



CHILDREN MISSING EDUCATION

POLICY

Approved by:
Date:

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1. INTRODUCTION

This document is intended to inform Local Authority (LA) officers, schools (including academies and any other educational establishment), governing bodies and other involved agencies about Wigan LA's policy to prevent children missing education. The procedures adopted to meet the requirements of the policy are detailed in a separate document – "Children Missing Education – Procedures"

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.

It is a key responsibility of the LA and its schools to safeguard all children resident in Wigan or attending Wigan schools. Children not receiving a suitable education are at significant risk of a range of negative outcome outcomes (e.g. underachieving, becoming NEET) etc that could have long term damaging consequences for their life chances. The best way for the LA and its schools to track the welfare of all children is to ensure that they are all on a school/alternative providers roll or that they are registered with the LA as home educated.

Section 11 of The Children Act 2004, places a duty on all agencies to work together to promote the welfare of children. In addition to this, section 436A of the Education Act 1996 is to ensure that local authorities' arrangements enables them to establish the identities of children in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school.

Such principles underpins this policy and there is an expectation that all agencies will work together to ensure children are on school/alternative providers rolls or that they are formally registered as home educated.

2. DEFINITION OF A 'CHILD MISSING EDUCATION'

The definition of Children Missing Education refers to all children of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

For the purpose of this policy, Children Missing Education includes the following:

Children persistently absent from school

Those excluded from school

Those children who have particular social and behavioural difficulties and have personalised plan which means that they do not attend school full time

Have medical or mental health needs

Have complex needs and no suitable school place is available

Those children that are new to the area and require a school place

Children Looked After placed in or out of Borough with no suitable educational placement

3. CURRENT ARRANGMENTS FOR CHILDREN NOT IN RECEIPT OF FULL TIME EDUCATION

Exclusions - The Pupil Inclusion Team have systems in place to monitor exclusions from school and challenge schools where appropriate. The following is monitored:
Any exclusions that are 6 days or over to ascertain provision
Manually import all exclusions and highlight areas of concern
Challenge instances of illegal exclusion
Monitor all exclusions and provide annual summary report to senior management and schools

Reduced Timetables – The Pupil Inclusion Team (in close liaison with Targetted Education Support Service) have introduced a system to identify pupils those pupils who are placed on a part time timetable and may offer challenge and support where it is felt appropriate.

Attendance – Schools have a responsibility to monitor a child's attendance and investigate any unexplained absence. They should inform the Early Intervention and Prevention Team of the details of pupils who are regularly absent from school or have missed 10 school days or more without permission. It is also important that pupils' irregular attendance is referred.

4. CHILDREN REMOVED FROM ROLL FROM A WIGAN LA SCHOOL

On a weekly basis the Pupil Inclusion Team will access a list of pupils taken off roll and will take action to identify those pupils where no destination has been provided. The Pupil Inclusion Team will also access the data on a termly basis to ensure that any students taken off roll where the entry has been back-dated are also identified.

The circumstances in which a school may delete compulsory school-age children from their registers are limited. Schools are obliged to comply with the Education (Pupil Registration) (England) (Amendment) Regulations 2010.

Next Steps - Please refer to the Children Missing Education - Procedures document

5. CHILDREN ARRIVING INTO WIGAN LA FROM OUT OF BOROUGH

Next Steps - Please refer to the Children Missing Education - Procedures document

6. THE CME/EHE GROUP

Officers from the following services/agencies make up the CME/EHE Group

- Pupil Inclusion
- Children's Safeguarding Unit
- Ethnic Minority Achievement Service
- Gateway Services
- Health Service
- Housing
- School Organisation Capital Development
- Youth Offending
- Special Educational Needs and Disability

Members of the CME/EHE group are required to enter into a Data Sharing Agreement which has been approved by the local authority's Data Protection Officer and Legal Department.

CME/EHE Meetings are held every 6-8 weeks. Prior to each meeting, the current CME and EHE Lists are uploaded onto the AGMA website. The CME/EHE Lists are compiled from pupil data extracted from the LA's ONEV4 database.

Under the Data sharing Agreement referred to above, all group members have access to the AGMA website where CME/EHE agendas, minutes and case notes are also stored.

The CME List is a standard agenda item at each CME/EHE Group Meeting. Each case is discussed to determine actions and timescales and the appropriate service or agency or multi-agency approach to most effectively and expediently reach the desired outcomes. Any cases in which the group agree that all attempts to locate the child have been exhausted, then it will be placed on the CME dormant list and CME dormant base on ONEV4. The Pupil Inclusion Team will also check the list on a termly basis and at the end of each academic year to see if any children have returned to education within Wigan.

The CME group will undertake case file audits twice a year to review current practice and will implement an audit action plan.

This Policy should be read in conjunction with the Children Missing Education - Procedures document