

Our Vision

At Springfield we are guided by six key values. Selected after much discussion by pupils, staff, parents and governors together, these values are at the heart of everything we do as a school. We believe that in close partnership we can achieve the best for every child in the school if we all reflect these values, but we must work together.

- ‡ **Aspiration** - we have goals and dreams
- ‡ **Honesty** - we always do the right thing
- ‡ **Cooperation** - everyone is important; we do better working together
- ‡ **Respect** - we respect everyone and everything
- ‡ **Determination** - we keep going even when things get tough ‡ **Responsibility** - we all have things we have to do

Introduction

All children, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

The LA has a legal duty to identify when there are CME and help them back into education. This policy highlights what our school will do to help the LA with its duty.

This policy is based on Children Missing Education September 2016. The guidance is statutory for LAs and deemed non-statutory advice for all schools. The guidance will be reviewed in September 2019.

Aims

- Ensure that all admission and attendance procedures are clear and safeguard children
- Ensure that information is shared appropriately in order to safeguard children missing education and children at risk of missing education.

Children at particular risk of missing education

There are many circumstances where a child may become missing from education. Although not exhaustive, the following list indicates pupils who are most at risk of missing education:

- **Children at risk of harm/neglect** - where this is suspected and it is believed the child may be at risk of immediate danger or risk of harm then a referral should be made to social care.
- **Children of gypsy, Roma and traveller (GRT) families** - when a GRT pupil leaves the school without naming their next destination school, the school will contact the LA.
- **Children of Service Personnel** - if such children leave the school without naming their next destination school, the school will contact the LA. The LA may then contact the Ministry of Defence Children's Education Advisory Service for advice.
- **Missing children/runaways** - should the school suspect a child has gone missing/run away then a referral will be made to social care.
- **Children supervised by the Youth Justice System (ages 8-18)** - the school should share information with the LA Youth Offending Team who are responsible for supervising such children. Where a child was registered at the school prior to custody, the school should consider whether it is appropriate to keep the place open for them or not.
- **Children who cease to attend school** - where the reason for a child who has stopped attending a school is not known, the school will refer to the LA who will investigate the situation.
- **Children of new migrant families** - there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

Responsibilities

Local Authority:

- The LA have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children of compulsory school age in their area who are not registered pupils at a school and are not receiving suitable education otherwise.
- Have robust policies and procedures in place to enable them to meet this duty in order to ensure that children are safe and receiving suitable education.
- Arrange suitable full-time education for permanently excluded pupils from the sixth school day of exclusion.
- Issue School Attendance Orders (SAOs) to parents who fail to satisfy the LA that their child is receiving suitable education and the LA deem it appropriate that the child should attend school. They should prosecute or fine parents who do not comply.
- Ensure that the school demonstrates prompt action and effective early intervention procedures to ensure children are safe and receiving a suitable education.
- Share information with other organisations and agencies as appropriate in order to safeguard children.

Parents/carers:

- Have a duty to ensure that their children of compulsory school age are receiving suitable fulltime education.
- Some parents may elect to education their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. They should inform the school or LA in writing of their intention to education at home.

School:

- Enter pupils on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.
- In the event that a pupil fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.
- Keep an accurate and up-to-date admissions register and encourage parents to inform them of any changes.
- Monitor attendance closely and address poor or irregular attendance. Significantly poor attendance is referred to the LA Education Welfare Officers.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for twenty consecutive school days, the school will remove the pupil from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause.
- Arrange full-time education for fixed term excluded pupils from the sixth day of the fixed term exclusion.

Information Sharing

Springfield Academy buys LA Admissions services for both standard transition (ie reception intake) and in-year admissions. In both cases LA spreadsheets are exchanged with both parties providing regular updated information as to which children have received offers of places and the date of admission to the academy.

Where a registered pupil leaves the academy to attend another school their name remains on the register until such a time as the receiving school contacts us to request CTF transfer of information via the DfE school2school website. Such information is shared as soon as confirmation is received that the child has been admitted to the new school and they are then removed from our register.

The school will notify the LA when a pupil is removed from the admission register when there is no information regarding a receiving school. Full details of the name, parental responsibility, address and grounds for removal of the pupils name are provided using the Nottingham LA online reporting system. Possible grounds for removal are found in Appendix A.

Safeguarding

For the purpose of this policy, **"reasonable enquiries"** are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as making a home visit and conducting discussions with neighbours, relatives or other stakeholders to determine the whereabouts of the child and whether they may be at risk of harm. If there is reason to believe a child is in immediate risk of harm a referral will be made to children's social care (and the police if appropriate).

Where the whereabouts and safety of a child is unknown and reasonable enquiries by the school have proved unsuccessful, a report will be made to the LA and also to social care if deemed appropriate.

School staff will record all such information and actions taken on the individual child's chronology.

Inclusion & Equality

We strongly believe that all children should have full and equal access to all learning opportunities and experiences. It is the responsibility of all staff to ensure that children are supported and challenged as appropriate to their individual need.

Appendix A: Grounds for deleting a pupil from the school admission register

	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
1	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	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	Where a pupil is registered at more than one school, and in a case not falling within subparagraph (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	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	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	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	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	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	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	That the pupil has died.
11	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	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	That he has been permanently excluded from the school.
14	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	<p>Where—</p> <ul style="list-style-type: none">(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.
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