

## Oak Lodge School Child Welfare and Protection: Children Missing from Education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Local Authorities (LA) have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. This requires a co-ordinated approach across schools, relevant LA sections and other agencies to ensure good monitoring systems are in place.

A child going missing from education is a potential indicator of abuse or neglect. Oak Lodge will follow their established procedure for unauthorised absence and following up children who go missing from education. In line with the safeguarding duties of the school all unexplained pupil absence will be investigated. The school must inform the Local Authority and the child's SEN Case worker of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school days or more. Established procedures will be followed, but each case needs to be examined individually, taking into account all the facts of the case. Some children are at particular risk, and may also need referral to social care.

Oak Lodge established procedures for reporting unauthorised attendance to ensure that a child is not missing from education:

- Registers are recorded by teachers on SIMS at the start of the day and after lunch.
- It is important that registers are accurate, with correct codes used. They are checked once a term by Wandsworth Borough Council. Detailed statistics are published by the school, Wandsworth and the DfE.
- All correspondence between school and home and vice versa in relation to absences needs to be recorded by the Attendance Administrator on SIMs.
- First day absence calls are made by the Attendance Administrator as soon as registers are submitted. The Pastoral teacher, the Head and the Designated Safeguarding Lead are informed.
- A message will be left on the home phone/mobile phone if we are unable to speak to parents/carers about their child's absence. This is logged
- If no contact is made by parents on the second day further calls will be made to **family, extended family or any external agencies** that are involved with the child e.g. social worker.
- On the third day the Attendance Administrator will contact the Local Authority SEN case manager and the Wandsworth EWO.
- See Appendix A for Attendance Action and Procedures

The school has both an admissions register and an attendance register, and all pupils are placed on both registers (unless pupils are boarders).

Pupils must be entered on the admissions register at the beginning of the first day on which the school has agreed or been notified that the pupil will attend the school. If the pupil fails to attend the school will undertake reasonable enquiries to establish their whereabouts.

The school will make reasonable enquiries (jointly with the LA) to establish the whereabouts of a pupil who ceases to attend, before deleting the child from roll if the deletion is under regulation 8(1), sub paragraphs (f)(iii) and (h)(iii) (see table below)

The school will always inform the LA of any pupil who is going to be removed from the admission register under any of the grounds listed in the regulations (see table below)

The notification will include:

- a) The full name of the pupil
- b) The full name and address of any parent with whom the child usually resides
- c) At least one telephone number of the parent
- d) The pupil's future address and destination school (if applicable)
- e) The ground in regulation 8 under which the pupil's name is to be removed

The notification should be made as soon as the grounds above are met and prior to removal. This is essential so that the LA can take appropriate follow up action when required.

The school will also notify the LA within 5 days of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details included in the admissions register. The school will also provide information about pupil admissions at standard transition points if requested to do so by the LA.

In line with the safeguarding duties of the school, all unexplained pupil absences will be investigated. The school must inform the LA of any pupil who fails to attend school, or has been absent without permission for a continuous period of 10 school days or more. Established procedures will be followed, but each case needs to be treated on it's own merits, taking into account all the facts of the case. Some children are at particular risk, and may also need referral to social care.

<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school
13	8(1)(m) - that he has been permanently excluded from the school
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

## Appendix A

Oak Lodge School: Attendance Procedures and action			
Attendance Group	Attendance % (without medical appointments)	Administrator Action/MyConcerns Alert	Outcome
<b>Group 1 No Concern- Green</b>	<b>98%- 100%</b>	<b>Attendance Administrator:</b> text home and give term attendance data to well-being team <b>Well-being Mentor:</b> use data to get certificates attendance for the end of term Celebration of Achievement. Prepare for assembly, certificates. Speak to kitchen regarding special breakfast	<b>End of Term</b> <ul style="list-style-type: none"> <li><b>Administrator</b> Text home to parents &amp; prepare certificates</li> <li>Well being Mentor: Thursday end of term Celebration of achievement Assembly: 98%-100% attendance</li> <li>Special Celebration Breakfast 98%</li> <li>Prize giving reward for pupils with 100% attendance.</li> </ul>
<b>Group 2 Concern- Yellow</b>	<b>96%- 97.9%</b>	<b>Attendance Administrator:</b> <ul style="list-style-type: none"> <li>MyConcerns Alert to pastoral teacher that attendance is dropping</li> <li>Remind pastoral to call to family regarding expected levels of attendance.</li> </ul>	<b>Pastoral Teacher:</b> <ul style="list-style-type: none"> <li>Call home to inform parents that the student's attendance is now between 96%-97.9% which is a concern as this will impact on progress.</li> <li>Discuss reasons for absence and support</li> </ul>
<b>Group 3 Risk of underachievement - Amber</b>	<b>94%- 95.9%</b>	<b>Attendance Administrator</b> <ul style="list-style-type: none"> <li>MyConcerns Alert to pastoral teacher that attendance is 94%-95.9%</li> <li>Remind pastoral to communicate with home to organise a parent meeting</li> </ul>	<ul style="list-style-type: none"> <li><b>Pastoral teacher</b> and parent meeting to inform parents that the student's attendance is now between 94%-95.9% which is a concern and is posing a risk to underachievement.</li> <li>Discuss reasons for absence and support to be offered. Contract signed and placed in file</li> </ul>
<b>Group 4 Increased risk of underachievement- Pink</b>	<b>90% -93%</b>	<b>Attendance Administrator</b> <ul style="list-style-type: none"> <li>Assistant Head alerted when a student attendance is between 90%-93.9%</li> <li>asked to call home</li> </ul>	<ul style="list-style-type: none"> <li><b>Assistant head</b> calls home to inform parents that the pupils attendance means they are at serious risk of underachieving.</li> <li>Discuss reasons for absence and support</li> <li>Possible contact from school EWO?</li> </ul>
<b>Group 5 High Risk of Underachievement- Red group</b>	<ol style="list-style-type: none"> <li>1. 0-89.9%</li> <li>2. 0-89.9% x 4 weeks</li> <li>3. 0-89.9% x 12 weeks</li> </ol>	<b>Attendance Administrator</b> <ul style="list-style-type: none"> <li>EWO, Wellbeing mentor and Assistant head alerted when a student reaches attendance lower than 89.9%</li> <li><b>School</b> Attendance panel needs to take place.</li> </ul> <p>See Outcome</p>	<ol style="list-style-type: none"> <li>1. Attendance panel 1 with attendance officer and EWO.</li> <li>2. Attendance panel 2 EWO &amp; Head if this below 89.9% attendance for over 4 weeks</li> <li>3. Attendance Panel 3 EWO, Head and assistant head meeting with parent reminding that student's attendance has been consistently below 89.9% for 12 and court proceedings should take place.</li> </ol> <p><b>School Attendance Panel with EWO and school staff followed by close monitoring. Referral to school EWO if attendance continues to deteriorate. Court processes/ actions may be taken by school EWO if the attendance remains unsatisfactory.</b></p>

