



CHILDREN MISSING EDUCATION

As a school we are very careful about the level of personal information we reveal to external agencies around pupils. However we are aware that all information held by Staffordshire County Council is processed in accordance with the Data Protection Act. Staffordshire County Council has a duty to ensure that children within its boundaries are being appropriately educated, and it is necessary for this function that they are provided with information based around pupils school attendance. We will also share data with Attendedc as part of our attendance and safeguarding policy.

Children who fail to join the school as expected:

When a child is expected to join the school and does not arrive we will initially try to contact the parents/carers by telephone or letter to find out why. If, after one week this has not been successful, the school will use attended to complete a home visit and will also contact Admissions (School Organisation Admissions and Transport) admissions@staffordshire.gov.uk or 01785 278593 to establish if the child has been registered elsewhere.

If the child is not found to be on roll elsewhere, the school will contact their Local Support Team to investigate.

If after four school weeks (28 days) the child has not been located, the school will complete and submit a CME Referral Form to cme.referrals@staffordshire.gov.uk.

Once the referral is acknowledged by the CME team, the child can be removed from roll.

Prolonged unexplained absence:

If a child is absent from school for a prolonged period, or fails to return from an agreed holiday, the school will follow their normal procedures for investigating the absence. If this is not successful, an Early Help Assessment request can be made but if the parents refuse to engage the LST will be contacted.

If a child is absent from the school because they are believed to have moved away, and parents and emergency contacts cannot be reached, the school will contact their Local Support Team.

When the LST has investigated, but not located the child and four school weeks have elapsed, school will follow the above procedure (Red text).

Removal of a child from the school Roll/Moving Setting

If there is a concern regarding the immediate safety of the child First Response must be contacted. Dependent on the level of concern, the Education Safeguarding Officer can also be consulted via the Staffordshire Safeguarding Children Board.

It is the decision of the Headteacher of the school as to when to remove a child from roll; however deletions from a school roll will usually be made after four school weeks (28 days) continuous absence where all reasonable attempts have been made to trace a child and the CME team have been notified. In these circumstances the child's details will also be uploaded onto the Teachernet s2s lost pupils database.

When a child is deleted from the school's admissions register, the school will clearly indicate the date and the reason for removal from roll. When information is known regarding to which school a child has moved, this will also be recorded.

When a child with a known destination is removed from the school's roll, the school office staff will update Scholar Pack to show the new school's name and seven digit school identifier number.

When the new school is unknown, the "Reason for Leaving" on Scholar Pack must be amended to show "Unknown Destination". The Common Transfer File must also be completed, and coded XXXXXXX (destination unknown) or MMMMMMM (moved to independent sector or out of England and Wales). It will then be uploaded onto s2s in the normal way. These records are securely stored in an area of s2s known as the Lost Pupils Database. If a file is rejected, schools should recode the file MMMMMMM.

When a child leaves the school for a known destination, the school uploads the child's records to s2s – a secure national database. This generates an email to the receiving school which then downloads the information.

Where a child leaves the school *without* a known destination, the school uploads the child's records to a secure area of s2s known as the Lost Pupils Database. Any school then admitting the child without previous school history can request their Local Authority to search the Lost Pupils Database for the child's records. The CME team will also be informed when records are requested.

ELECTIVE HOME EDUCATION

If a parent wishes to Electively Home Educate (EHE) his/her school educated child, the school will deregister the child at the point written notification is received from the parent stating that the child is now in receipt of home education. Deletion from the admissions register should take place as soon as such notification is received.

The school will inform the Elective Home Education team when a child has been de-registered to be home educated.