

Guidance for head teachers and business managers where children are at risk of missing education



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General information

Truancy

School/Academy to inform parent/carers (and social worker) that the child is not in school.

School/Academy should risk assess the absence for which checks and referrals need to be made and when they are completed. You can discuss this with Starting Point for more information however you should follow your existing absence procedures.

Safeguarding

Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful if there are safeguarding concerns, with children believed to be at risk of actual harm, they should be reported immediately to Starting Point (and possibly the police).

A Starting Point referral will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.

Guidance for removing a child from the school roll

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- the ground in regulation 8 under which the pupil's name is to be removed from the admission register. This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance.

Own admission authorities

You must inform the admissions team of any enquiry/ application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.transport@derbyshire.gov.uk within five days of adding a pupil's name to the admission register.

Independent/Residential Schools

The same procedures should be followed as those in Schools/Academies.

How to deal with different scenarios

School Allocations intake or in-year admissions rounds

Places must be taken up by the start of the next half term after the place has been allocated.

If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage with the parent/carer via telephone, text, e-mail, welcome letter, home visit (where appropriate).

If allocated children do not arrive, please follow up as soon as possible. Do not assume they will have gone elsewhere or remained at their previous School/Academy. If a child has been allocated a place at your school/academy and they do not arrive you must inform Admissions within 5 days (or immediately if any safeguarding concerns) evidencing efforts to engage.

Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing internal absence procedures.

If an application is made to transfer schools during the year (outside of the normal intake process), the leaving school should keep child on school roll up until the starting date agreed with the new school.

Child is on roll but not attending

The School/Academy should attempt to contact the parent/carers on the first day of absence, where there is no prior explanation for the absence. Follow your internal school attendance procedures.

Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/ Academy should consider what action to take if attendance is unauthorised.

Whereabouts confirmed to be known but not attending education or engaging with School/Academy

Child and family meet the threshold for Early Help. Absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct.

Make a referral to Multi Agency Team via Starting Point evidencing what action has been taken.

DO NOT remove from roll, until advised.

Whereabouts unknown - evidencing reasonable efforts to locate/make contact with the family

SR1a Referral is made to CME no later than day 10 when there is no explanation for absence and checks have been completed by the School/Academy (as per 'Child is on roll but not attending' guidance above).

For details of how to refer see contact information on Derbyshire Schools Net. Please clearly state any safeguarding concerns you may have.

DO NOT remove from your roll until CME advise. They will complete initial checks and confirmed when they can be removed from roll.

Parent/Carers indicate they wish to Home Educate (Elective Home Education)

Where there are concerns about the reasons a parent wishes to EHE, immediately consult with EHE. The request must be made in writing, following a conversation between school and parent/carer, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.

School/Academy to return completed de-registration form, with copy of the parent letter, to EHE.

Once you have agreement from EHE, remove the child from your roll. DO NOT remove from your roll if the child has EHCP without confirmation from the LA.

Child moving out of county

School must request and record details of:

- New Family Address
- Destination School Details
- Confirmation they have started at the Destination School

You must contact the new school and agree a start date. The leaving school should keep child on school roll up until the starting date agreed with the new school.

Child must be put on roll at the new School on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.

You cannot remove from roll without all 3 pieces of information. If you do not receive the above, a SR1a referral should be made to CME.

Child moving out of country

School must request and record details of:

- New Family Address
- Destination School Details
- Confirmation they have started at the Destination School

Where possible school should make every effort to confirm child's attendance at their new school abroad.

You cannot remove from roll without all 3 pieces of information. If you do not receive the above, a SR1a referral should be made to CME.

Family indicate they are returning home for family, cultural or health reasons

School/Academy need to consider the circumstances of the absence in deciding which code to use. Where schools support or allow such absences, a return date should be agreed. Parent should be informed that if the family do not return on the agreed date, attendance procedures will be followed.

Child is of statutory school age but not applied or on roll of a School/Academy

Direct referral to CME providing:

- Child's Name
- Date of Birth
- Details of parent/carers (including any emergency contacts)
- Family's Address
- Summary of Efforts made by School to Engage the Family

Any information is beneficial to aid the LA's attempt to locate/contact the family to check how the child is being educated.

Child not in full receipt of education (25hrs)

Levels of provision will be closely monitored and scrutinised. Information should be shared with the Inclusion Team via Derbyshire Schools Net.

Child permanently excluded

LA Inclusion Team to be contacted by phone on the day of exclusion. The LA will respond and continue to work with you through the process.

DO NOT remove from your roll, until advised.

Looked After Children (LAC)

If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker.

DO NOT remove from roll, until advised.

Gypsy/Roma/Traveller

If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.

If they do not return within 10 days of the expected return date please follow attendance procedures and consider making a referral to CME.

DO NOT remove from roll, until advised.

School Health

If a child has been out of school for over 15 days due to illness without supporting evidence, consideration of a referral being sent to the School Nurse should be given.

Where a child's illness/mental health requires the child to be out of education for a long period after gathering supporting evidence, you should liaise with Out of School Tuition team.

Useful links

- [Derbyshire SchoolsNet CME Procedures](#)
- [DfE CME Statutory Guidance](#)
- [DfE Keeping Children Safe in Education Statutory Guidance](#)
- [Derbyshire on-line Safeguarding procedures](#)