

COLLINGHAM

KENSINGTON

CHILDREN MISSING EDUCATION POLICY

Admission Register

Collingham enters students onto the admission register (Engage) at the beginning of the first day on which the school has agreed, or been notified, that the student will attend the college. If a student fails to attend on the agreed or notified date, the college undertakes reasonable enquiries to establish the student's whereabouts and, for students in Years 9, 10 and 11, the college will notify the local authority at the earliest opportunity. The college's policy is to take telephone numbers from two separate contacts for each student whenever possible.

Student Attendance

Collingham monitors students' attendance through the daily register (CELCAT). The college informs local authorities of the details of students in Years 9, 10 and 11 who fail to attend regularly, or who have missed ten school days or more without permission.

The college monitors attendance of all students closely and addresses poor or irregular attendance. The college has appointed an attendance champion to oversee this. The attendance champion is Jenny Thompson. The college liaises with Local Authorities in relation to students with EHC plans or where absence is due to illness, an unavoidable cause, or religious holiday.

If the college does not have reasonable grounds to believe that the student is unable to attend because of sickness or unavoidable cause, it will make all reasonable enquiries to establish the whereabouts of the student. Collingham regularly encourages parents to inform them of any changes whenever they occur, through regular emails and newsletters. The half-termly reports portal also has a facility for parents to update their contact details. This assists the college when making enquiries to locate children missing education. Where a parent notifies the college that a student will live at another address, this is recorded in the admission register.

The register details:

- the full name and address of the parent with whom the student will live (main address);
- the full name and address of the other parent and/or those with parental responsibility;
- any new address to which the student moves whilst they are on the register and the date when it is expected the student will live at this address;
- a full residential history for the student whilst they are on the register.

Removal from and Addition to Admissions Register

Where a parent of a student in Years 9, 10 and 11 notifies the college that the student is registered at another school or will be attending a different school in future, Collingham records in the admission register the name of the new school and the date when the pupil first attended or is due to start attending that school. However, the student is not removed from the admissions register until the college has confirmed with the destination school that the student is now in attendance.

Collingham notifies the local authority when a student's name is to be removed from the admission register at a non-standard transition point as soon as the grounds for removal is met and no later than the time at which the student's name is removed from the register.

Where Collingham notifies a local authority that a student's name is to be removed from the admission register, the college provides the local authority with:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives (although the college policy is that it will record two contact telephone numbers wherever possible);
- the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable;
- the name of the student's destination school and the student's expected start date there, if applicable;
- the reason why the student's name is to be removed from the admission register

Collingham notifies the local authority within five days when a student's name is added to the admission register at a non-standard transition point and provides the local authority with all the information held within the admission register about the student.

Student Missing Education/Absent from education

In the event of a student missing from education, the college will endeavour to make reasonable enquiries. This may include a member of the Senior Leadership team checking with relatives, neighbours, landlords and other local stakeholders who are involved. A record is kept that these procedures have been completed. If there is reason to believe a child is in immediate danger or at risk of harm, a referral will be made to children's social care (and the police, if appropriate).

The name of a student in Years 9, 10 or 11 will only be removed from the admission register if the college and the local authority fail to establish the student's whereabouts after jointly making reasonable enquiries.

When the whereabouts of a Year 9, 10 or 11 student is unclear or unknown, the college will aid the Local Authority in completing and recording one or more of the following actions:

- making contact with the parent, relatives and neighbours using known contact details;
- checking local databases within the local authority;
- checking Key to Success or school2school (s2s) systems;
- following local information sharing arrangements and where possible make enquiries via other local databases and agencies e.g. those of housing providers, school admissions, health services, police, refuge, Youth Justice Services, children's social care, and HMRC;

- checking with UK Visas and Immigration (UKVI) and/or the Border Force;
- checking with agencies known to be involved with family; eg. check with local authority and school from which child moved originally, if known; checking with any local authority and school to which a child may have moved;
- checking with the local authority where the child lives, if different from where the school is;
- in the case of children of Service Personnel, checking with the Ministry of Defence (MoD) Children's Education Advisory Service (CEAS);
- making home visit(s) made by appropriate team, following local guidance concerning risk assessment and if appropriate making enquiries with neighbour(s) and relatives.

The college is still responsible for the Health and safety of year 12 , 13 and 14 students. Any sign of non-attendance can be a sign of a safeguarding issue. Year 12, 13 and 14 students who are absent will therefore be subject to the same checks that are listed above. The Attendance Champion in conjunction with the Principal will work with the student, parents and Local authority to improve attendance.

Transferring Student Information

Collingham uses CPOMS to transfer the safeguarding file between schools wherever possible. If not, it is sent by recorded delivery. Collingham will upload to school2school CTFs of students who have left but their destination / next school is unknown or the child has moved abroad.

Legal Status:

- Complies with Statutory Guidance 'Children Missing Education', Ref: DFE-00214-2016

Applies to:

- The policy applies primarily to Years 9, 10 and 11.

Related Documents:

- Attendance Policy
- Child Protection and Safeguarding Policy

Availability

- This policy is made available to parents, staff and students in the following ways: via the college website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Board of Directors undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by

no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: November 2024

James Alder

Edward Browne and Robert Marsden