

Date of original issue September 2015

Last modified September 2019

Date of Next Review September 2020

Children missing from and missing out on education revised arrangements

Background

1. The Council has a statutory obligation to ensure that children and young people in its area are receiving a suitable full-time education. For the vast majority of children this will be in a state school unless the parent has elected to educate them at home or in the private sector. Children not receiving education are at a high risk of underachieving and are also more vulnerable to abuse and exploitation. This document sets out the LAs strategy and action plan to promote and safeguard the interests of children and young people. **Nothing in this document replaces the Council's safeguarding policies and referral arrangements where an organisation, school or member of staff has concerns about the safeguarding of children.**

Current arrangements

2. The authority has robust procedures to track children missing education (CME) including
 - Those who have never accessed education;
 - Leave education without a confirmed education destination
 - Fail to transfer between key stages; or
 - Have been withdrawn by the parent/carer from education.

Current guidance and policy documents on attendance and CME can be located on the Ealing Grid for Learning at:

<https://www.egfl.org.uk/services-children/attendance-and-cme>

3. In 2014 the Council introduced a revised Fair Access Protocol to ensure that children without a school place are allocated a place as soon as possible. The FAP is Chaired by the Head of the High School Pupil Referral Unit selected by High School Heads. The FAP can be found at:

<https://www.egfl.org.uk/news/2015/09/update-2014-fair-access-protocol>

4. The Authority has well established arrangements to secure provision for children excluded from school or require alternative provision through its Education Otherwise than at School (EOTAS) service. Provision is provided through the primary and high school pupil referral units. There are also arrangements to commission alternative provision from other providers on the Council's approved list.

Review of existing arrangements

5. In 2014 the LA reviewed its arrangements for children missing out on education in the light of the OfSTED's report "Pupils missing out on education" (November 2013). Data was collected from schools using the OfSTED dataset to which we added SEND and relevant census data held by the LA. Data collected in the autumn 2014 identified just under 300 children and young people receiving part of the education outside of their host school or receiving only part-time education. Of these, 39 were receiving support from early intervention services (SAFE), 3 had child protection plans and 2 LAC and 9 were open cases to Youth Justice. The arrangements were reviewed in 2016 and in the autumn term 2019 to update the role of the Forum to review patterns of CME and inform development of policy and practice. The Forum will meet after the November data collection.

Revised Arrangements

6. The following arrangements have been agreed by the Children's Services Leadership Team. These arrangements are meant to complement and strengthen the existing responsibilities of all professionals have towards children in their care.

Data Collection

- Data collection will be co-ordinated and analysed by the Research and Data Team.
- Continue to collect data from all schools and academies on 1st Thursday of November and the last Thursday in April using the attached data fields
- CME data will be provided by the Head of CME and In-Year Admissions (IYA)
- Children under-going an education, health and care plan assessment or with a plan in part time provision or awaiting a placement will also be reported
- The data will be matched to:
 - i. MOSAIC;
 - ii. YJS Integrated Youth Support System (IYSS);
 - iii. latest school census data sets including those with 10% or more unauthorised absence over the previous 3 terms and traveller status;

- iv. Multi-agency Sexual Exploitation (MASE) data set
- vi. CSE risk rated data set

- To supplement the two fixed data collection points, arrangements are in place to enable schools to notify us of children coming on or off part-time provision between the full collections. The data should be submitted on line through the following survey which is secure. The link is: <https://www.surveymonkey.co.uk/r/EalingPTProvision>

RISK ASSESSMENT

An initial risk assessment will be made on the data. A child or young person will be considered at risk of being vulnerable if one or more of the risk factors are present:

- i. unauthorised absence of 10% or more
- ii. Provider is not known to the LA and monitoring arrangements by the school are not yet confirmed
- iii. a case is open on MOSAIC, YJS IYSS, MASE, CSE
- iv. Part-time or no provision is recorded for those with SEN being assessed for or in receipt of an EH&C Plan
- v. from a Traveller family

ACCOUNTABILITY

- Where there is a lead children's service, the Research and Data Team will feedback to that service that individuals have been identified as potentially vulnerable on one or more of the above factors. It will be the responsibility of that lead service to consider whether further action needs to be taken in the light of the information.
- The child or young person's school is responsible for ensuring that there are adequate monitoring and evaluation arrangements of part-time provision or alternative providers and the educational progress and attendance of the child or young person
- The CME Forum, chaired by the Assistant Director Schools Planning & Resources) will meet annually to review trends.

Terms of Reference for the CMoE Forum

8. The Authority has a statutory duty to ensure that pupils are receiving suitable full time education. For the vast majority of pupils this will be achieved through attendance at mainstream schools full-time. The forum will meet annually to review at a strategic level Children Missing out on Education. The focus of the meetings will be on the data returns made by schools, in-year admissions, SEN, EOTAS and the attendance service. The purpose of the group is to review patterns and trends and the arrangements to ensure appropriate arrangements

in place to ensure that children are safeguarded and attending appropriate education provision.

9. Membership of the group:

Assistant Director Schools Planning & Resources

Principal Research and Statistics Officer

Assistant Director with responsibility of SEND

Head of School Attendance and CME

Head of Behaviour Strategy and Inclusion, Virtual School Head Ealing LAC

School Effectiveness Representative

School Care/Youth Justice Representative

Review

11. These arrangements will be reviewed formally on an annual basis..

Author

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Fields requested from schools and service leads

Field	Notes
School or LA	
UPN	
Forename	
Surname	
Ethnicity	
Gender	
Date of birth	
National Curriculum Year	
SEND (SEN provision)	
SEND (primary need)	
Provider(s)	
Provision start date	
Al Provision hours	Hours in alternative provision - where relevant - (5 hours = 1 day)
In school hours	Hours in school - where relevant - (5 hours = 1 day)
Review date	
Description of reasons behind provision	
School Lead	
Notes (eg. other agencies involved)	