

**SBC ATTENDANCE SERVICE**

**SCHOOL TO LA REFERRALS**

**AUTUMN TERM 2020/21**

**GUIDANCE DOCUMENT**

1. Children Missing Education/Pupil Tracking Referral (CME)
2. Elective Home Education Referral (EHE)
3. COVID Absence Related Referral (CARR)
4. Persistent Absence Referral (PA)
5. Deletions from the School Roll

**3rd September 2020**

**Introduction**

This document has been produced to provide guidance for schools in key areas managed by the Attendance Service where schools are required to make a referral to the LA.

The processes in this document should be used by all schools during the Autumn Term (September to December 2020).

Revised Attendance Service Processes are scheduled to be published to all schools for the start of the Spring Term (January 2021).

Referral forms and guidance for the following areas are contained within this document.

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1. **Children Missing Education (CME) & Pupil Tracking (PT)**
	1. **Who are Children Missing Education?**

Children Missing Education CME are children of compulsory school age (5-16 years) who are:

* + - not registered pupils at a school **and** are
		- not receiving suitable education otherwise than at a school (EOTAS).

Local authorities have a duty under section 436A of the Education Act 1996[[1]](#footnote-1) to make arrangements to establish the identities of children in their area who meet this definition.

* 1. **What are schools and the LA required to do?**

In order for Local Authorities to fulfill this duty, it is crucial that school, health services and other partner agencies act when they are aware of or believe that a child is missing from education.

**All** referrers are expected to undertake reasonable enquiries and to obtain as much information as possible such as names, addresses, contact details, emails, details of other family members, friends etc.

Agencies should act quickly to make reasonable enquiries to try and ascertain the child's whereabouts to avoid the child becoming CME. Only once these reasonable enquiries have been completed and the whereabouts of the child are still unknown or unconfirmed should a Children Missing Education (CME) referral be made to the Local Authority.

* 1. **Reasonable enquiries by the referrer (i.e. schools)**

Reasonable enquiries should commence as soon as you are aware of or believe a child is missing from education. Enquiries should include:

* + - Contacting family, relatives, neighbours and where appropriate landlords and other significant adults
		- Making enquiries within school with class teachers, friends (if appropriate)
		- Liaising with schools attended by siblings
		- Conducting home visits
		- Sending letters and/or emails
		- Checking with previous schools (if appropriate eg in the case of transitions)
		- Checking with other agencies known to be working with the family
		- If you have been provided with a forwarding address in the UK, it is expected that you make enquiries with that Local Authority
		- This list is not exhaustive; cases should be taken on an individual basis meaning that enquiries may differ case to case.

Schools should not remove a child from the school roll without being instructed to do so by the LA in certain cases as outlined in section 5 of this document (Deleting Pupils from the School Roll)

* 1. **Families leaving the country**

In the case of children leaving the country, certain additional information should be gathered by the school and attached to the CME referral. A “Children Leaving the Country” form is available as Annex B in this document for schools to use.

**NB:** Please give consideration to the possibilities of; forced marriage, child trafficking, child sexual exploitation, that the child(ren) may not be leaving the country as reported and any other potential safeguarding risks.

**If at any point there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children’s social care (and the police if appropriate) in accordance with the School’s Safeguarding Procedures.**

* 1. **Making a CME referral to the LA Attendance Service**

The updated CME referral form is attached to this document as Annex A***.*** This referral should be used for all referrals into the Local Authority from September 2020 onwards. Referrals on the old form will not be accepted.

The referral should be completed and submitted electronically and securely via egress to; pupiltracking@slough.gov.uk

**Referrals will not be accepted via post or via telephone**.

Where there are siblings at other schools, please liaise with them before making a referral. In some cases, the other schools may have located the family through enquiries.

Where a family has provided an address in another Local Authority, enquiries must be made with that authority to try to confirm the whereabouts of the family before making a referral. School records should be updated accordingly.

* 1. **What the Local Authority will do when they receive a CME referral**

Once the Local Authority receives and approves a Children Missing Education (CME) referral, we will:

* Check local databases
* Attempt to make contact with the parent, relatives and neighbours using known contact details
* Check school2school database
* Conduct checks with health, police, Children’s Social Care and other partner agencies
* Conduct additional home visits if required
* Send warning letters to the family reminding them of their legal duty as a parent to ensure their child receives a suitable education
* Contact other Local Authorities/areas where required
* Provide an update to schools on the referral where they requested this
* This list is not exhaustive; cases are taken on an individual basis meaning that enquiries may differ case to case.
* The LA will inform the school once statutory checks have been completed and whether or not the school can remove the child from roll.
* The LA will verify the whereabouts of the child as far as reasonably possible and obtain an update of the child’s new education.

	1. **Parents who have opted to Electively Home Educate their child**In Slough we ask that parents confirm their intentions to EHE their child in writing to the current school. However, this is not compulsory meaning that there are two scenarios need to be considered in order to avoid the risk of a child missing education:

		+ - 1. Where parents may have indicated that they intend to home educate but have not confirmed in writing or when the school suspects that a child is being home educated, the school should immediately inform the LA. Schools SHOULD NOT remove the child from the roll until approval has been provided by the LA following their investigations.

				Approval will be given once the LA has established with the parent(s) that it is indeed their intention to withdraw their child(ren) from the Education system for the purpose of EHE, and that they understand what their responsibilities are.
				2. When a parent formally notifies the school that they are withdrawing their child for EHE the school is required to follow the process outlined in Section 2.2 below and then notify the Attendance Team .

				Only once receipt has been acknowledged by the Attendance team should the school remove the child from their roll.
	2. **Children who have been continuously absent for 20 schools days and cannot be traced**

The Education (Pupil Registration) (England) Regulations 2006 (8- 1-h) [[2]](#footnote-2) state the following in respect of removing a child from the school roll when the child has been continuously absent for 20 days;

8. (1) (h)

**that he has been continuously absent from the school for a period of not less than twenty school days and;**

1. at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);
2. 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**) both** the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

* 1. **What does the 20 day rule mean for schools?**
		+ The criteria in 1.8 above must be fully met in all cases before a child can be removed from roll;
		+ **Both** the school and the LA must carry out reasonable enquiries to locate the child and both must agree that the criteria for off rolling have been met.
		+ The school must be able to evidence their enquiries;
		+ Schools do not need to wait until the 20 days have elapsed before making the CME referral to the LA, the referral should be made as soon as they have exhausted their enquiries or within 10 days at the latest;;

**NB:** Schools **should not** remove any child from their roll without the approval from the Attendance Service in cases where a child has been absent for 20 days or more. Approval will be given once statutory enquiries have been completed and it is confirmed that the pupil’s whereabouts are not known.

If a child misses 20 days of school but still resides at their Slough address a CME referral **should not** be completed and the child **should not** be removed from the school roll. The school should address the non attendance by submitting a Persistent Absence referral route to the LA.

Please email the Attendance Service at attendance@slough.gov.uk for guidance.

* 1. **CME REFERRAL FORM COMPLETION**

The CME/Pupil Tracking Form is divided into 5 core sections (A,B,C,D and E). Please refer to this document for guidance when completing the form;

**Part A**  Child and parent/carer details and information on the reasonable
 enquiries the school has undertaken to locate the child prior to
 referring to the LA

**Part B ­­** Reasons the child will be deleted from the roll in line with the DfE
 **Children Missing Education** 2016 Guidance[[3]](#footnote-3). A brief summary of
 the permitted reasons has been printed on the form so schools can
 select the relevant one.

**Part C**  **School to School Transfers**. This section has been added to assist
 schools in cases where less information is required as we know where
 the child has gone to. Schools must however have received written
 confirmation from the new school confirming the start date and
 registration date of the child

**Part D** **New Starters**. Schools only need to fill in minimal detail for new
 starters at the school.

**Part E Elective Home Education**. This section has been added to enable
 schools to provide the necessary information to the LA when
 completing a CME referral following a parents notification that their
 child is being removed from the school roll for the purpose of EHE

Completion:

**Parts A and B** must be completed for CME and pupil tracking referrals, for example;

* + Family have informed the school they are moving out of borough
	+ Family have informed the school they are moving to another country (annex B: children leaving the country should be completed and attached with the CME referral form)
	+ Child’s whereabouts is unknown and school are unable to make contact despite the reasonable enquiries they have undertaken
	+ Parents have chosen to Electively Home Educate (EHE) their child

**Part C** should be completed in cases where a child is moving from one school to another, for example;

* Child moving from Slough school to another Slough School
* Child moving from Slough School to another out of borough/independent school

NB: schools **must have received written confirmation** from the new school confirming the child’s registration and start date **before removing the child from roll**. Notice from parents of the new school details is not sufficient to delete the child from roll – the new school must provide written confirmation of this.

**Part D** should be completed in cases where a child has been taken onto the roll of the school during in-year within 5 days of adding the child onto the school roll

**Part E** should be completed in cases where a parent has informed the school that they intend to EHE their child. This section will assist schools to establish the reason for the parents’ decision and to provide an opportunity for the school to investigate any concerns the parent has with the school prior to removing the child from the school roll. Parents are not obliged to provide this information and may, therefore, decline to provide details.- in such cases please state this in section E.

1. **Elective Home Education (EHE)**
	1. **Information**

In England, education is compulsory, but attending school is not. Section 7 of the Education Act 1996[[4]](#footnote-4) states that:

**“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –**

* + - **to his age, ability and aptitude, and**
		- **to any special educational needs he may have, either by regular attendance at school or otherwise.”**

Some parents choose to do this by educating their children at home. An "efficient" and "suitable" education is not defined in the Education Act 1996 but "efficient" has been broadly described in case law as an education that "achieves that which it sets out to achieve", and a "suitable" education as one that "primarily equips a child for life within the community of which he is a member, rather than the way of life in the country as a whole, as long as it does not foreclose the child's options in later years to adopt some other form of life if he wishes to do so".

Article 2 of Protocol 1 of the European Convention on Human Rights[[5]](#footnote-5) states that:

**“No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching in conformity with their own religious and philosophical convictions.**

Parents choosing to Electively Home Educate their child/ren should be purely a voluntary decision and not as a result of pressure from the school. Schools should not make any attempt to encourage EHE nor should any pupil be removed from the school roll on the assumption that a child is being educated at home. Off rolling in any circumstances must not happen without the approval of the Attendance Team.

The DfE has published departmental guidance for Local Authorities/Schools and for Parents in relation to EHE[[6]](#footnote-6). The Local Authority must discharge it’s responsibilities which they have under Sections 436A and 437 of The Education Act 1996[[7]](#footnote-7).

* 1. **What are schools required to do?**
	Local authorities and Schools should work together to ensure that every child has access to their right to a full-time, efficient and suitable education. This applies to Electively Home Educated children as well. Once a parent formally notifies the school that they wish to withdraw their child from the school roll for the purpose of EHE, it is expected that the schools carry out the following prior to a referral to the LA Attendance Team;

		+ - 1. Ensure that the parents decision to EHE their child is purely a voluntary decision
				2. Obtain written notification from the parent of their intention to EHE their child
				3. Discuss the reason the parent has chosen to EHE their child
				4. Discuss and address any concerns that the parent has with the school / dissatisfaction with the system if this is being used as a reason for withdrawing from the school roll
				5. Ensure that the parent is clear on what their responsibility is when they opt for EHE.
				6. The following should be relayed to the parent;Ensure that the parent understands that, in accordance with Section 7 of The Education Act 1996[[8]](#footnote-8) , they have the responsibility to ensure that their child receives “efficient, full time education suitable to;

His age, ability and aptitude and
To any special educational needs he may have
Either by regular attendance at school or otherwise

Parents must be prepared to assume full financial responsibility, including bearing the cost of any public examinations

Parents have the right to apply for a school place at any time should they subsequently decide that the EHE is not as successful as they wish it to be, however in accordance with SBC’s Fair Access Protocol, children removed from the school roll for the purpose of EHE that wish to return to the school system will be expected to return to the school that they left.
Parents should be made aware of this when considering EHE as a temporary measure for example; in respect of COVID or whilst they are awaiting a school place of preference. Parents are expected to assume full responsibility for their child’s education from day.
In such instances parents should be advised to contact the Admissions Team or complete a new Admissions Application online (SBC website)

Schools should then complete **section A, B and E** of the CME referral form and submit to the LA Attendance Service and include a copy of the parents written confirmation.

Please note that parents are not legally obliged confirm their intentions of the EHE however, as per Government Guidance, it would be sensible for them to do so. If this is the case then please disclose this on the CME referral form part E – do NOT remove the child from the school roll until approval has been given by the Attendance Service – this will occur once they have carried out their investigations with the parents.

In Slough we ask that all parents, when withdrawing a child from a school roll for the purpose of EHE, confirms their intention in writing to the school. This confirmation letter should be included in the CME referral form completed by schools.

* 1. **Making an EHE referral to the LA Attendance Service**

The updated CME referral form is attached to this document as Annex A. Schools should complete parts A, B and E and send securely via Egress, along with a copy of the parents written confirmation letter to;

pupiltracking@slough.gov.uk

* 1. **What the Local Authority will do when they receive a CME referral form in respect of EHE**

Once the Local Authority receives and accepts a CME referral for the purpose of EHE, we will:

* + - Check all databases in relation to the child’s status i.e. known to social care/early help (where this is the case the relevant case worker will be notified)
		- Make contact with the parent to confirm their intentions to EHE and establish their reasons for doing so
		- Notify the parents of their legal responsibilities
		- Once it has been ascertained that the child will be purposely home educated the Attendance Team will;
		- Notify the Home Education Advisory Teachers at Littledown of the case who will arrange an initial visit with parents in approx. 6 weeks time and thereafter annually to establish the child is being suitably educated at home
		- Take further action in cases where it appears that a suitable education is not being provided as per The Education Act 1996. This action may include additional visits, support and/ or enforcement against the parent (School Attendance Order)
		- **The LA will** **inform the school once the investigation has been completed and the school can remove the child from roll.**
1. **COVID-19 Related Absence Referral**
	1. **Introduction**

This section should be read in conjunction with the guidance issued to schools on 14th August concerning the recording of absence due to Covid related health reasons and the DfE ‘s creation of a new category for use in attendance registers, *‘non attendance in circumstances related to coronavirus (Covid-19)*’.



* 1. **New Process for 2020 COVID related absence referral to the LA**

Where absence due to the Covid related health reasons (cited in above) becomes excessive and/or a school is struggling to engineer a return to school, schools can seek support from the Local Authority by making a referral using the Covid Absence Related Referral (CARR) Form.

* 1. **Criteria**

Schools can make a referral for LA intervention once a child has been absent for 15 school days related to COVID. The 15 day criterion will allow for;

* + - cases where a 14 day self isolation/quarantine period has been undertaken and the child hasn’t returned to school on the 15th day and in other cases for…
		- schools to undertake their interventions with the parent/family as detailed in section 3.4
	1. **What is the school and the LA required to do?**

The process for addressing COVID related absence is split into 3 sections;

**Step 1 School Action**

Prior to a referral to the LA Attendance Service schools should complete the following actions for all cases of non attendance recorded in respect of Covid

* + - Establish the reason for absence with the parent e.g.
			* Child is displaying symptoms
			* Parents are anxious about sending their child into school
			* Child is in close contact to someone who has symptoms

Please refer to the Governments guidance for schools[[9]](#footnote-9) and the Governments advice for schools on recording attendance[[10]](#footnote-10) for further guidance

* + - Work with families/carers to expedite a return to school as soon as is practicable
		- Engage with the parents and assure them of the measures put in place by the school in accordance with DfE guidance whilst reminding them of their statutory duties regarding the education of their child
		- Put in place remote learning in relevant circumstances i.e. quarantine periods
		- Make referrals as relevant to support agencies in appropriate cases i.e. Early Help/Family Support
		- Continue to monitor the absence

**NB:** Home visits should be carried out where schools have not been able to make contact by telephone in line with the schools safeguarding measures

**Step 2 Schools complete CARR referral to the LA further to continued absence**

Schools should make a CARR to the LA if, once all measures above have been undertaken, there is still no improvement in the child’s attendance at school and once the criteria for a referral has been met.

The CARR form is available in this document as Annex C

**Step 3 LA Attendance Service Action**

The LA will undertake the following actions once a referral is received from school in respect of Covid related absences;

* + - Activate the referral
		- Contact the parent by telephone. Establish reasons for absence and outline expectations on child’s return to school
		- Conduct a home visit in cases where telephone contact has been unsuccessful in line with Safeguarding measures
		- Establish the parents’ alternative education plans for the child if parents refuse to send child back to school
		- Notify the school of any further actions required where appropriate i.e referral to support agency (Early Help)
		- Notify current Social Care / SEND / Early Help case worker of the child’s continued absence from school where relevant or follow up school referrals to these agencies
		- Confirm the outcomes and expectations in writing to the parent
		- Review period is set (4 weeks)
		- Trigger the PA referral route where necessary
		- School can contact the attendance service for progress updates by emailing attendance@slough.gov.uk,
	1. **Making a CARR referral to the LA Attendance Service**

The CARR form is attached to this document as Annex C. Schools should complete all sections of the form and send, along with a copy of the child’s registration certificate, securely via Egress to; attendance@slough.gov.uk

1. **Persistent Absence (PA) Referral**Schools should use this referral route to the LA Attendance Service:

	* + For cases of poor/non attendance NOT related to COVID
		+ Once schools have exhausted all of their options to address the poor attendance
		+ The child’s continued absence causes concern for the school
	1. **Criteria**
		* The child has missed at least 10% of their possible sessions during the current academic year (in line with the DfE Persistent Absence thresholds)
		* The absences can be a mix of authorised and unauthorised absence however at least 10 sessions must be unauthorised (in any 12 week period)
		* School have exhausted all of their own available interventions prior to a referral to the LA
	2. **What are schools required to do?**
		* Ensure the criteria has been met
		* The pupil is to remain on the school roll
		* Carry out all available intervention options to attempt to secure an improvement in the child’s attendance prior to a referral to the LA. This should include;
			+ Phone calls
			+ Letters
			+ Home visits where appropriate (e.g. unable to make contact by telephone)
			+ Meetings with parents
			+ Referrals to support agencies where appropriate (i.e. Social Care/Early Help/Family Support)
		* Schools will not routinely authorise any further absences without supporting evidence – schools should notify the parent of this at the earliest opportunity
		* Inform the parent that this referral has been made to the LA’s Attendance Service
		* Complete all sections of the PA attendance referral form (below) and, along with a copy of the latest registration certificate, submit to attendance@slough.gov.uk
	3. **What will the LA do once a referral is received?**
		* Check the form is completed as required
		* Write to the parent outlining attendance concerns and expectations to improve attendance **within 10 days** of receiving the referral
		* Review attendance at the end of 6 week period
		* Decide on next steps in cases where attendance has not satisfactorily improved. This may be a meeting with the parent or a recommendation to school that a) enforcement action is now initiated or b) referral to be made by the school to alternative agency i.e. Early Help/Family Support
		* *Note: The LA may need to come back to the school for further information throughout this process.*
	4. **Making a PA referral to the LA Attendance Service**

The Persistent Absence (PA) referral form is attached to this document as Annex D. Schools should complete all sections of the form and send, along with a copy of the child’s registration certificate, securely via Egress to;

attendance@slough.gov.uk

1. **Deleting Pupils from the School Roll**
	1. **Information**In June 2015 OFSTED inspectors reported national findings of inconsistent practices for recording and reporting cases where children are removed from schools.  This raised serious concerns about safeguarding issues with children potentially exposed to the risk of harm, exploitation or radicalisation. Her Majesty’s Chief Inspector, therefore, recommended that the Government strengthen regulations to ensure that schools provide regular and accurate information to their Local Authority about children as they are added to or removed from school admissions registers.

	During Spring of 2016 the DfE consulted on *Improving Information in Identifying Children Missing Education,* which set out to improve communication and co-ordination between schools, including independent schools, and Local Authorities.

	The outcome of the consultation led to [amendments to the Education (Pupil Registration) (England) Regulations 2006](http://www.legislation.gov.uk/uksi/2016/792/pdfs/uksi_20160792_en.pdf)[[11]](#footnote-11) being made in July 2016 which came into effect on 1st September 2016.

	Under Regulation 12 schools are now legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition to this, every deletion from the school register must also be notified to the Local Authority.

	Department for Education published the **Children Missing Education** 2016[[12]](#footnote-12) guidance to support these changes.

	To ensure that Slough Borough Council and all Schools **Work Together to Safeguard Children**[[13]](#footnote-13) schools are asked NOT to delete any pupil from the school roll without the approval of the Attendance Service in certain cases as outlined in section 5.3:

	This will ensure that;
		* both Schools and the LA discharge their statutory duties
		* every child can access their right to a full-time efficient and suitable education
		* no child “falls through the net” between education provisions
		* all children are tracked efficiently to minimise safeguarding risks

Schools must have regard to Departmental and Local Authority Guidance before removing any child from the school roll.

* 1. **Non School Attendance for 20 or more consecutive days**

Slough Borough Council is aware that not all schools have been clear on the ruling in relation to a child being absent for 20+ consecutive days. This section clearly outlines the criteria that must be met in order to legally remove a child from the school roll in these circumstances;

The Education (Pupil Registration) (England) Regulations 2006 states the following in regards to the 20 days off roll;

*That he (child) 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)* ***both*** *the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is*

* 1. **What does the 20 day rule mean for schools?**
		+ Schools must have regard to the above guidance when considering the removal of a child from the school roll
		+ Both the school and the LA must carry out reasonable enquiries to locate the child
		+ The following criteria are met;
			- The absence has not been authorised by the school
			- The Head teacher does not have any grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable causes
			- The school has made reasonable enquiries and can evidence that it has exhausted its enquiries
			- The pupil’s whereabouts **are not known**
		+ Schools do not need to wait until the 20 days have elapsed before making the CME referral to the LA, the referral should be made as soon as they have exhausted their enquiries or within 10 days at the latest;

**NB:** Schools **should not** remove any child from their roll without the approval from the Attendance Service which will be given once statutory enquiries have been completed.

If a child misses 20 days of school but it is established that they still reside at their Slough address a CME referral should not be completed and the child should not be removed from the school roll. The school should address the non attendance by submitting a Persistent Absence referral to the LA Attendance Service in such cases.

Please email the Attendance Service at attendance@slough.gov.uk for further guidance

**5.4 When schools can/cannot remove a child from roll without the LA’s approval**

The following table outlines the DfE’s 15 reasons when a child can be removed from the school roll. Also detailed are circumstances when the Attendance Service at the LA must provide approval prior to the child being removed from the school roll;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DfE Reason for Deletion from roll** | **Does the school require LA approval prior to removing the child from roll Yes/No** | **Reason approval is required** | **Conditions to be met by the school prior to the removal from roll** |
| 1 | LA approved change of educationprovision due to SAO School Attendance Order | No | n/a | n/a |
| 2 | Pupil registered in another school | No | n/a | School must have written confirmation of registration and start date at the new school before deleting from roll |
| 3 | Pupil on dual roll hasceased to attend | No | n/a | The “guest” school must be in communication with the “main” school to ensure the child returns to the main school |
| 4 | Pupil receiving Elective Home Education  | **Yes**When…a. no written confirmation provided by parentb. child has EHCP | Parents intentions to be established by the LA / SEND approval to be given prior to school removing from roll | n/a |
| No Parents have provided written confirmation of intention to EHE |  | 1.School has discussed the EHE with parent in accordance with this guidance (section 2) 2.Child does not have EHCP |
| 5 | Home school distance is unreasonable (left area) | **Yes** | Statutory checks to be completed prior to removal from roll | n/a |
| 6 | Pupil failed to return following authorisedleave of absence | **Yes** | Statutory checks to be completed prior to removal from roll  | n/a |
| 7 | Pupil medically unfit to attend school | **Yes** | Child’s circumstances to be investigated prior to removal from roll | n/a |
| 8 | Pupil continuously absent at least 20 days and cannot locate child  | **Yes** | Statutory checks to be completed prior to removal from roll  | n/a |
| 9 | Pupil given custodial sentence for 4 monthsor longer  | No | n/a | School has sufficient written evidence and is in communication with the child’s Youth Offending Worker  |
| 10 | Death of pupil | No | n/a | School has sufficient written evidence |
| 11 | Child is not statutoryschool age  | No | n/a | n/a |
| 12 | Pupil leaving independent school | No | n/a | n/a |
| 13 | Permanent exclusion | No | n/a | Schools should be in contact with the Education Access Officer at the LA |
| 14 | Nursery child notcontinuing to Primary School | No | n/a | n/a |
| 15 | Pupil leaving boarding School fees unpaid | No | n/a | n/a |

**Note:** all schools must complete the CME Referral Form in all of the above cases.

**TEMPLATES**

**Annex A -** Child Missing Education (CME) / School 2 School Referral Form

 Part A - CME / Pupil Tracking

 Part B - Reason for Pupil Removal from School Roll

Part C - School to School Transfer

Part D - New Starter (In-year)

Part E - Elective Home Education

**Annex B -** Children leaving the country

**Annex C** - COVID Related Absence Referral (CARR) Form

**Annex D:** Persistent Absence Referral (PA) Form

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**Annex E:** Definition of a Parent

**Annex F**: Flexi Schooling Guidance



**Annex A: Child Missing Education (CME) / School 2 School Referral Form**

**REFERRAL FROM (School Name/Local Authority)……………………………………………………………………………..**

**CONTACT NAME & NUMBER ………………………………………………………………………………………………………**

**PART A CME / Pupil Tracking**

|  |
| --- |
| **Pupil Details** |
| Child’s Full Name |  | Gender  |  |
| Current Address |  | Date of Birth |  |
| New Address (moving to) |  | Date Moved |  |
| Date of LastAttendance |  | Ethnicity |  |
| Known Siblings in Other Schools | Name/s:  School Name/s: |
| Is the pupil known to Children’s Services? Yes/No Does the child have an EHCP? Yes/NoIs the child eligible for FSM? Yes/No | Name of Social Worker:Name of SEND Case Worker: |
| Any other relevant information ( SEND, safeguarding concerns, poor attendance, parent non-engagement, communication) |

|  |
| --- |
| **Parent/Carer Details** |
| Parent / Carer 1Full Name: |  | Telephone Number |  |
| Email Address  |  |
| Parent / Carer 2Full Name: |  | Telephone Number |  |
| Email Address |  |
| Home Address (if different from pupil) |  |

|  |
| --- |
| **Reasonable Enquiries** |
| Please give details of the reasonable enquiries undertaken by the school -Schools must carry out reasonable enquiriesprior to a referral to the LA – please refer to section 1.3 of the referral guidance for information on what reasonableenquiries should be undertaken by the school; |

**PART B Reason for Pupil Removal from School Roll**

CME guidance 2016[[14]](#footnote-14) states schools **must** inform LA of all pupils removed from their roll. The possible 15 grounds for removing a pupil from the school are set out below – refer to the attached DfE Children Missing Education document for detailed information on each reason.

**Schools** should select (mark as X) the appropriate reason;

***NB: the shaded grey area is for LA only use.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LA approved change of educationprovision due to SAO |  | **L** | Pupil failed to return following authorisedleave of absence |  | **H** | Child is not statutoryschool age  |  | **L** |
| Pupil registered in another schooli |  | **L** | Pupil medically unfit to attend school |  | **L** | Pupil leaving independent school |  | **H** |
| Pupil on dual roll hasCeased to attend |  | **H** | Pupil continuously absent at least 20 days and cannot locate child ***refer to section 1.9: what does******the 20 day rule mean for schools******?*** |  | **H** | Permanent exclusion |  | **H** |
| Pupil receiving Elective Home Education ***refer to section 1.7*** ***Parents who have*** ***opted to EHE their child*** ***Complete sections A,B******And E of this form***  |  | **M** | Pupil given custodial sentence for 4 monthsor longer  |  | **L** | Nursery child notcontinuing to Primary School |  | **M** |
| Home school distance is unreasonable (left area) |  | **H** | Death of pupil |  | **H** | Pupil leaving boarding school,fees unpaid |  | **H** |

**NO CHILD SHOULD BE REMOVED FROM THE SCHOOL ROLL WITHOUT THE APPROVAL FROM THE ATTENDANCE SERVICE – this approval will be given once statutory checks have been completed.**

**NB: refer to section 1.9 What does the 20 day rule mean for schools? for pupils that have not attended school for 20 days but still reside in Slough.**

**CTF: Once the school has been notified that the child can be removed from roll the school should upload the CTF to Missing Pupils on S2S. This should include pupils that have moved abroad.**

**PART C School to School Transfer**

Schools can complete this section for any pupil moving from your school to another school. 10 days notice is not required to be given to the LA for school to school transfers as long as the new school start date has been confirmed.

|  |  |
| --- | --- |
| Child Name: | DOB: |
| Address: |
| Parents Name and contact number: |
| New School: | Start Date: |
| Reason Taken off roll: Pupil registered in another school | Date taken off roll: |

**PART D New Starter (In-year)**

DfE guidance for CME (September 2016) states schools must inform LA within 5 days of all pupils taken onto their roll.

|  |  |  |
| --- | --- | --- |
| **Child’s Full Name**  | **DOB** | **Start date** |
|  |  |  |
|  |  |  |
|  |  |  |

**PART E Elective Home Education**

Please complete this section (E) in addition to section A and B for the purpose of EHE pupils;

|  |  |
| --- | --- |
| Reason for Elective Home Education:i.e. bullying allegation, religious/cultural beliefs,short term measure i.e.COVID, awaiting preferredschool place, dissatisfied with the system |  |
| Information regarding any concerns the pupil hadwhilst attending the school |  |
| Confirm the school has discussed the parentsresponsibility in respect of EHE and the outcome of this discussion i.e. parent still intends on EHE for their child |  |
| **Please ensure a copy of the parents written notification to Electively Home Educate their child is****Included with this CME referral form** |

**Completed referral form to be emailed securely via Egress to** **pupiltracking@slough.gov.uk**

**It is mandatory to complete the form accurately. Failure to do so will result in the form being returned and the referral being declined.**

**ANNEX B: Children leaving the country**

In the case of children leaving the country, this information should be gathered. Once you have exhausted your enquiries then a CME referral should be made. Please attach this form to the CME referral with the information in order to share what information you have managed to gather.

**NB:** Please give consideration to the possibilities of; forced marriage, that those presenting themselves as parents/family/carers are not genuine, child trafficking, child sexual exploitation, that the child(ren) may not be leaving the country as reported and any other potential safeguarding risks.

|  |  |
| --- | --- |
| Proposed date of departure from UK:  |  |
| Actual date of departure (if already left):  |  |
| Point of departure – Airport, coach station etc:  |  |
| Time of Departure:  |  |
| Flight numbers and name of airline:  |  |
| Have you seen copies of tickets? Please attach copies of tickets if possible:  |  |
| What country are they travelling to?  |  |
| Who is leaving the UK (please name)  |  |
| If child is not leaving with parent(s) who is accompanying them when they do travel?  |  |
| What is their relationship to the child? If applicable.  |  |
| Why is/are the parent(s) not leaving with the child(ren)? If applicable.  |  |
| Who will be caring/responsible for the child(ren)?  |  |
| Address of where they plan to reside?  |  |
| Name and contact details of the school they have enrolled their child/ren or plan to enrol their child/ren at?  |  |

**ANNEX C: COVID Related Absence Referral (CARR) Form**

CRITERIA: 15 days of school missed due to Covid related absence

|  |
| --- |
| **1. School Name:** |
| **2. Pupil Details:** | Year group: | Date of Birth: | Ethnicity: |
| Name:  |
| Address (address has been confirmed with parent or pupil) |
| **3. Known Siblings** - Sibling name/s and School name/s they attend |
| **4. Parent/Carer A: Name/Address/Contact** | **5. Parent/Carer B: Name/Address/Contact** |
| **Please confirm whether or not both parents are to be addressed re: poor attendance Yes/No (delete as appropriate)** |
| **Yes / No** | **Yes / No** |
| Mr, Mrs, Miss, Ms, other- please specify…………….First name and Surname in full (no initials) …………………………………………………….Full address & Postcode – (if different to above)………………………………………………………Telephone Number …………………………….Email ………………………………………….. | Mr, Mrs, Miss, Ms, other- please specify…………….First name and Surname in full (no initials) …………………………………………………….Full address & Postcode – (if different to above)…………………………………………………………Telephone Number ………………………………Email …………………………………………….. |
| **6. Education Status:** is the child registered as in full time education at your school? **Yes / No** (delete as appropriate)If No, what arrangements are in place i.e. Managed move, Alternative provision, Temporary Reduced Timetable?......................................................................................................................This would be shown as codes B or D on the child’s register.  |
| **7. Current Attendance** (please attach a copy of child’s registration certificate)**:** % Attendance …………Number authorised sessions………. Number unauthorised sessions…………. |
| **8. Pupil Status – Yes or No:** Child Looked After (CLA) ?................... Child eligible for Free School Meals (FSM)? …………… Child has Education Health Care Plan (EHCP)? …………or going through assessment?.........CP/CIN – is the child subject to a CP/CIN plan? ………….Please provide case worker name and contact detail where appropriate;……………………………………………………………………………………………………………. |
| **9. Reasons provided for COVID related absence ;**Please provide the reasons established by the school for the COVID related absence i.e. :* Child required to self isolate as they or a member of their household has symptoms or confirmed coronavirus
* Child required to self isolate because they are a close contact of someone who has symptoms or confirmed coronavirus
* Child who is required by legislation to self-isolate as part of a period of quarantine
* Child is are clinically extremely vulnerable in a future local lockdown scenario only
* Child/Parent is anxious about a return to school
* Child remains under the care of a specialist health professional
 |
| **10. Agency interventions**Please confirm details of any referrals the school has made to other professional agencies for support i.e. Early Help/Family Support , Social Care, School counsellorPlease detail: Dates of referral , allocated worker name/contact details, if the case is currenlty open/active?…………………………………………………………………………………………………………… |
| **11. Details of school action/intervention taken prior to this referral;**Please provide details and dates of the actions undertaken by the school with the parent/child to date to attempt to secure regular attendance at school i.e. phone calls, texts, letters, meetings, home visits |
| **12. Declaration:** I confirm that the details contained on this form are true to the best of my knowledge and belief. I authorise SBC to, where appropriate, instigate legal enforcement action as an outcome of this referral  |
| Completed by (designated school officer): | Please print name: | Date: |
| Signed & Authorised by Headteacher/designated lead  | Please print name: | Date:  |
| **14. LA Office Use;**  |
| Date / Officer | Date received; | Officer Name:  |  |
| LA Agency checks  | Agency/System | Date | Open/active Y/N |  |
| ICS / EHA |  |  |
| SEND |  |  |

**IMPORTANT: Referrals that are incomplete or have any errors will be returned to the school**



**ANNEX D: Persistent Absence Referral (PA) Form**

CRITERIA: the child has missed at least 10% of their possible attendances

|  |
| --- |
| **1. School Name:** |
| **2. Pupil Details:** | Year group: | Date of Birth: | Ethnicity: |
| Name:  |
| Address (address has been confirmed with parent or pupil) |
| **3. Known Siblings** - Sibling name/s and School name/s they attend |
| **4. Parent/Carer A: Name/Address/Contact** | **5. Parent/Carer B: Name/Address/Contact** |
| **Please confirm whether or not both parents are to be addressed re: poor attendance Yes/No (delete as appropriate)** |
| **Yes / No** | **Yes / No** |
| Mr, Mrs, Miss, Ms, other- please specify…………….First name and Surname in full (no initials) …………………………………………………….Full address & Postcode – (if different to above)………………………………………………………Telephone Number …………………………….Email ………………………………………….. | Mr, Mrs, Miss, Ms, other- please specify…………….First name and Surname in full (no initials) …………………………………………………….Full address & Postcode – (if different to above)…………………………………………………………Telephone Number ………………………………Email …………………………………………….. |
| **6. Education Status:** is the child registered as in full time education at your school? **Yes / No** (delete as appropriate)If No, what arrangements are in place i.e. Managed move, Alternative provision, Temporary Reduced Timetable?......................................................................................................................This would be shown as codes B or D on the child’s register.  |
| **7. Current Attendance** (please attach a copy of child’s registration certificate)**:** % Attendance …………Number authorised sessions………. Number unauthorised sessions…………. |
| **8. Pupil Status – Yes or No:** Child Looked After (CLA) ?................... Child eligible for Free School Meals (FSM)? …………… Child has Education Health Care Plan (EHCP)? …………or going through assessment?.........CP/CIN – is the child subject to a CP/CIN plan? ………….Please provide case worker name and contact detail where appropriate;……………………………………………………………………………………………………………. |
| **9. Reasons provided for absence ;**Please provide the reasons established by the school for the child’s absence i.e. :* Illness – provide details of any medical conditions/evidence
* Unauthorised absence – details where reasons have been or not been provided by the parent
* Unauthorised family circumstances
* Any issues at school i.e. bullying allegations
 |
| **10. Agency interventions**Please confirm details of any referrals the school has made to other professional agencies for support i.e. Early Help/Family Support , Social Care, School counsellorPlease detail: Dates of referral , allocated worker name/contact details, if the case is currenlty open/active?…………………………………………………………………………………………………………… |
| **11. Details of school action/intervention taken prior to this referral;**Please provide details and dates of the actions undertaken by the school with the parent/child to date to attempt to secure regular attendance at school i.e. phone calls, texts, letters, meetings, home visits |
| **12. Declaration:** I confirm that the details contained on this form are true to the best of my knowledge and belief. I authorise SBC to, where appropriate, instigate legal enforcement action as an outcome of this referral  |
| Completed by (designated school officer): | Please print name: | Date: |
| Signed & Authorised by Headteacher/designated lead  | Please print name: | Date:  |
| **14. LA Office Use;**  |
| Date / Officer | Date received; | Officer Name:  |  |
| LA Agency checks  | Agency/System | Date | Open/active Y/N |  |
| ICS/EHA  |  |  |
| SEND |  |  |
| OTHERS |  |  |

**IMPORTANT: Referrals that are incomplete or have any errors will be returned to the school**



**ANNEX E: Definition of Parent**

**Parent Definition:**

Section 576 Education Act 1996[[15]](#footnote-15) defines “parent” as:

any person—

(a) who is not a parent of his but who has parental responsibility for him, or

(b) who has care of him,

Parental responsibility is as defined in the Childrens Act 1989[[16]](#footnote-16)

For the purposes of education law, the Department for Education considers a ‘parent’ to include:

* all biological parents, whether they are married or not
* any person who, although not a biological parent, has parental responsibility for
 a child or young person - this could be an adoptive parent, a step-parent,
 guardian or other relative
* any person who, although not a biological parent and does not have parental
 responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Throughout this document ‘parent’ means each and every person referred to within this definition.

**ANNEX F – FLEXI- SCHOOLING**



**Flexi Schooling - Guidance for Schools**

**July 2020**

**Flexi-schooling: advice and guidance to schools:**

**What is flexi-schooling?**

The responsibility for a child receiving a suitable full-time education while he or she is of statutory school age lies with the parent or guardian/carer.

Flexi-schooling is an arrangement where, following a formal request from parents or carers, and with the approval of the school, a child spends some part of the week attending school and the rest of it being educated at home or at another off-school site chosen by the parents such as privately-run part-time tuition settings, In such arrangements, however, the child will always continue to remain on the school roll and is therefore their responsibility.

Flexi schooling should not be confused with elective home education. Parents/carers have a legal right to choose to home educate their child but they do not have a legal right to insist on a flexi-schooling arrangement being agreed by any school.

Whilst a parent/carer may request that their child is flexi-schooled it is entirely at the Headteacher’s discretion as to whether or not the school is prepared to agree to a flexi-schooling arrangement.

**What might a flexi-schooling arrangement include?**

It is recommended that a formal, written agreement between parents and the school is the best way of making flexi-schooling work. This could, for example, set out:

* the days/times when the child will attend school and the times when flexi-schooling will apply
* agreed times when the parent is responsible for the child’s safety to ensure clear safeguarding duties are met, for example, explicit travel arrangements should be agreed. The school will need to complete a risk assessment.
* contact and liaison arrangements between the school and the home
* agreement on who is responsible for and pays for public examinations
* the educational provision that parents will put in place during flexi-schooling and the arrangements for the school to monitor them
* access by parents to school resources, if any
* access to pupil records, if any
* conditions for ending the arrangements by either side.

It is strongly recommended that any flexi-schooling arrangement is time-limited (e.g. for a term at a time) and is reviewed at the end of that time.

Schools should reserve the right to either agree to an extension of the arrangement or to terminate.

**Register Coding**

If a flexi-schooling arrangement is agreed, the periods when the pupil is not in school should be recorded as **C(authorised absence),** which counts as an absence for the attendance figures. No other code should be used for flexi-schooling arrangements.

**What is the legal situation with regard to flexi-schooling?**

Parents and carers are fully entitled to ask schools about possible arrangements for flexi-schooling. There is, however, no parental entitlement to flexi-schooling and the decision rests entirely with the Headteacher. If a school decides not to agree such an arrangement, there is no appeal process.

Schools should not ask parents to educate their child at home for periods of time during the school week.

Flexi-schooling should not be agreed where it becomes evident that the arrangements being sought can be made outside of normal school hours or are more to do with accommodating the needs of the parents (eg where they might have unusual working patterns) rather than those of the child.

Department for Education information on flexi-schooling can be found on

<https://www.gov.uk/government/publications/elective-home-education>

**Who does flexi-schooling apply to?**

Flexi-schooling can apply to any pupil – there are no specific criteria.

For example:

* Often requests for flexi-schooling are made on behalf of talented young sportspersons, so that they can benefit from elite coaching, training and expert tuition
* Some parents may feel that there are areas of their children’s education (which may also be in relation to the child’s faith and culture) which they wish to provide

Flexi-schooling should not be seen as applying only to certain children under certain criteria and every request should be judged on its merits.

**What should Headteachers be taking into account when considering a request for flexi-schooling?**

* Flexi schooling education provided at home and that provided at school must together constitute a full-time provision
* If a flexi-schooling arrangement is agreed, the child will take up a school place and remain on the school roll. As such a flexi-school child takes up a pupil number on roll (PAN) and in doing so could deny a full-time place for another prospective pupil. Schools are reminded that a flexi-school child is funded on the same basis as a full-time pupil on roll
* As the child is on roll the school must satisfy the requirements of the National Curriculum or the appropriate broad and balanced curriculum for Academies
* The school needs to consider what impact a flexi-schooling arrangement might have on both classroom and whole-school management. For example, additional demands and workloads on teaching and administrative staff, reintegration back into the classroom after a period of home tutoring
* The school must consider whether the activity for which flexi-schooling is being requested is likely to be directly beneficial to the child’s educational development
* Before headteachers enter into any written agreement with parents they are advised to contact the Attendance Service at Slough Borough Council

**What should parent/carers be taking into account when considering a request for flexi-schooling?**

* Flexi schooling education provided at home and that provided at school must together constitute a full-time provision
* The implications of making partial educational provision at home are significant, both in terms of expertise and resources and in the commitment to make a shared provision successful
* While there is no statutory curriculum for the home education element of a flexi schooling arrangement, parent/carers will need to be mindful of the impact on the child’s access to the National (or Academy) Curriculum and the possible fragmentation of the learning experience
* The child may find that his or her limited attendance at school makes it difficult to maintain strong relationships with peers and may experience an element of social exclusion
* If the child moves to a different school, there can be no guarantee that flexi-schooling would be able to continue. A fresh request for a flexi-schooling arrangement must be made to the new school Headteacher. It would then be a decision for the Headteacher at the new school to make

**Children with an Education and Health Care Plan**

* If the child has an Education and Health Care Plan (EHCP) the school should contact the Special Educational Needs Officer. The impact of flexi schooling should not detract from the outcomes of the EHCP
* There is no distinction between children who are to be flexi-schooled and those who are not
* The duty to review a child’s plan still applies
* Education transport: the school will advise the Local Authority transport section of the arrangement, the days on which transport is not required and the duration of the agreement

**Funding**

The child will be recorded by the school as attending full-time, with sessions not in school being recorded as per agreement. Therefore the school will receive full-time funding. Flexi-schooled children are included in count returns as for other children. Schools are not obliged to pass on funding to parents.

**Admissions**

There is no distinction between children who are flexi-schooled and those who are not. Whatever the degree of attendance, the child will count towards admissions numbers on roll as full-time.

**Appeals**

There is no appeal against the decision of the Headteacher not to agree to a flexi schooling request or if the Headteacher decides to cease an individual child’s flexi schooling arrangement

**When the education being provided at home is not suitable**

If it appears to the school that parents/carers are not providing a suitable education as agreed between the school and the parent/carer; the school may ask the parent/carer to take remedial action. If the parent/carer declines to do so or the school is still concerned about the provision of the education being provided at home, the school may withdraw its agreement to the flexi-schooling arrangement. The child would then be required to attend at school on a full-time basis.

A school attendance order would not need to be initiated as the child is on the roll of a school.

If a child fails to return to full-time attendance the school should record the absence as unauthorised and refer to the LA’s Attendance Service Referral Processes for intervention

**LA Notification**

We ask that you please inform Slough Borough Council’s Attendance Service of any Flexi-Schooling arrangements you agree to for data purposes by contacting;

Attendance Team Manager: Jeannette Walker 01753 875256

Email: attendance@slough.gov.uk

1. <https://www.legislation.gov.uk/ukpga/1996/56/section/436A/2014-01-01> [↑](#footnote-ref-1)
2. <https://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made> [↑](#footnote-ref-2)
3. <https://www.gov.uk/government/publications/children-missing-education> [↑](#footnote-ref-3)
4. <https://www.legislation.gov.uk/ukpga/1996/56/section/7> [↑](#footnote-ref-4)
5. <https://www.legislation.gov.uk/ukpga/1998/42/schedule/1/part/II/chapter/2> [↑](#footnote-ref-5)
6. <https://www.gov.uk/government/publications/elective-home-education> [↑](#footnote-ref-6)
7. <https://www.legislation.gov.uk/ukpga/1996/56/section/436A> [↑](#footnote-ref-7)
8. <https://www.legislation.gov.uk/ukpga/1996/56/section/7> [↑](#footnote-ref-8)
9. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> [↑](#footnote-ref-9)
10. <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year#fn:3> [↑](#footnote-ref-10)
11. <https://www.legislation.gov.uk/uksi/2016/792/contents/made> [↑](#footnote-ref-11)
12. <https://www.gov.uk/government/publications/children-missing-education> [↑](#footnote-ref-12)
13. <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> [↑](#footnote-ref-13)
14. <https://www.gov.uk/government/publications/children-missing-education> [↑](#footnote-ref-14)
15. <https://www.legislation.gov.uk/ukpga/1996/56/section/576/enacted> [↑](#footnote-ref-15)
16. <https://www.legislation.gov.uk/ukpga/1989/41/section/3> [↑](#footnote-ref-16)