

Children who are absent from education policy

(CWAFFE)

Overley Hall School



Overley Hall
School

Approved by: Headteacher

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by:

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Aims

The Education Act of 1996 states that all children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.



Overley Hall School is an independent school supporting learners between the ages of 8 and 19 years with complex learning needs. Attached to Overley Hall School is Wellingtonia Children's Home where the majority of our learners live on 38 to 52 week placements. The absence rate at Overley Hall School is very low (on most days is 0%).

Overley Hall School is committed to ensuring that every child and young person in the school community can grow, achieve and is motivated and happy to attend school. We are concerned about any child missing education not only in the way that it may impact on the individual's potential achievement but also in relation to their safety and welfare.

The purpose of this CWAFE policy (previously CME policy) is to ensure that 'no child slips through the net' during a placement or during a placement change either before or after their time at Overley Hall School and should be read in conjunction with our Child Protection and Safeguarding Policy. Please see our Attendance Policy for further information on absence during placement.

This Policy has been updated so that procedures followed at Overley Hall School are in line with Telford and Wrekin's Policy & Procedure for Children who are absent from education (2024).

Legislation

-  Working Together to Improve School Attendance – DfE May 2022
-  Keeping Children Safe in Education, DfE Guidance - September 2023

- 🌸 Children Missing Education - statutory guidance for Local Authorities,- September 2016 (was due for review in September 2019)
- 🌸 The Education (Pupil Registration) (England) Regulations 2006 (Amended)
- 🌸 Parental Responsibility Measures for School Attendance and Behaviour, - DfE Guidance - January 2015
- 🌸 Supporting Pupils at School with Medical Conditions DfE Guidance - Dec 2015
- 🌸 Section 436A of the Education Act 1996
- 🌸 School Inspection Handbook - Ofsted - Dec 20

Definitions (please see Appendix 1 for further information)

- 🌸 **Children Missing Education (CME)** this national definition includes: children who are of compulsory school age who are not registered pupils at a school and are not receiving education.
- 🌸 **Children Who Are Absent From Education (CWAFFE)** This definition is referenced in Keeping Children Safe in Education and includes all pupils who are on a school roll, but who are missing education for a number of reasons, including but not limited to, persistent absence or severe absence, children who receive a modified timetable and children who have not attended school for a period of time.
- 🌸 **Compulsory school age** A child continues to be of compulsory school age until the last Friday of June in the school year that they reach 16.

Legal Framework

The European Convention for the Protection of Human Rights and Fundamental Freedoms, Article 2 of the protocol No 1 state: 'No person shall be denied the right to education.'

Regulations 8(f) and 8(h) of the England (Pupil Registration) (England) Regulations 2006, as amended, place a duty on schools and LAs to jointly carry out reasonable enquiries to try to locate pupils absent from school whose whereabouts are unknown.

Safeguarding

Overley Hall School in line with our Child Protection and Safeguarding duties have a responsibility to investigate any unexplained absences of our learners. When these absences occur we act without delay as the welfare of our learners is paramount.

If there is good reason to suspect that a learner's absence may be the result of them being a victim of a crime a referral to the police will be made by phoning 101.

If we suspect that a learner maybe "missing" (other than missing education) or believe that they are at significant risk of harm, we will contact Family Connect on 01952 385385 or email: familyconnect@telford.gov.uk.

Referring Pupils who are CME, CWAFE (CNRE or COOS)

Overley Hall School will use Telford and Wrekin's simplified referral form (See Appendix 2) which encompasses these categories. We will supply additional information as requested. Once the referral form is completed we will submit it to: childrenmissingeducation@telford.gov.uk.

Children Missing Education (CME)

Children may be 'missing' education for a number of reasons. These are children who are not registered pupils at a school and are not receiving education. CME also includes Electively Home Educated (EHE) pupils where that education is deemed unsuitable. Once deemed unsuitable these children are closed to the EHE team and should be classed as CME Appendix A gives examples of those seen as CME and not CME.

If we have a learner that we believe has moved out of the area (if day learner) or abroad and we do not have a new address or new school details we will use CME referral form immediately. We will NOT remove this learner from our school role without the agreement of the CME tracking officer.

Once we have removed the pupil from roll, CME pupils are tracked and monitored by the LAs Pupil Tracking Officer.

Children Out of School - COOS

COOS are learner's who are registered on our school roll but have not attended for between 10 and 20 consecutive school days and their absence is unauthorised. Overley Hall School have a statutory responsibility to notify the LA of such children. The learner remains the responsibility of the school and the school will complete the CNRE/CME referral form and send it to childrenmissingeducation@telford.gov.uk.

It is acknowledged that the majority of these learner's will return to school within a short timeframe. Some of these however may become learner's who are not receiving education for a longer period of time and some may have disappeared and their whereabouts are not known. Appendix A contains examples of learner's are classed as COOS.

If we believe that a pupil as a COOS the school will:

- ✿ Refer to the flow chart, Schools Flow Chart A 'Schools use for pupils not attending 10 + days' (See Appendix 3) and Schools Flow Chart B 'Pupil moving out of the borough or abroad' (See Appendix 4)
- ✿ Complete the CNRE/CME referral form and Email it to: childrenmissingeducation@telford.gov.uk
- ✿ Consider the schools own Early Help offer or alternatively whether an Early Help assessment is appropriate.
- ✿ Consider a referral to Family Connect if the learner is considered to be at risk of significant harm.
- ✿ Follow any advice or guidance from the LA to resolve the situation.
- ✿ Be aware of preparing for legal intervention after liaison with AST for non-school attendance.

Children Not Receiving Education (CNRE)

These are learner's who are registered at a school but have not attended for over 20 days (See Appendix A).

These learners remain the responsibility of the school and should be referred as CNRE (not CME) and monitored by the LA. For all CNRE learner's, school are responsible and remain the lead but should keep the LA updated on the child's progress.

Upon receipt of the referral form the Local Authority will:

- ✿ Record the learners' details on a centrally held monitoring spreadsheet.
- ✿ Update the information on the VLS workspace of Protocol.
- ✿ Record the learners' details on the CWAFE tracking and monitoring sheet
- ✿ Monitor the length of absence, when a learner has been absent for more than 20 days they will be classed as a Child Not Receiving Education (CNRE)
- ✿ Where appropriate CNRE learners are considered for inclusion at the LA internal educational multi agency meeting 'Ensuring Access to Education for All' (EAEA) where cases are regularly reviewed, tracked and monitored for pupils who are not in receipt of education.
- ✿ Ensure all cases of CWAFE, (COOS, CNRE,) CME and unsuitable EHE and unplaced Admissions are monitored and discussed at the bi-weekly 'Cross Case Management Meeting' and appropriate advice is offered to schools.
- ✿ Cross reference names against the MTT spreadsheet, information from schools referring to any new admissions & deletions.
- ✿ Track learners expected return to school dates, ensure they have resumed educational provision before closing the case.
- ✿ Report the data relating to CNRE & CME to SLT on a monthly basis.

Role & responsibilities

Overley Hall School, Attendance Officer and DSL/DDSL's

Including actions above we are committed to ensuring that:

- ✿ We employ a range of individualised strategies to encourage attendance at school and return to school as quickly as possible following from an absence
- ✿ Learners are entered onto the admission register at the beginning of the first day of their placement.

- ✿ Admission registers are kept up to date and are accurate.
- ✿ Parents are encouraged to keep school updated in regard to any changes that need to be made to the admissions register
- ✿ If the learner does not attend on the first day we will undertake reasonable enquires to establish the child's whereabouts and contact the placing Local Authority if we have any concerns. See attendance policy for full list of actions, this will include eyes on the learner after 3 days of absence. This could be through a video call to the home setting to see the young person and/or talk to them, SW or case worker. If parents/cares are unwilling or unable to allow this we will report to education welfare and/or family connect for further guidance
- ✿ Poor attendance is followed up by the class teacher/tutor, Pastoral Head and/ or Head Teacher and reasons for this investigated.
- ✿ The placing Local Authority are contacted if a learner fails regularly to attend or has missed more than ten days or more without permission.
- ✿ When a learner leaves Overley Hall School a planned transition takes place so that the learner is familiar with their next environment and that Overley Hall staff can support the transfer.
- ✿ Overley Hall School will notify the learners placement Local Authority when a learner has left not at standard transition point and will provide the required information to the Local Authority.
- ✿ The school's designated safeguarding person for Child Protection will immediately contact the learners placing authority (see Child Protection & Safeguarding Policy for LA information), Telford & Wrekin's Family Connect and/or the Police if any of the below apply to a child who may become missing:
 - has a Child Protection Plan
 - is subject to serious concerns about their health, safety or welfare
 - is living in a family where there are concerns about domestic abuse,
 - substance abuse, mental health problems or learning difficulties
 - may be in contact with a person who poses a risk of harm to children and young people
 - may be at risk of criminal or sexual exploitation
 - is subject to a Care Order

- is looked after by the local authority
 - may be the victim of or involved in a crime
 - may be taken out of the country illegally (e.g. abducted)
 - may be taken out of the country for an illegal act (e.g. forced marriage, female genital mutilation, child trafficking)
 - is privately fostered
- ✿ Will not remove a learner missing education from the admissions register until they have been continuously absent for at least 20 school days **and** the school, Family Connect and the placing LA have made joint reasonable enquiries to locate them.
- ✿ If the learner is moving to a school in another country we will aim to obtain the forwarding address for the child and the name and address of the learner's new school.

Parents' Responsibilities

Parents have a responsibility to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their child at home and may withdraw their child from school at any time to do so unless they are subject to a School Attendance Order.

Monitoring

This policy will be updated annually unless legislation deems this should be sooner.

Links with other policies.

Attendance

Child Protection and Safeguarding

Appendix 1- Definitions - Children Who are Absent From Education

There are a number of definitions that are used locally and nationally around children who are absent from education. Below is a summary of those definitions and how we are interpreting them.

Children fall into 2 groups:

- 1) Children Missing from Education (CME)
- 2) Children Who are Absent From Education (CWAFFE)

The key difference is whether or not they are on a school roll.

Children Missing Education (CME)

Children Missing Education is a DfE national definition and covers children of compulsory school age who are **not registered pupils** at a school and are not receiving education.

It includes children who:

- Are in the process of applying for a school place, even those within the first 15 days of the application process. Coded locally as CME/Admission or CME/SEND if they are being managed by the SEND team because they have an EHCP.
- Have been offered or accepted a school place but have not yet started. Coded locally as CME/Allocated not started, or CME/SEND if they are being managed by the SEND team because they have an EHCP.
- Are a permanently excluded pupil who has not been placed. Coded locally as CME/PEX unplaced.
- Are receiving Elective Home education (EHE) and it is deemed to be unsuitable. Once it is deemed unsuitable EHE, pupils are not classed as EHE but as an unsuitable EHE/CME. Coded locally as CME/Unsuitable EHE
- Have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown. Coded locally as CME.
- Have moved into the area from another country and not yet applied for a school place.
- Are awaiting the outcome of a school application/appeal.
- Have been subject to a direction but has not yet started at the school.
- Did not get a school place.
- Have difficulties in accessing a school place.
- Are challenging a School Attendance Order.
- Are believed to have moved to another LA area in England. And we have not been able to confirm their whereabouts.
- Have moved to another country.
- Are not registered at a school but are receiving tuition from the Local Authority.

CME does not include children who:

- Are on a school roll but persistently or severely absent.
- Are older or younger than compulsory school age – although locally we expect to track Reception aged pupils and Early Years siblings of older CME children.
- Are EHE but the LA has not yet been able to assess them.
- The Local Authority has confirmed the child is no longer resident in the area.

2: Children Who are Absent From Education (CWAFE)

This is referenced in Keeping Children Safe in Education and includes all pupils who are **on a school roll**, but who are missing education for a number of reasons including persistent absence or severe absence and children who have not attended school for a period of time. CWAFE includes the following groups:

2 (a) Children Out Of School (COOS) This is a local phrase

Children who are registered on a school roll but have not attended for between 10 and 20 consecutive school days and that absence is unauthorised. Schools have a statutory responsibility to notify the LA of such children. They remain the responsibility of the school.

The majority of these children will return to school within a short timeframe. They are monitored and tracked as it is acknowledged that they might become children who are not receiving education for a longer period of time, and some may have disappeared and their whereabouts are not known.

Whilst this list is not exhaustive, they are likely to:

- have an illness or medical condition,
- be on holiday or unauthorised leave from school,
- be subject to a 'grey' or unofficial exclusion,
- be a school refuser,
- have family circumstances that mean the family are not sending them to school, including young carers,
- be at an increased risk of child criminal exploitation or child sexual exploitation,
- be awaiting a school transfer to be processed and finalised,
- be believed to have re-located or moved house,
- have transport issues preventing attendance due to a house move,
- be a Child in Care pupil and have had a placement change,
- be a Gypsy Roma Traveller pupil and is currently travelling,
- have been accommodated in a refuge following incidents of domestic abuse or are temporarily homeless,
- have gone missing from home.

2 (b) Children Not Receiving Education (CNRE) This is a local phrase

These are children who are registered at a school but have not attended for over 20 days.

The following groups are also regarded as CNRE locally:

- Pupils who are on modified timetables for a long period of time with a low number of hours or nil hours stated.
- A child who is on roll at a Telford and Wrekin school and has moved to another school within the borough or out of borough and has yet to start at that school and is not attending either school. These children must stay on the school roll for the first 20 days until they are either admitted to another school place or they are referred as a CME.

- Gypsy, Roma, Traveller (GRT) Children who are on roll with a school locally but are currently travelling.
- Not attending school under medical grounds. i.e. long term illness and no other education is in place for the child.
- An excluded child who has not taken up 6th day provision but remains on the school roll.

These children remain the responsibility of the school and should be referred as CNRE (not CME) and monitored by the LA.

2 (c) Modified timetable - (MTT) This is a local phrase

These are children registered on a school roll but have an agreed part time timetable for a short period of time. Their hours in school have been modified. School must have parental consent for a child to be subject to a MTT.

2 (d) Persistently Absent - (PA) This is a national definition

These children are registered at a school, but their attendance is 90% or below.

2 (e) Severely Absent - (SA) This is a national definition

These children are registered at a school, but their attendance is below 50%.

Appendix 2

Child Missing Education (CME) Child Not Receiving Education (CNRE) Referral

Please complete this form in full for any pupil who has been absent from school for 10 consecutive days, ceased to attend or if the school believe, may have become a Child Missing Education. It is essential to keep us informed if you receive any further information or a receiving school requests a child's file. The content is in line with DfE required data.

Please return referral form to

childrenmissingeducation@telford.gov.uk. In

completing this form, you have notified the LA of a child out of education. It remains the responsibility of the school to continue to provide an appropriate education for the pupil if the school knows where the pupil is residing. In the case of pupils who are missing from education and their whereabouts is unknown, the pupil cannot be taken off the school roll without confirmation from The Attendance Support Team, and the school must continue their attempts to locate the child through all reasonable enquiries.

Full details required – this form will be returned if information is missing

Information Required

Provide details if moved into area (from another LA) or from abroad

Child's Forename

Child's Surname (Please include any other surname the child may be known by)

Gender

Ethnicity

UPN

Child's DOB

PPG

School pupil is currently on roll at

Name of referrer and email address

Current year group

Is the Pupil CIC – CP- CIN - Please state relevant LA child is in care to.

Does this child have an EHCP

Does this child have SEND

Last date of attendance **Please attach a copy of current attendance print out**

Type of provision receiving (school/MTT Alternative Provision, Other AP, PRU –EOTAS home tuition)

Total school hours offered

Confirm the absence coding used by school

Current attendance this academic year (%)

Reason given for absence (please highlight)

If other, please provide clear detail under section 4 (Any other relevant information).

- Medical
- Refusal to attend
- School placement pending for another Telford and Wrekin School
- School placement pending for School out of area
- Extended Holiday
- Traveller believed to be travelling
- Whereabouts unknown

Please include details/evidence of any medical conditions including; Name of consultant, Doctor or other Medical Practitioner, formal diagnosis and other relevant information.

Name of Parent/Carers and contact details including any known email address.

Known address

Other known addresses

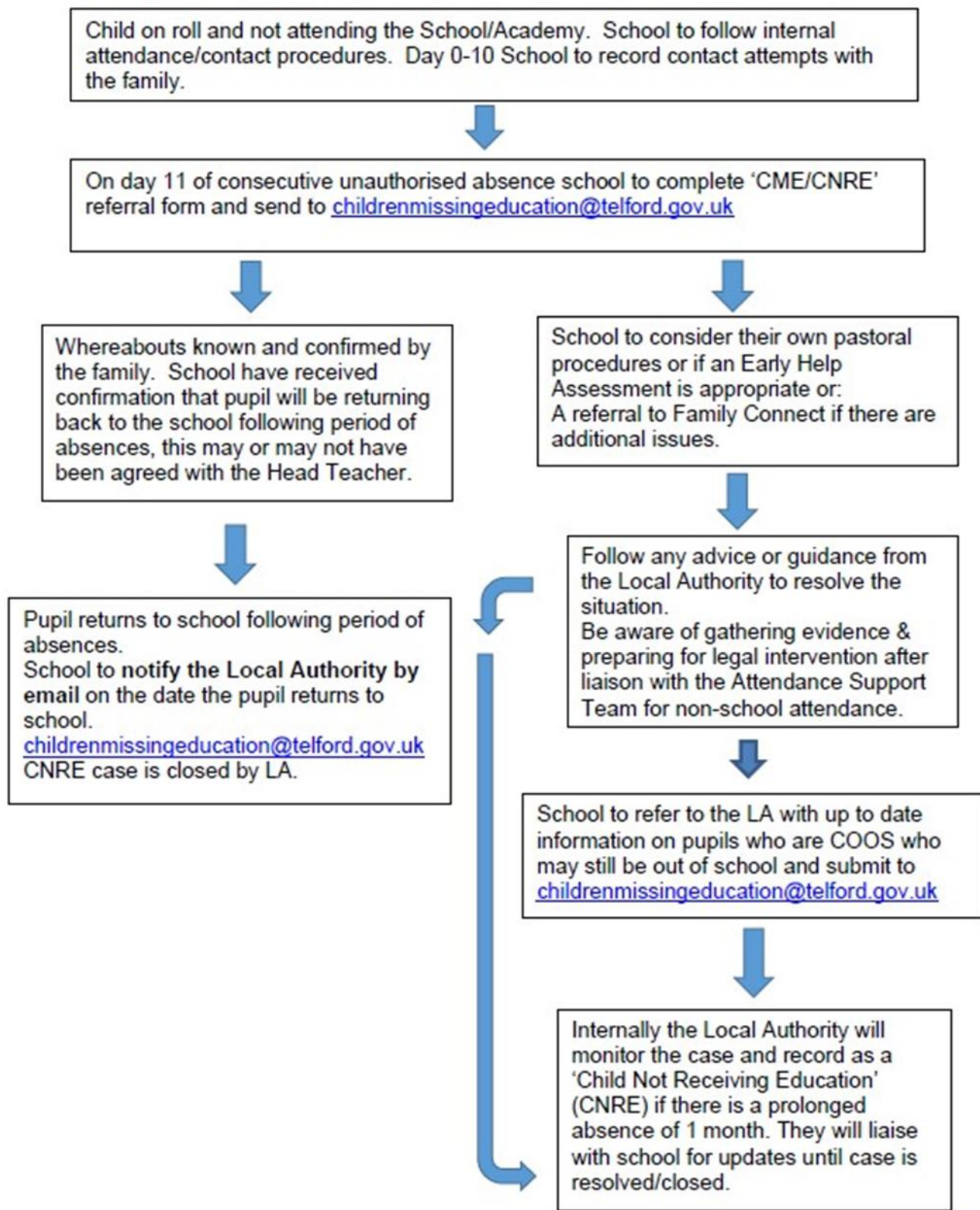
Siblings' names and dates of birth

Names of siblings' schools

Any other relevant information –If destination known –or new school name is known -include on the D1 form.

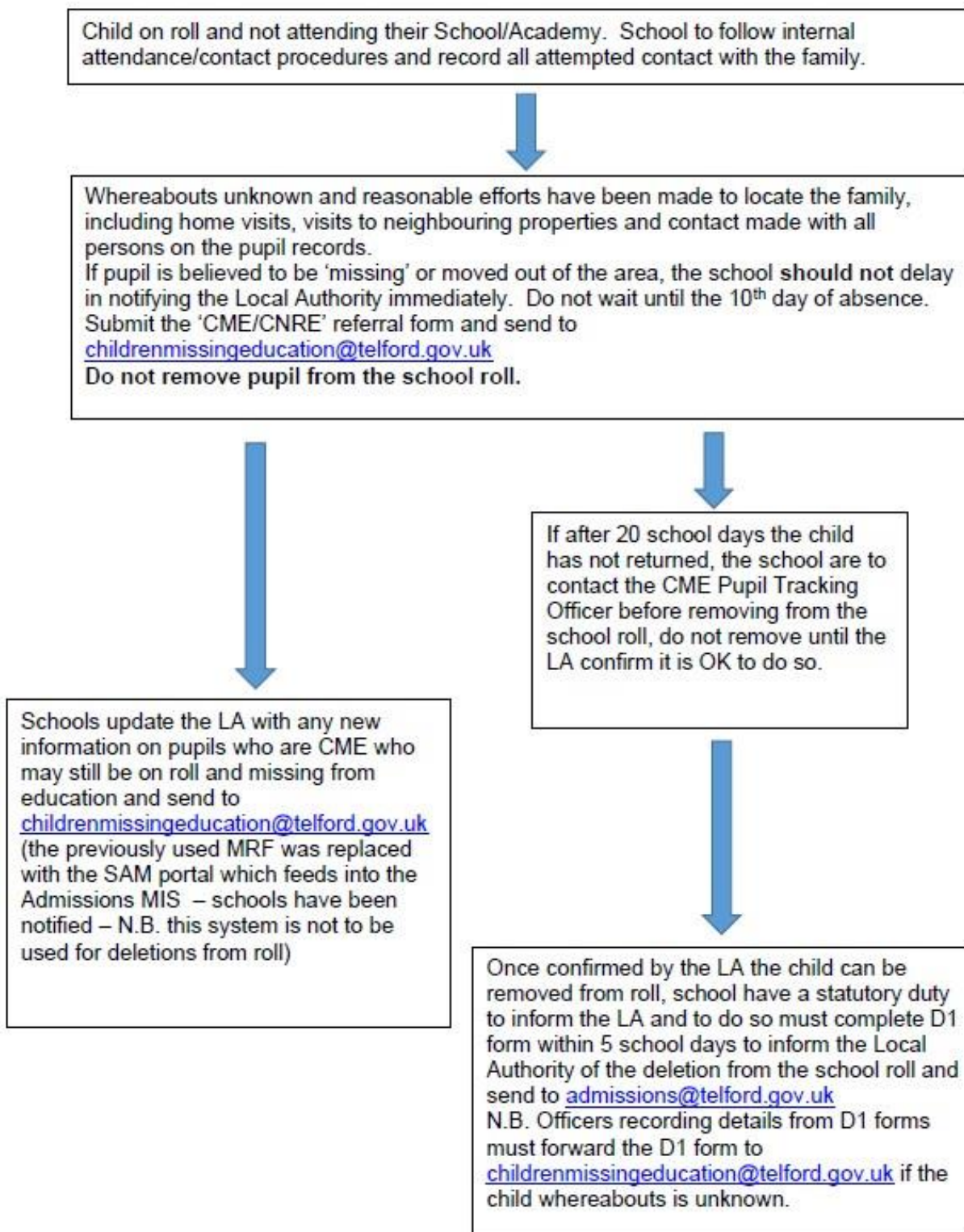
Data may be processed under the Data Protection Act 2020 – Schedule 9 Conditions for Processing Under Part 4 (Education Data) 3 – The processing is necessary for compliance with legal obligations to which the controller is subject.

School Flow Chart A – Schools use for Pupils Not Attending 10+ Days.



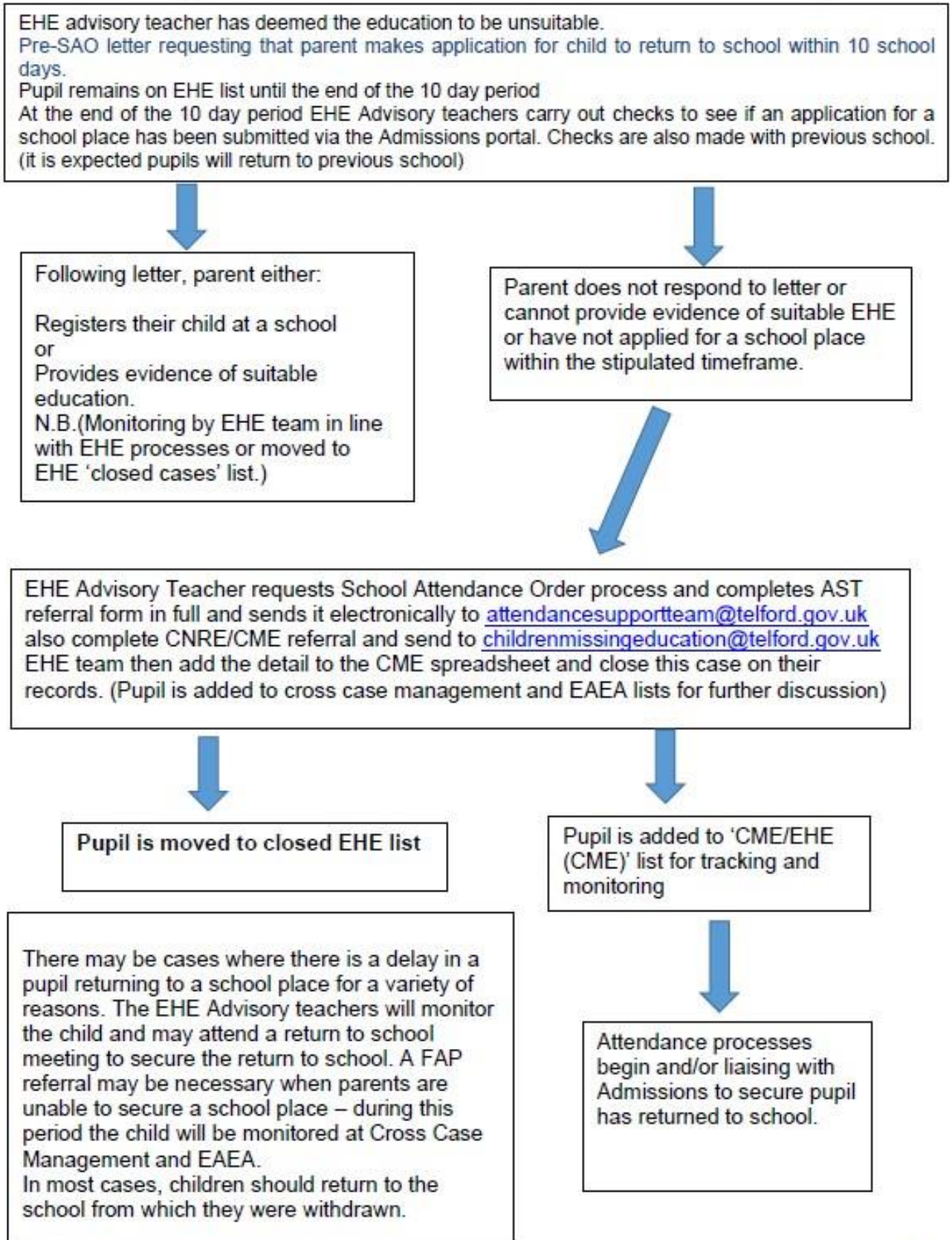
School Flow Chart B – ‘Children Not Receiving Education’.

Appendix 4



Attendance Support Team referrals for unsuitable EHE

Appendix 5



Admission or Deletions to / from a school roll

Appendix 6

N.B This process only applies to Admissions or Deletions outside of whole school cohorts at transition.

Following an appeal for own admission authority schools. It is the clerk to the appeal panel who informs the school that the child is to be admitted.

For other in year applications – The Admission Team allocate a school a place to a pupil.



Admission Team or Appeal clerk write/email school and the parent to inform them a place has been allocated (depending on it being agreed at either in year application stage, appeal or allocated at FAP). Parent should receive contact from school to arrange admission date.



Admission date agreed – Child is added to school roll - school have a statutory duty to inform LA they have admitted a child within 5 days and must complete the entry via the SAM portal (as notified by Admissions Team).



Admission Team to contact school to ensure child is on roll and has attended.

If child is not on roll at allocated school after five days, Admission team to request school contact parents to find out what the delay is in child starting school and complete CNRE referral and submit to childrenmissingeducation@telford.gov.uk

For any deletions from roll (N.B. not for whole school cohort during transition periods)

Child is to be removed from roll e.g. transfers to another school, EHE arrangements agreed, or LA notifies school that child can be removed from roll.

School to remove child from roll – under Regulation 8 of the Pupil registration Regulations 2006.

N.B Under no other circumstances can a child be removed from a school roll as this will be an illegal deletion.

School have a statutory duty to inform the LA within 5 days they have deleted a child from roll and must complete the D1 form and submit to admissions@telford.gov.uk (as notified by Admissions Team).