

7.4 The local authority records all children who are not in a suitable education as Children Missing Education. Within this wide category, children can be in one of the following

- Location of child unknown
- Child referred from other authority, child possibly within the local authority borders
- Location of child known but not in education
- Child returned to education but at risk of missing education in near future
- Child returned to education through school attendance order

8.0 The Role of the Inclusion and Attendance Team

8.1 To reduce the risk of children and young people falling out of the education system, the Authority has created a dedicated team to support the work needed in this area. This team works closely with other relevant service areas i.e. admissions, exclusions, education welfare and ethnic minority and Travellers education. The team will ensure the process for identifying, investigating and finding children missing education is carried out. The specific duties and responsibilities of this team are as follows:

- Tracking children missing education through a dedicated CME Tracker
- Ensuring all notifications of CME are correctly recorded on the Integrated Children Services (ICS) database following the agreed procedures
- Investigating relevant databases e.g. S2S, Lost Pupil Database, G2, Aspire etc.
- Coordinating casework in relation to investigating Children Missing Education including working closely with relevant services and agencies to determine appropriate provision for the child
- Working closely with Admissions team with regards to admission into school under the Authority's Fair Access Protocol
- Reviewing cases held until re-engagement in education is successfully secured e.g. children placed through school attendance order
- Providing relevant reports on policy compliance and progress
- Hold regular CME meetings to review and risk assess complex and urgent cases
- Raise awareness of the CME policy and practice through training/ awareness raising events for school governors, partner organisations as necessary
- Reporting children not found following CME process to the Police as part of the Missing Person protocol.

9.0 Key Stakeholders

9.1 The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and share information. In order to fulfil the requirements of the CME policy the authority has agreed to work in collaboration to ensure the early identification and intervention of children who are not receiving a suitable education. In many establishments or services, stakeholders have a CME lead who will act as a direct link to the CME Tracker officer.

9.2 In relation to the CME Policy key stakeholders include:

- Children's Services including Admissions, Education Out of School Team, Ethnic Minority and Traveller Education Team Parent Partnership, Education Welfare Service, Locality Teams, Careers Advice Team

- Schools and Academies including Teaching and Learning Centres
- Health/PCT
- Youth Offending Service
- Voluntary Organisations
- Housing Associations
- Police
- CAMHS
- Homeless Services
- Job Centres
- CME tracker officers in other authorities

10.0 Reducing the Risk of Children Missing Education

- 10.1 All LCC officers, schools, academies and the general public have a degree of responsibility in relation to children missing education. Parents who do not ensure their children are accessing a 'suitable' education can be deemed as breaking the law. Anyone who becomes aware of a child or young person who does not appear to be accessing education should refer this child to the Inclusion and Attendance team through the Customer Service Centre (CSC) (refer to CME procedures)
- 10.2 The authority in partnership with the other agencies listed in 9.2 aims to ensure that all colleagues in all agencies who become aware of a child who is living in the county but not in identified education provision, will notify the Inclusion and Attendance team through the CSC.
- 10.3 Data sharing agreements have been set up in order to search for children where internal procedures have failed to find them. Current this is between health and police.

11.0 The Role of Children's Services

- 11.2 Individual services within the Children Services' Directorate play a role in **preventing** the risk of children missing education. These services will continue to be proactive in addressing issues related to non-attendance/poor attendance at the same time working in partnership with the Inclusion and Attendance team to monitor and investigate children who meet the criteria under the definition of children missing education and at risk of missing education.
- 11.3 Below is a table of services and the part they play in addressing issues related to Children Missing Education. Full details of the remit of each service area will be available through the contacts provided.

| Name of Service Area | Roles and Responsibilities | Contact details |
|--------------------------------------|---|--|
| Inclusion and Attendance (I&A) | Overall responsibility for tracking and monitoring CME | 01522 552427 cme@lincolnshire.gov.uk |
| Education Welfare Service (EWS) | Ensuring targeted schools are following procedures and supporting implementation of strategies to reduce risk of CME | 01778 382573 |
| Education Out of School Team (EOOST) | Facilitating the education of CME children who are hard to place Ensuring that excluded or hard to place children are notified as CME if | 01522 552572 |

| | | |
|--|---|--|
| | they are not on roll or in suitable education within the agreed timescales. | |
| Admissions | Ensuring all children are registered as CME once normal procedures for placing in education provision are completed, these are children who <ul style="list-style-type: none"> • fail to register at 5, • fail to transfer from infant to junior or at end of key stage 2 • are unable to find a school place within the timescale | 01522 553339 |
| Ethnic Minority and Traveller Education Team | Supporting families who have recently arrived in the county or are from a Travelling background to understand the school system, support school place applications and ensure inclusion in order to prevent potential CME in future. | 01427 787190 emtet@lincolnshire.gov.uk |
| Additional Needs | Monitoring children with statements of special needs ensuring provision needed is in place. | 01522 553332 |
| Parent Partnership | Supporting parents of children with special education in relation to regular school attendance | 01522 553351 |
| Alternative Provision | Liaising closely with all relevant services above to provide suitable education for those currently CME and to those at risk of becoming CME. | 01522 553390 |
| Looked after Children | Monitoring the attendance of LAC and responding to early identification of children at risk of CME. | 01522 782111 |
| Locality teams | Addressing the needs of Children missing education through TAC, CiN and CP, | 01522 782060 |
| Lincolnshire Police Force Control Room | Attends to referrals of missing person or person absent from appointment (see below 13.3) | 101 if you are referring a child |
| The Safe Team | A multiagency hub leading on identification, prevention, investigation and prosecution of cases of Child Sexual Exploitation | thesafeteam@lincs.pnn.police.uk |
| | | |

12.0 The role of Schools and Academies

- 12.1 Schools and academies have a duty under section 10 of the Children's Act 2004 to work in partnership with the local authority with a view to improving the wellbeing of children in the authority's area.
- 12.2 Section 175 of the Education Act puts a duty on all schools to exercise their functions with a view to safeguarding and promoting the welfare of children. This includes identifying children who are not receiving education.

- 12.3 It is expected that schools and academies will have carried out all reasonable enquiries within their capacity to ascertain the whereabouts of the young person and engaging them in education prior to informing the local authority that the child is missing education.
- 12.4 Where it has been brought to the attention of the local authority that a child is missing education and the school/academy has failed to report a child as CME, the local authority will write to the school/academy requesting details of the child's attendance and may, if an academy, contact the Secretary of State.

13.0 Safeguarding of Children Missing Education

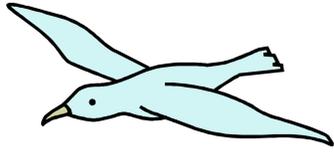
- 13.1 A significant number of children referred as missing education are either found in education following initial investigations or found but not in education and subsequently supported to return. There are a number of children who are not found in education as the family cannot be located following the normal investigations.
- 13.2 A child who is not found in education following CME investigations does not infer that the child is at risk however, it is appropriate to escalate the concerns to consider potential risks to the child. A process is in place to facilitate this.
- 13.3 The Missing Person Coordinator is part of Lincolnshire Police Force and is responsible for responding to and analysing referrals of missing persons including those absent from appointments. They are part of the Safe Team. The I & A team work closely with the missing person coordinator to identify children at risk. Children who are absent from school should be referred through the CME process allowing the I & A team to implement the process and refer to the issuing person coordinator following a risk assessment. Where the school have knowledge that the child alone is missing from home, it would be appropriate to refer directly to the Lincolnshire Police Force Call Centre 101.

14.0 Monitoring the policy and procedures

- 14.1 The CME Policy will be reviewed annually taking into consideration local changes and national legislation.
- 14.2 Schools and services are regularly reminded of procedures through service updates

ABSENCE AND ATTENDANCE CODES – APPENDIX 4

| | |
|---|--|
| / | present at registration |
| B | Educated off-site (not dual registration) |
| C | Other approved educational activity (not covered by other codes and descriptions). |
| D | Dual registered (i.e. present at another school or at a PRU) |
| E | Excluded but no alternative provision made |
| F | Agreed extended family holiday |
| G | Family holiday (not agreed or sessions in excess of agreement) |
| H | Agreed family holiday |
| I | Illness |
| J | Interview |
| L | Late but arrived before the register closed |
| M | medical or dental appointment |
| N | No reason for the absence provided yet |
| O | Other unauthorised (not covered by other codes or descriptions) |
| P | Approved sporting activity |
| R | Day set aside exclusively for religious observance |
| S | Study leave |
| T | Traveller absence |
| U | Late and arrived after the register closed |
| V | Educational visit or trip |
| W | Work experience (not work based training) |
| X | pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (Covid19)’ and also for non-compulsory school age pupils |
| Y | Partial and forced closure |
| Z | Pupil not on roll yet |



SUTTON ON SEA CP SCHOOL
AUTHORISED ABSENCE FROM SCHOOL FOR MEDICAL REASONS – APPENDIX 5

Please take this form to the Marisco Medical Centre and ask them to complete it in order to ensure that the school is able to authorise your child's absence.

Please return this form to school when your child returns after their medical absence.

Name of Child _____ **Date of Birth** _____

The above named child consulted GP / NP (Nurse Practitioner) on _____

The GP / NP advises that:

The child should refrain from attending school for approximately _____ days.
or

The child should return to school immediately.

Your GP / NP may wish to use this space to provide any further information

Surgery Stamp

Date _____

Please note there may be a fee charged by Marisco Medical Centre to parents / guardians for the completion of this form. Please bring in a receipt any you will be reimbursed of any fees.

ATTENDANCE TERMLY REPORT TO PARENTS AND CARERS – APPENDIX 6

Name: <KnownName> <Surname>

Class:<Class>

| LEVEL | Percentages are based on <u>190</u> school days in an academic year. |
|---------------|---|
| GOLD | <p>Your child's attendance is 98.5% or higher</p> <ul style="list-style-type: none"> - Having less than 4 day's absence <u>in a whole academic year</u>. As well as being an excellent attender, your child has every chance of achieving to their best ability. |
| SILVER | <p>Your child's attendance is between 96.1% -98.4%</p> <ul style="list-style-type: none"> - This is less than 10 days' absence <u>over the whole academic year</u>. Your child has the potential to achieve to their best ability. |
| BRONZE | <p>Your child's attendance is between 90% - 96%</p> <ul style="list-style-type: none"> - Potentially missing up to 20 school days <u>in a whole academic year</u>. School will continue to monitor your child's attendance. Further extended absence may make it difficult for your child to achieve their best. |
| RED | <p>If your child's overall attendance is below 90%, it is classed as Persistent Absence. Your child is potentially missing so much time from school that it will be very difficult for them to make up the learning they have lost. It is possible that continued absence at this level <u>over the school year</u> could result in legal proceedings and financial penalty.</p> |

| | |
|--|--------------------|
| <FirstName>'s attendance this term is: | <percentAttendYTD> |
|--|--------------------|

| ALWAYS ON TIME! | Sometimes a few minutes late | Often up to 10 minutes late | Frequently more than 10 minutes late |
|--|--|---|--|
| Well done! Always ready to start your learning on time. | Let's try to get to school on time at 8.55 <u>every</u> day! | Means up to 6.5 days of lesson time missed over the year. | Means up to 10 days of lesson time missed over the year. |

ATTENDANCE ESCALATION PROCESS – APPENDIX 7



Sutton on Sea CP School SCHOOL ATTENDANCE ACTION PLAN (Appendix 8)

| | | | |
|---|-----------------------------|-----------------------------|------------------------------|
| Name of pupil | | Date of Meeting : | |
| Date of Birth: | | Venue: | |
| Class / Year: | | | |
| Med Evidence Req'd | Yes / No | Attended by Parent / Carer: | Yes / No |
| EWO referral | Yes / No | | |
| Current Attendance: • Authorised • Unauthorised | % % % | Lates: • L = • U = | Attended by pupil? |
| What's Working: | What is Not Working: | | What needs to happen: |
| | | | |

Target: At Least 90% attendance by the end of the academic year.

Your child's attendance will be reviewed every term by the School Attendance Team and the Education Welfare Officer.

Signed by:

Parent / Carer & Child

Headteacher

Education Welfare Officer

Governor

Attendance Officer