



# **Children Absent From Education Policy**

**Signed:**

**Chair:** *R. Patrick*

**Head:** *B. Wilkinson*

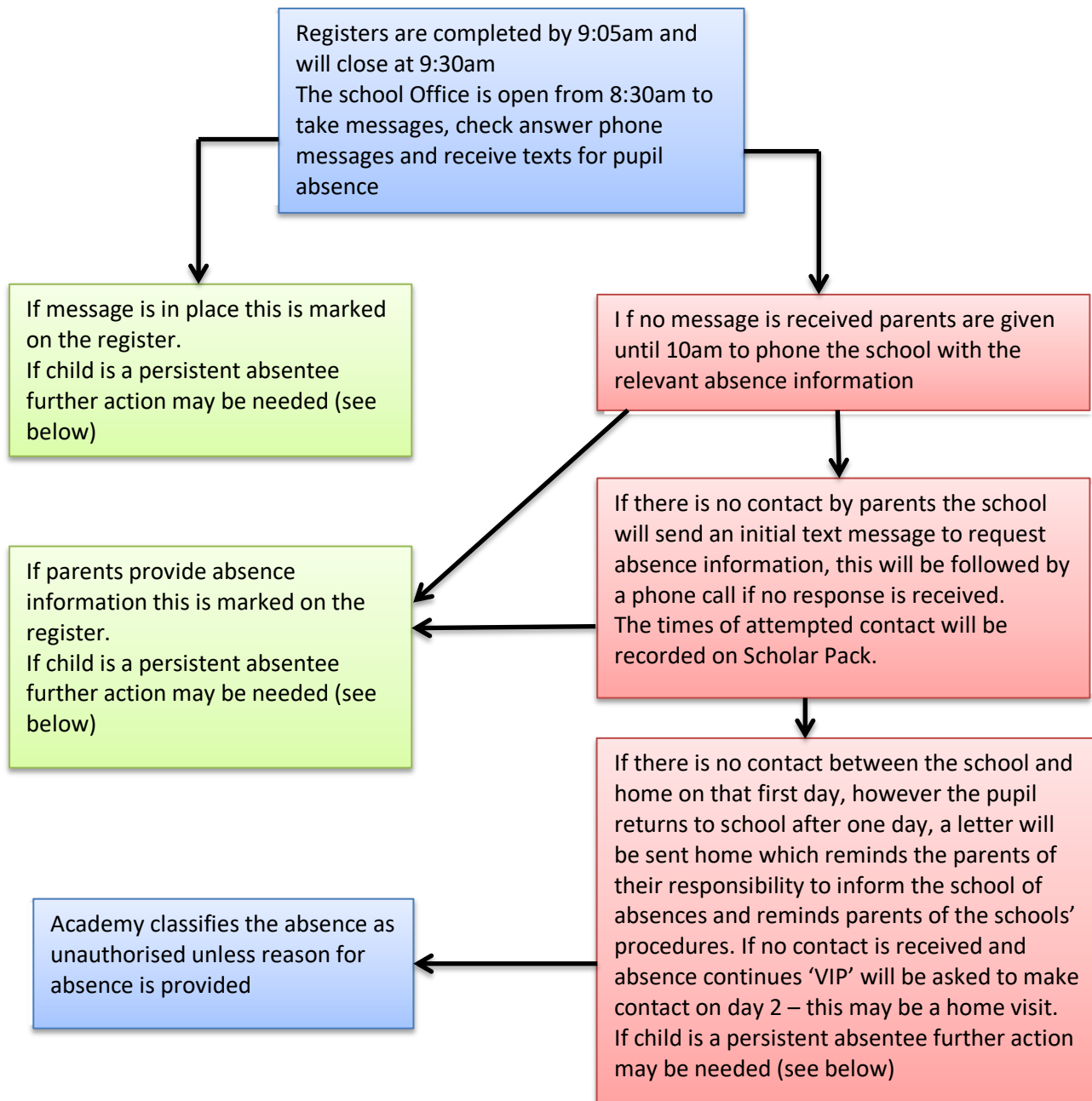
**Date:** 12<sup>th</sup> October 2023

**Review date:** October 2025



## Children Absent From Education

### Day 1 response to absence:



## CHILDREN ABSENT FROM EDUCATION

As an academy 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 also share information with 'VIP' as part of our attendance policy and safeguarding of pupils.



## Bursley Academy Children Absent From Education Policy

### **Children who fail to join the academy as expected:**

When a child is expected to join the Academy 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 Academy will contact Admissions (School Organisation Admissions and Transport) [admissions@staffordshire.gov.uk](mailto: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 Academy will contact their Local Support Team to investigate.

**If after four school weeks (28 days) the child has not been located, the Academy will complete and submit a CME Referral Form to [cme.referrals@staffordshire.gov.uk](mailto: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 the Academy for a prolonged period, or fails to return from an agreed holiday, the Academy will follow their normal procedures for investigating the absence. VIP will be instructed to work with the family to try and ensure attendance. 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 Academy because they are believed to have moved away, and parents and emergency contacts cannot be reached, the Academy will contact their Local Support Team.

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

### **Removal of a child from the Academy Roll/Moving Setting**

If there is a concern regarding the immediate safety of the child First Response must be contacted (see 1.4). 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 Academy 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 Academy's admissions register, the Academy 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 Academy's roll, the will update Scholar Pack to show the new school's name and seven digit school identifier number ('i' tab next to "Reason for Leaving").

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 XXXXXXXX (destination unknown) or MMMMMMMM (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 MMMMMMMM.



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When a child leaves the Academy for a known destination, the Academy 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 Academy *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 Academy 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 Academy will inform the Elective Home Education team when a child has been de-registered to be home educated.