Analyze attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to school leaders and the SENDCo to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the

national statistics. The school will compare attendance data to the national average and share this with the governing board.

The school will be using a company called Studybugs to assist us with the monitoring and analysis of attendance data, as well as to send communications to individual parents where attendance is a concern.

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Formalize support or use legal sanctions, in conjunction with Lambeth Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

Legal sanctions

The school can request Lambeth Council to issue a fine to parents for the unauthorized absence of their child from school, where the child is of compulsory school age. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct

If issued with a fine or penalty notice each parent must pay £60 (per child) if paid within 21 days rising to £120 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil ie lives with and looks after the child

Non-Statutory School Age

For pupils in the Early Years Foundation Stage of non-statutory school age, the school is unable to issue Fixed Penalty Notices or refer cases of poor attendance and punctuality to the Educational Welfare Officer. However, we value the importance of developing positive habits with attendance and punctuality and seek to promote the relationship between this and progress in all areas of learning with pupils and families. Therefore, the school adopts the same procedures outlined in the policy where there are concerns about attendance and punctuality and utilises the local authority guidelines for authorised/unauthorised absences when determining the actions to take.

Monitoring and Review

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum every two years by the headteacher. At every review the policy will be approved by the full governing body.

Appendix 1 - School Attendance Codes

| Present Codes | |
|-----------------------------|--|
| / \ | present during registration |
| B | educated off site and taster days and do not fit K, V, P or W codes |
| K | attending provision arranged by the local authority |
| L | arrived after the register has started but before it has closed |
| P | Sporting activity with prior agreement from school |
| V | educational visit or trip |
| W | work experience |
| Absent Codes | |
| Authorised Absences | |
| C | exceptional circumstances |
| C1 | in a regulated performance/undertaking regulated employment abroad |
| C2 | absent due to part-time timetable |
| D | dual registered |
| E | suspended or permanently excluded |
| I | illness (not medical or dental appointments) |
| J1 | job/school/college interview |
| M | medical or dental appointment |
| Q | unable to attend because of a lack of access arrangements |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) |
| S | study leave |
| T | parent travelling for occupational purposes |
| X | non-compulsory school age pupil not required to attend school |
| Y1 | unable to attend due to transport provided not being available |
| Y2 | unable to attend due to widespread transport disruption |
| Y3 | unable to attend due to part of the school premises being closed |
| Y4 | unable to attend due to whole school closure |
| Y5 | unable to attend as pupil is in criminal justice detention |
| Y6 | unable to attend in accordance with public health guidance or law |
| Y7 | unable to attend due to other avoidable cause (must affect the pupil NOT the parent) |
| Unauthorised Absence | |
| G | holiday (not agreed) |
| N | reason for absence not yet established (must be corrected within 5 days) |
| O | absent in other or unknown circumstances |
| U | late after register has closed |
| Z | pupil not yet on register |
| # | planned whole school closure (eg holidays, insets and polling station days) |

Children Missing Education (CME) Policy

August 2022

Overview

All children, regardless of their circumstances, are entitled to an efficient, full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. This policy details how Lambeth identifies children who are not registered pupils at a school and are not receiving suitable education otherwise.

CME work is undertaken by the Inclusion Team via a named CME Officer as per the DfE guidance. This policy is in line with the CME DfE statutory guidance (September 2016): <https://www.gov.uk/government/publications/children-missing-education> and relates to children of compulsory school age (5-16 years).

Children Missing Education (CME) Definition

CME are children of compulsory school age who are not:

- registered pupils at a school
- receiving suitable education otherwise than at a school

Children Missing Education are at significant risk of underachieving, being victims of harm and exploitation and becoming Not in Education, Employment or Training (NEET) once leaving secondary education.

Local Authority (LA) Duties

LAs have a duty under section [436A of the Education Act 1996](#) to establish the identities of children in their boroughs of those who are not registered pupils at a school and are not receiving suitable education otherwise.

Those children identified as not receiving suitable education should be returned to full time education either at a school or in an alternative provision. Prompt action and early intervention are crucial to ensure that children are safe and receiving a suitable education.

LAs must undertake joint working and information sharing with other LAs and agencies. Lambeth achieves this by having close links with neighbouring boroughs in addition to national CME contact lists for all boroughs. All internal agencies must notify the Inclusion team of any pupil not in receipt of education so their status can be addressed.

Where there is concern for a child's welfare, Safeguarding procedures should be followed. If there is reason to suspect a crime has been committed, the police should also be involved with an obligation to take immediate action where there is a concern that a child's safety or wellbeing is at risk.

Lambeth has a CME Officer within the Inclusion team whose responsibilities include:

- Receiving all CME notifications
- Maintaining a register of all children reported as missing from education
- Tracking children until they are placed into suitable education

Parental Duties

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Any pupil confirmed as not being in education and who remains out due to lack of family resolution will have a placement named by the Education Welfare Service and potentially legally enforced via a School Attendance Order (SAO).

School Duties

The Statutory Guidance states that:

- **“All schools** (including academies and independent schools) must notify their local authority when they are **about to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations.**
This duty does not apply when a pupil’s name is removed from the admission register at standard transition points”
- **“All schools** must also notify the local authority **within five days** of adding a pupil’s name to the admission register at a non-standard transition point”
“Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register”

Lambeth’s Admissions and Inclusion teams require submission of this information by all schools via completion and submission of Off Rolling Notification forms as detailed in Appendix 1.

It is the responsibility of the school to confirm that the pupil has joined the roll of another school and only remove the child’s name from the admissions register once the child has been added onto the destination’s register.

If a child is absent from school and their whereabouts is unknown, schools would need to follow 10-day absence procedures by informing Lambeth’s Education Welfare team so further enquiries may occur. Schools cannot remove a pupil from their roll until the 20-day period has elapsed and all parties have worked together to confirm status. Schools must notify the CME team of any such cases immediately, by completing and returning the CME/Off Rolling notification form via submission to the Inclusion inbox: inclusion@lambeth.gov.uk

Processes

Notification

Ways in which the LA are notified include:

- CME notification forms
- Direct notifications from parents/carers/family members/professionals
- Admissions

Tracking and Resolution

Tracking processes include:

- A CME log of core information of children who are not currently in suitable education
- Monthly Vulnerable Pupil Monitoring Group (VPMG) case analysis and review via Service Heads until resolved
- Returns from schools giving details of children who have been added and deleted from school registers
- Regular contact with families until resolution occurs
- Links with boroughs on a local and national basis to transfer cases in and out when children relocate

Internal systems will be interrogated to determine residency including:

- Housing
- Council Tax
- Benefits
- School Census returns
- Mosaic (Social Care)
- Admissions

Local Authorities (LAs) have access to the National CME contact list providing referral points to any borough of residence allowing swift notification and case transfer.

Where a family is identified, yet no school application is made, School Attendance Order (SAO) processes will be followed by the Education Welfare Service (EWS) providing a 15-day deadline within which to evidence the pupil is in

receipt of suitable education or face the EWS naming a school at which the pupil must attend via legal escalation processes.

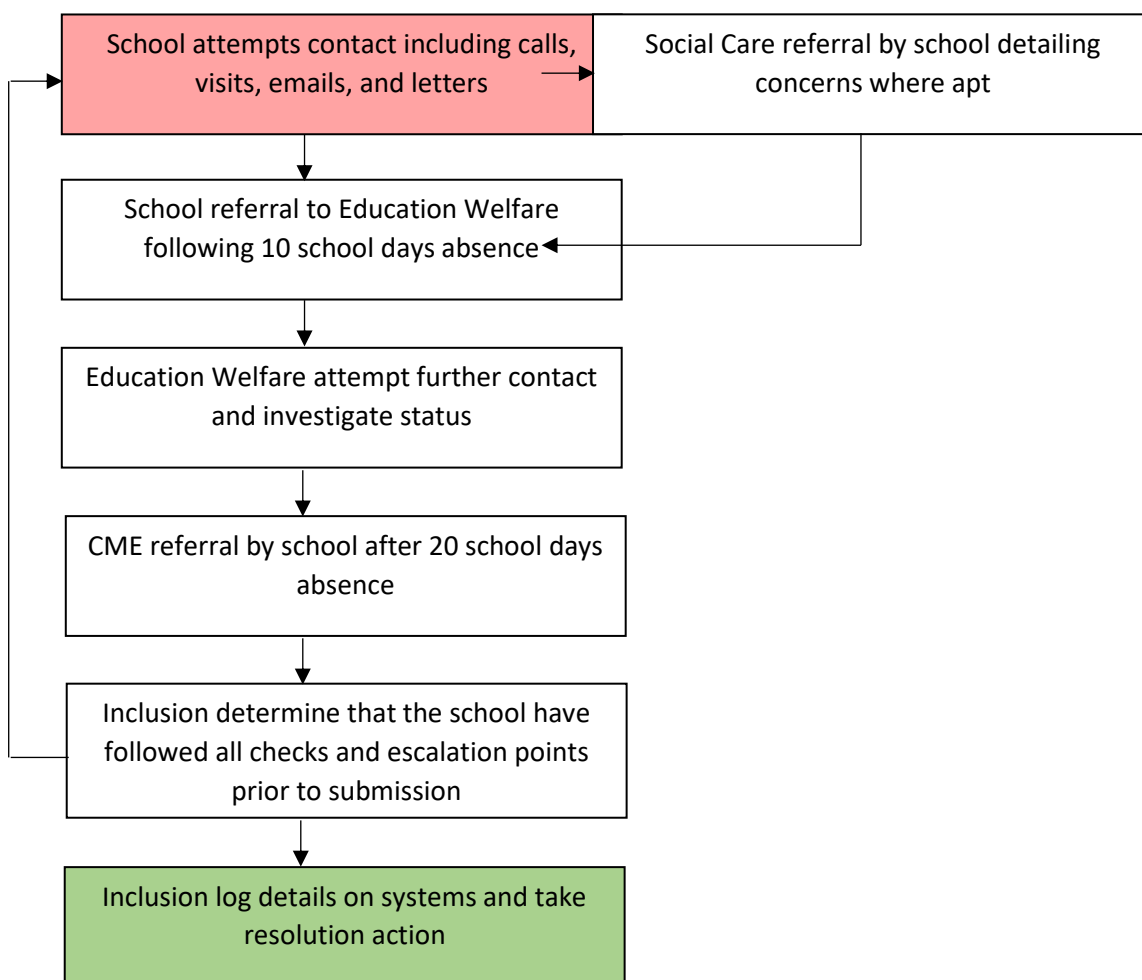
The VPMG panel reviews all CME cases identified and applies challenge to ensure there is resolution without delay with all cases remaining open until apt education is evidenced.

Details are also provided to Social Care via Annexe A submission while any involved parties are advised of status to ensure there is parental engagement with resolution to avoid escalation processes.

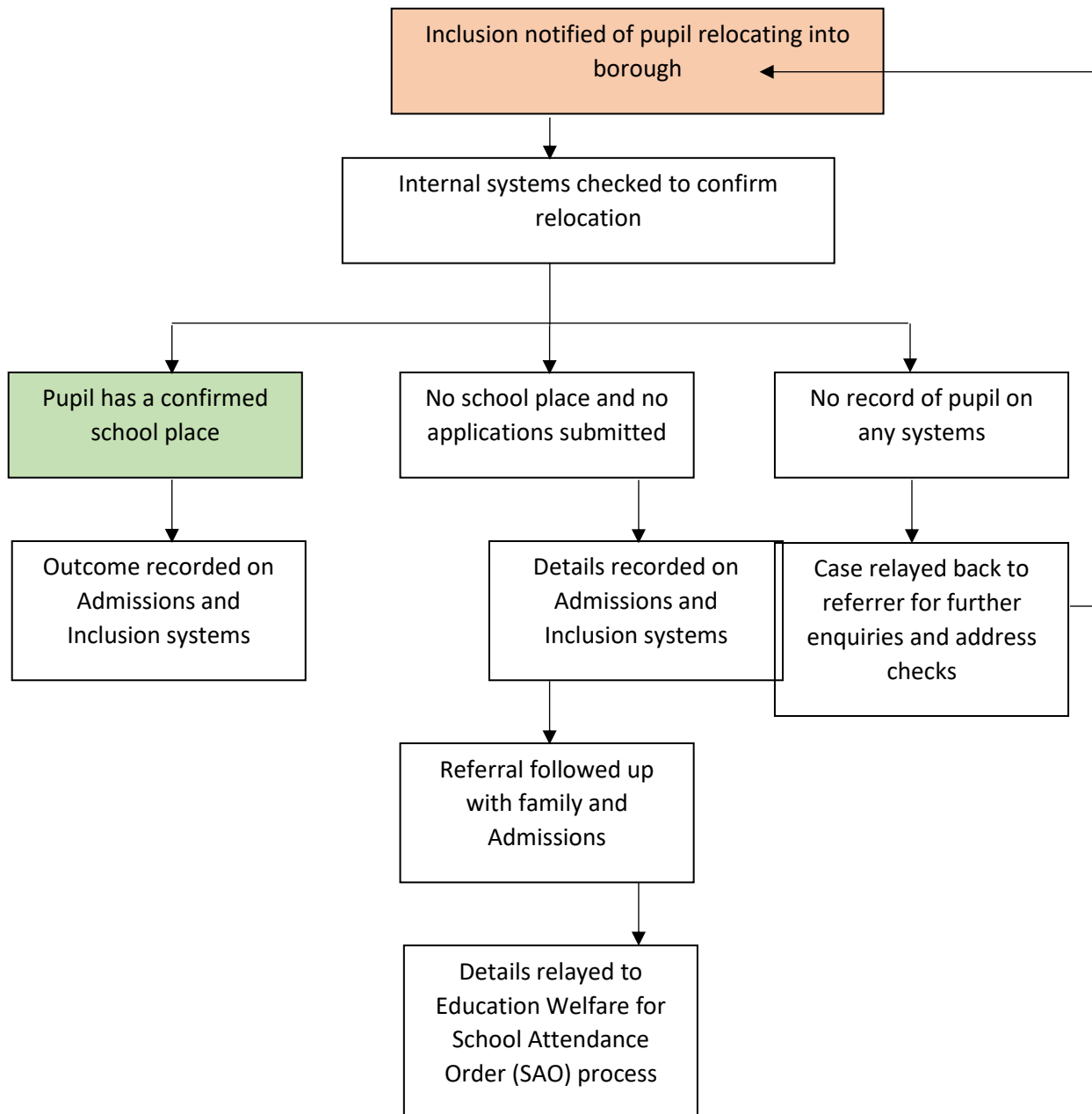
Most CME will reintegrate back into mainstream education. For those unable to be placed through the usual In Year Admissions process, the following routes are available:

- Fair Access Panel (FAP)
- Medical/Social Needs Panel (MEDSOC)
- Alternative Provision use

In Borough Children Missing Education (CME) Referral Process Flowchart



Out of Borough Children Missing Education (CME) Referral Process Flowchart



Appendix 1:

CME Referral Form

Before you refer any students on your roll as CME to the Lambeth Local Authority

Have you done the following things?

- Has the family been contacted within 10 days of non-attendance? Have you written to the family?
- Have you called the family on their contact numbers?
- Has a home visit been made to the last known address?
- If the child has extended family have you contacted any possible aunts, uncles, grandparents to establish if they know where the child is.
- If the child has moved away, have you tried to establish where they have moved to?
- Have you requested forwarding addresses/ contact numbers/ email addresses for the family?
- If the child has moved overseas, have you requested the new address overseas and details of a new school

If you have carried out all the above, after 10 days of absence you **must** refer to the Education Welfare Service for further investigation once the school have attempted to visit the family, in addition to written and telephone contact.

At 20 days of absence, to off roll the child, you must be able to provide evidence of having followed the DfE off rolling regulations: <http://www.legislation.gov.uk/ukxi/2006/1751/regulation/8/made>

Please email CME referrals to the Inclusion Team's CME officer at Inclusion@lambeth.gov.uk

Please fill out all the sections of this form as completely as possible

| SCHOOL ROLL AMENDMENT NOTIFICATION | | | |
|--|------------|-------------------------|------------|
| Referring school | | | |
| Removal from roll | Y/N | Addition to roll | Y/N |
| Removal date | | Addition date | |
| Grounds upon which the pupil is to be deleted (if applicable) If the pupil is a child missing education, please provide details/ evidence of home visits made/ phone calls and letters to the family to contact and locate the pupil. | | | |
| New school details- please provide new school in the UK or overseas. If the child is being Electively Home Educated please indicate | | Start date | |
| Previous school (If applicable) | | End date | |

| Pupil Details | |
|----------------------|--|
| UPN: | |

| | | | | |
|----------------------|--|--------------------|--|------------------|
| SEND | Does the child have an EHCP? | | | |
| Surname | | Forename(s) | | |
| Date of birth | | Gender | | Ethnicity |
| Home address | (Where has the pupil gone? Please provide details as accurately as possible.) New Address | | | |
| Phone Numbers | | | | |

| Parent/Carer Details | | | |
|------------------------------|--|------------------------------|--|
| Parent/carers name | | Parent/carers name | |
| Relationship to child | | Relationship to child | |

| New Parent/Carer Details (if applicable) | | | |
|---|--|------------------------------|--|
| Parent/carers name | | Parent/carers name | |
| Relationship to child | | Relationship to child | |

| Where has the child gone? New destination details | | |
|--|--|-----------------------|
| New Address: | Parent/ Carer contact details if they have changed | Email Address: |
| Please provide proof of overseas travel evidence -if the child has left the UK? | For students that have been withdrawn to be Electively Home Educated – please provide the parent’s withdrawal letter advising that they are taking parental responsibility for their child’s education at home. | |

Completed forms should be relayed to:

CME Officer **and** the School Admissions Team

Inclusion Team: London Borough of Lambeth, PO Box 733, WINCHESTER SO23 5DH

Email: inclusion@lambeth.gov.uk **and** schooladmissions@lambeth.gov.uk

Phone: Lambeth Inclusion: 020 7926 6928

Lambeth School Admissions: 020 7926 9503

Safeguarding is the responsibility of everyone and every child's right. For those pupils residing within Lambeth or who are leaving Lambeth, it is important that we do everything possible together to locate those children missing education, to ensure their safety and that they are accessing their education.

As Per the DFE Guidelines September 2016 it is the responsibility of all schools to:

Notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations¹ (Annex A)ⁱ. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A).

All schools must also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made”
