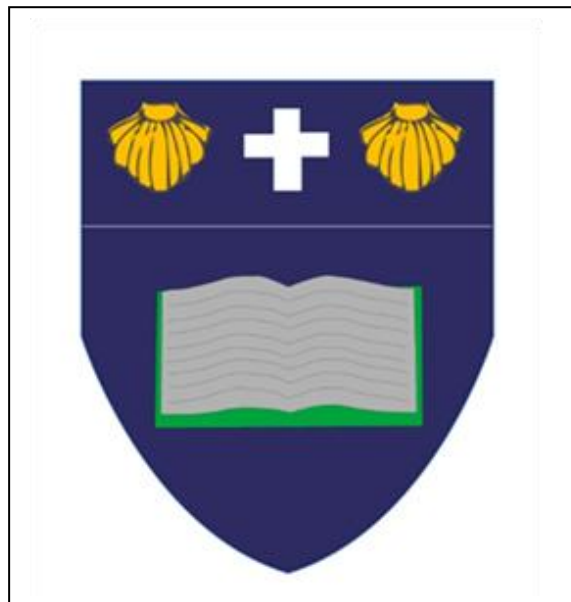
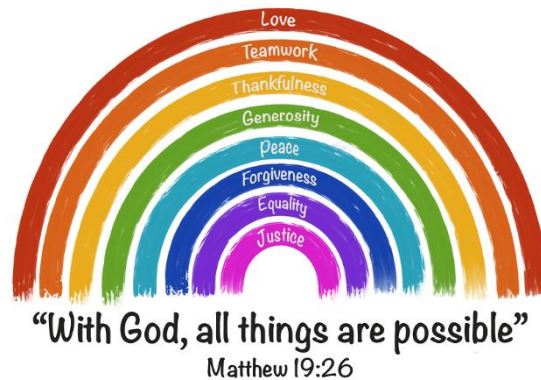


# Westleigh Methodist Child Missing Education Policy



Written by:	S Taylor
Date Agreed:	Autumn 2024
Next Review Date:	Autumn 2026

## **Our Vision:**



We are a loving, inclusive family, rooted in our Christian Values and nurturing ethos. We provide a positive learning environment where all children can achieve their full potential.

## **Our Mission:**

Westleigh Methodist is a family in which everything we do is built upon our Christian values and ethos.

We endeavour to create a place where everyone feels happy, nurtured, safe and valued. We will foster a sense of high-self-esteem, love of learning and enquiring minds. We aim to equip pupils to become good citizens with high aspirations and an understanding of the part they play in our society. Our creative and exciting curriculum will lead to achievement for all and children reaching their full potential and becoming life-long learners.

## **Safeguarding Statement:**

At the Westleigh Methodist Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors.

## **Introduction**

The purpose of this policy is to establish a set of principles, which ensure that we as a school:

- Can track children missing from education (CME), including those children who may be on a school roll but have not been seen by professionals for considerable periods of time.
- Identifies those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene.

### **This policy should be read in conjunction with Wigan LA 'Children Missing Education (CME) and Pupil Mobility Policy'.**

The Children Act 2004<sup>2</sup> places a duty on all partners to work together to promote the welfare of children and to share information. This principle underpins the expectation that all partners will work together to ensure that all children are safe and have access to a suitable full-time education.

All children, 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.

No child should be denied the right to access their education if to do so would be discriminatory.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable 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.

Children that are subject to high levels of pupil mobility form an additional group of concern. These pupils are at additional risk of not receiving a suitable education.

Effective information sharing between parents, schools, partner agencies and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

### **Definition of a 'Child Missing Education'**

The definition of Children Missing Education refers to all children of compulsory school age that are not on a school roll, nor being educated otherwise (e.g., privately or in alternative provision). In these cases, schools and professionals are

expected to make referrals as per the procedures in the accompanying appendices.

The Wigan Partnership has adopted a broader definition of Children Missing Education to include children and young people who have been out of any educational provision for a substantial period (usually agreed as 20 school days or more) or whose offer of education is less than full time. For the purpose of this policy, Children Missing Education, and pupils subject to Pupil Mobility will be considered as the following:

- Children persistently absent from school (90% or less attendance)
- Children severely absent from school (50% or less attendance)
- Children that have been permanently excluded and have not secured suitable education within 6 days.
- Children who have particular social, emotional, and mental health needs, which means that they do not attend school full time (we would recommend this is opened as an early help)
- Children on a reduced timetable (these pupils must be referred to the local authority and a robust plan with regular reviews must be in place to support a return to full time education).
- Children with medical or mental health needs which prevent them accessing education full time.
- Children with complex needs where identifying a suitable education has been delayed.
- Children who have been electively home educated where the provision is unsuitable resulting in CME and/or School Attendance Order
- Children who have been removed from a school roll without a known destination.
- Children that are new to the education area and require a school place.

Specifically:

- children new to the country
- children that have not taken up a school place within 20 school days of it being offered
- children of compulsory school age who have not applied for a school place in reception.
- children new to area and not secured a school place within 20 school day.
- Children Looked After placed in or out of Borough with no suitable educational placement.
- those who are pregnant or are young parents of compulsory school age.
- children who are returning from custody and a school place has not been found for them.
- children from a Gypsy, Roma or Traveller background and alternative provision has been made.
- In all the above examples a Child Missing Education referral will not always be appropriate, however schools and professionals working with pupils not accessing existing provision should consider making referrals to an appropriate service to ensure the young person is fully supported in accessing education.

## **Parents/Carers Responsibilities**

Parents/carers have a duty under Section 7 of the Education Act 1996 to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate 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.

Where a parent/carer wishes to home educate their child, they must inform the school of this in writing. Following this the school must delete the child's name from the admission register and inform the local authority (Wigan has a local arrangement where schools maintain on roll status for 15 days, to establish parental intention, once established removal from roll can be backdated). However, where parents indicate that they intend to home educate, the school should consider notifying the local authority at the earliest opportunity. Once the LA confirm parents' intentions schools can back date removal from roll to the date of notification. Wigan has a local EHE policy available to all partners.

Children with Education, Health, and Care (EHC) plans can be home educated. Where the EHC plan indicates provision that the child should receive at home, the local authority has a duty to arrange that provision. Where the EHC plan names a school or setting where the child should receive his or her education, but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the EHC plan annually to assure itself that the provision set out continues to be appropriate and that the child's needs continue to be met.

## **Schools' Responsibilities**

School must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity (see appendix 1).

School must monitor and record pupils' attendance through their daily register. School should monitor attendance closely and address poor or irregular attendance swiftly. It is important that pupils' poor attendance is referred to the local authority and discussed with the local authority in termly attendance monitoring meetings as outlined in 'Working together to improve school attendance'

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

School must also arrange full-time education for suspended pupils from the sixth school day of a suspension.

School has a statutory safeguarding duty, which includes investigating all unexplained absences. (See Attendance Policy)

School must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations (see appendix 4) as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

Where a school notifies the local authority that a pupil's name is to be removed from the admission register, the school must provide the local authority with:

- a) the full name of the pupil.
- b) the full name and address of any parent with whom the pupil lives.
- c) at least one telephone number of the parent with whom the pupil lives.
- d) the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
- e) the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

The Inclusion Service will complete weekly off roll checks to ensure that all potential Children Missing Education are identified. If a school has removed a child from roll without informing the LA, the service will formally write to the head teacher to inform them of their duty to inform.

## **Local Authorities' Responsibilities**

Section 19 (1) of the 1996 Education Act requires every Local Authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. For these purposes, "suitable" education is defined as "efficient education suitable to the age, ability, aptitude and to any special educational needs the child (or young person) may have."

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

The local authority should consult the parents of any child when establishing whether they are receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or otherwise suitable provision. Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving suitable education.

Local authorities should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other partner agencies can make referrals about children who are missing education.

Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex needs may require a higher level of intervention and support to access suitable education. When developing policies and procedures for children not receiving a suitable education, local authorities should consider the reasons why children go missing from education and the circumstances that can lead to this happening.

Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This duty should therefore be viewed alongside 'Keeping Children Safe in Education' to promote the safeguarding of children.

Local authorities should have in place arrangements for joint working and information sharing with other local authorities and agencies. Individual local authorities can determine the specific detailed arrangements that work best in their

area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children. The 'Working together to safeguard children' statutory guidance provides advice on inter-agency working to safeguard and promote the welfare of children.

Where there is concern for a child's welfare, this should be referred to local authority children's social care. If there is reason to suspect a crime has been committed, the police should also be involved. Where there is a concern that a child's safety or well-being is at risk, it is essential to act without delay.

Local authorities have other duties and powers to support their work on CME. These include:

- a. Arranging suitable full-time education for permanently excluded pupils from the sixth school day of exclusion.
- b. Safeguarding children's welfare, and their duty to cooperate with other agencies in improving children's well-being, including protection from harm and neglect.
- c. Serving notice on parents requiring them to satisfy the local authority that the child is receiving suitable education when it comes to the local authority's attention that a child might not be receiving such education.
- d. Issuing School Attendance Orders (SAOs) to parents who fail to satisfy the local authority that their child is receiving suitable education, if the local authority deems it is appropriate that the child should attend school.
- e. Prosecuting parents who do not comply with an SAO.
- f. Prosecuting or issuing penalty notices to parents who fail to ensure their school-registered child attends school regularly.
- g. Applying to court for an Education Supervision Order for a child to support them to go to school.

## **Processing Referrals**

School has a duty and shared responsibility to make a referral where they suspect that a child or children are missing education.

This can be done by completing the 'CME Referral Form and Checklist' (see appendix 1).

This guidance and associated appendices provide information for professionals in identifying Children Missing Education. Where professionals suspect a child is missing education, they should complete a referral and seek advice from the CME Team.

Referrals will be sent by secure email to the CME inbox at [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

Once received referrals will be acknowledged by email.

Where additional support is deemed necessary the CME Manager will agree the most appropriate course of action.

The referral will be uploaded to a CME specific involvement form on Capita One and this record will be allocated to the assigned officer for completion.

The allocated officer will triage the case against other agency involvement using both Capita One and Liquid Logic.

Should there be other involvement the officer will contact the lead professional and liaise with them regarding the ongoing CME referral.

Where the school suspects a child is classed as CME, they should ensure they are discussed with the LA as part of their attendance response.

### **Current arrangement for children not in receipt of full time education**

Suspensions - The Pupil Inclusion Team have systems in place to monitor fixed term suspensions and permanent exclusions from school and challenge schools where appropriate.

The following is monitored:

- Any suspensions that are 6 days or over to ascertain provision.
- Any suspensions over 15 days in a term to ensure that schools are following guidance and having disciplinary committee meetings.
- Manually import all incoming exclusion data and highlight areas of concern.
- Compare exclusion and attendance records for patterns which may indicate illegal
- exclusion and challenge as appropriate.
- Monitor all exclusion data and provide annual summary report to senior management.

Reduced Timetables (Appendix 4) – School is required to inform the Inclusion Service of any pupils who are placed on a part time / reduced timetable and the reasons for this. This is recorded centrally and regularly monitored through contact with the school. Information is shared with other teams and agencies in line with our Privacy Notice to ensure that investigations can take place, any updates are provided, and concerns can be raised. Where appropriate we will contact schools to challenge and offer support.

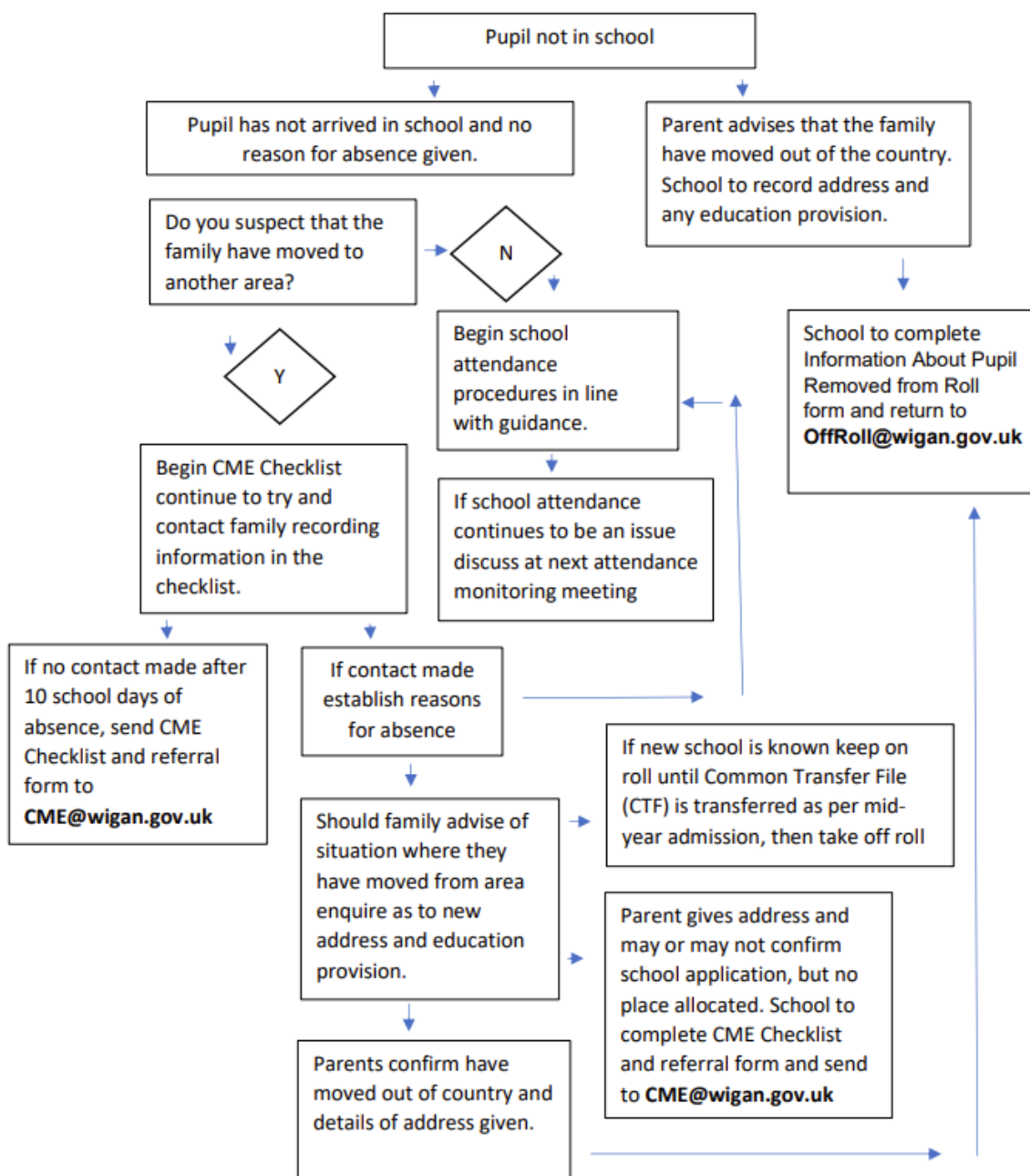
Children attending Alternative provision - The Inclusion Service maintain a central list of any pupils that are accessing off site alternative provision (e.g. mechanics, construction, fishing, hairdressing, online learning etc.).

Schools are asked to notify the team when a pupil is placed on alternative provision and again when a pupil is removed from alternative provision so that records are accurate and discussions can take place regarding other arrangements for the pupil. (see appendix 5)

Schools have a responsibility to monitor a child's attendance and investigate any unexplained absence. They should inform the Multi Agency Safeguarding Team of the details of pupils who are regularly absent from school or have missed 5 school days or more without permission. It is also important that pupils' irregular attendance is referred.

## Taking Pupils Off Roll

Pupils should only be taken off school roll outside of standard transition times if the criteria is met as per the grounds set out in the Education (Pupil Registration) (England) Regulations 2006 (see appendix 3). Should a pupil be deleted as per these grounds the local authority must be informed using the referral form 'Information About Pupil Removed from Roll' (see appendix 2). The below flowchart helps differentiate where a situation is either an attendance issue, a child missing education or a situation where a pupil can be removed from roll and subsequently referred to the local authority.



## Appendix 1 – CME referral and checklist



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**This document should be used in conjunction with the Children Missing Education and Pupil Mobility Policy**

### **CHILDREN MISSING EDUCATION REFERRAL & CHECKLIST**

**V7 August 2024**

As outlined in the statutory guidance for Local Authorities 'Children Missing from Education' are children of compulsory school age who are not a registered pupil at a school or are not receiving suitable education other if they are not registered at a school.

Where a pupil has not returned to school for ten days without authorisation, the school and the local authority have a responsibility to jointly make reasonable enquiries to establish the whereabouts of the child. The appropriate completion of this checklist ensures that the Local Authority and school have fulfilled this responsibility.

It is school's responsibility to follow up all unexplained and unexpected absences in a timely manner and every effort should be made to establish the reason for a pupil's absence. If you require advice and guidance, please contact the Children Missing Education inbox [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk). Where there are concerns in relation to safeguarding or child protection issues contact the Children First Partnership Hub on 01942 828300.

It is important that one checklist is completed for each child within the family, please **do not** include all children on one.

During the first 10 days of absence (reason unknown), school must complete this referral form and checklist. Once completed if the child's whereabouts remains unknown, please make a referral to the Children Missing Education [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

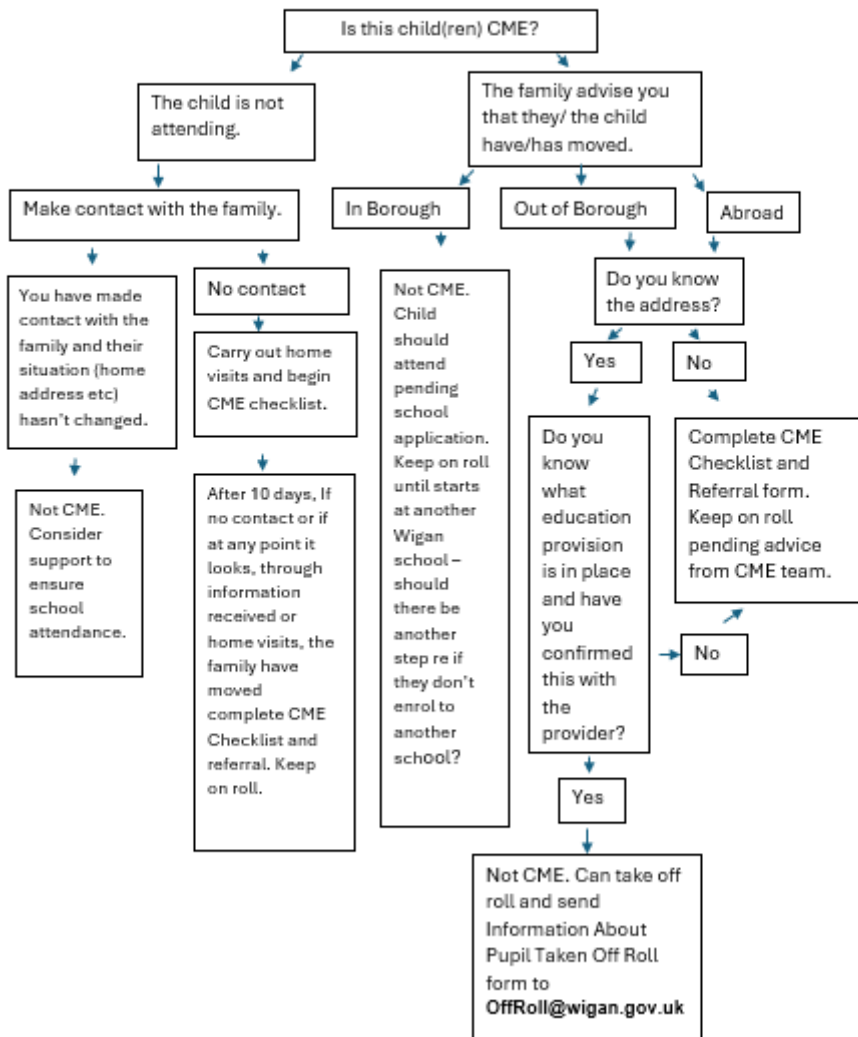
**Pupils must be kept on roll pending investigations from the CME Team. You will be advised when you can safely take off roll.**

Please note that if the child is residing or located in the Wigan Borough, they are not a CME and should not be removed from school roll. Policies in relation to school attendance should be followed in these cases.

**At any point if you feel a child is at risk of significant harm, FGM, human trafficking or sexual exploitation refer immediately to social care please contact 01942 828300.**

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The following flowchart will assist in identifying if a Child Missing Education (CME) should be made:



**CHILD'S INFORMATION:**

Child's Name:		DOB:
Child's Address:		
Previous Address: (if known)		
School:		
Parent/carer's names:		
Parent/carer's address:		
Contact names & numbers: (Include emergency)		
Any known siblings & school:		
Reason for CME checks:		
Any other agencies involved:		
Known vulnerability/risk factors. Do you feel this child is at risk of harm or neglect <b>Y/N</b> please provide detail:		
Is this child Gypsy Roma Traveller? <b>Y/N</b>		

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Are either (or both) parents of the child service personnel (defined by being an active serving member of HM Armed Forces)? <b>Y/N</b>
Has this child had any Missing from home episodes? i.e., reported to the police or missing for significant periods. <b>Y/N</b>
Is this child known to the Youth Justice System? <b>Y/N</b>
Does this child have any Special Educational Needs or Disability? <b>Y/N</b>
Are there any other vulnerabilities you are aware of that could impact on the child or family's ability to access education? Please provide detail:
Date:

**All boxes must be completed, if not relevant please enter N/A**

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**CHECKLIST:**

<b>Form completed by</b> <b>(Please state name and designation)</b> <b>i.e., Mrs Smith Head – Designated Safeguarding Lead</b>			
<b>School checklist</b>	<b>Dates/ Times</b>	<b>Outcomes</b>	<b>Name</b>
School to attempt to contact parent on first day of absence.  This includes Truancy Call, First Day calling, Text, Email, all emergency contacts. Please detail all contact methods - whether a message was left, if the phone is working, is there an international dialling tone.			
School to check possible whereabouts with staff and pupils.  This should include checking with family friends, all staff members, the child's friends, social media.  Contact all emergency contact numbers you hold in school.			
Visit to address(es) by school.  Leave card if no answer.  Does the property look empty?  Is someone at home but not answering the door?  NB if school policy does not permit home visit a police welfare check should be requested			
Contact made with involved agencies within 5 working days (Social Care, EMAS team, School Nurse etc)			
Contact made with agencies to understand when they last had contact/saw the child (no consent needed)			

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- Social care - school nurse (when did health have any contact with the child)			
School to contact the new school or Local Authority the child is believed to have moved to? What were the outcomes?  <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a>			
NB – Has the child been seen? State when & by whom  If not seen, what further action has been taken? (Refer to CME Policy Doc for advice)			

**ALL BOXES MUST BE COMPLETED, IF NOT RELEVANT PLEASE ENTER N/A**

Please submit this referral to [CME@wigan.gov.uk](mailto:CME@wigan.gov.uk)

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## Appendix 2 Information About Pupil Taken Off Roll Form



### Information About Pupil Removed from Roll

<b>Full Name of Pupil</b>	
<b>Date of Birth of Pupil</b>	
<b>Parent(s) Name(s)</b>	
<b>Parent telephone number</b>	
<b>Parent Email Address</b>	
<b>Current Address</b>	
<b>Future Address if different to above</b>	
<b>Information about school or education provision if known</b>	
<b>Regulation 8 Ground under which removed</b>	

When complete return to [OffRoll@wigan.gov.uk](mailto:OffRoll@wigan.gov.uk)

## Appendix 3 Regulation 8 Grounds for Removal from a School Roll

<b>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.</b>	
1	8(1)(a) - 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	8(1)(b) - 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	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (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	8(1)(d) - 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	8(1)(e) - 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	8(1)(f) - 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	8(1)(g) - 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	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — 21 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 (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	8(1)(i) - 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	8(1) ( j ) - that the pupil has died.
11	8(1)(k) - 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	8(1)(l) - 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	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - 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	8(1)(o) where— (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.

## Appendix 4

# Reduced Timetable Notification Academic year 2024/25

Please refer to paragraphs 43-44 of the following guidance which sets out the school's duties before completing a reduced timetable notification:

[Working together to improve school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Have you read the above guidance notes before completing this form with <u>all</u> information requested?	Yes/No
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Please inform the Local Authority of any changes in reduced timetables at your school.

- Pupils starting a reduced offer
- Pupils ending a reduced timetable and returning to full time
- Changes in hours offered to pupils.

The Local Authority will contact you monthly for updates. Please use the form below to inform the Local authority of new reduced timetables.

For more information on why this information is required please see the Service Privacy Notice at <https://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/Privacy-notices/Education/Children-Missing-Education-Privacy-Notice.pdf>

**Please ensure that your own Privacy Notice is up to date and explains to parents and students that this information will be shared with Wigan Council.**

**SCHOOL DETAILS**

School Name:

DfE number:

**PUPIL DETAILS**

Surname:

DOB:

First name:

NCY:

**PLANNING**

A reduced timetable is part of the following plan for the child:

Early Help

Pastoral Support Programme

Child in Need Plan

Child Protection Plan

Individual Health Care Plan	<input type="checkbox"/>
Personal Education Plan ( <a href="#">PEP</a> )	<input type="checkbox"/> CLA Authority:
Attendance Action Plan	<input type="checkbox"/>
Other	<input type="checkbox"/> Please state:
<b>SUPPORT/ AGENCIES INVOLVED</b>	<b>Name of professional:</b>
Education Health and Care Plan	<input type="checkbox"/> ..... (School SEND <a href="#">link</a> )
SEND K Code	<input type="checkbox"/>
EY additional resource funding	<input type="checkbox"/>
SEND support funding	<input type="checkbox"/>
CAMHS involvement	<input type="checkbox"/> ..... (CAMHS worker)
Targeted Education Support Service	<input type="checkbox"/> ..... (TESS <a href="#">link</a> /SEMH specialist)
Educational Psychology Service	<input type="checkbox"/> ..... (EP)
Attendance Service	<input type="checkbox"/> ..... (Lead Attendance Officer/ Attendance Officer)
Start Well	
Childrens social care	
Heath professional	
<b>REASON FOR REDUCED TIMETABLE:</b>	
<b>Medical</b>	<input type="checkbox"/>
<b>Attendance (aid to <a href="#">engagement</a>)</b>	Current % .....
<b>Persistently absent</b> (i.e. below 90% at any point during the academic year)	<input type="checkbox"/>
<b>Severely absent</b> (i.e. below 50% at any point during the academic year)	<input type="checkbox"/>
<b>Behaviour</b>	<input type="checkbox"/> Number of suspensions .... Number of <a href="#">days</a> .....
<small>(Please note that the 2022 School Attendance guidance states that reduced timetables should not be used to manage a pupil's behaviour)</small>	
<b>Further details:</b>	

**Number of hours attending School each day:**

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Total hours in school .....

**Off-site provision:**

If the reduced timetable involves any off-site provision please give details:

Type of provision	Name of provider	Number of days per week	Number of hours each day
E-learning			
Work experience			
Alternative provision			

Details:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Placements at off-site provision are recorded as Alternative Provision so there is no need to complete a separate AP notification. Child's total hours in all provision will be recorded.

Start date of reduced timetable

First Review date (must be within 6 weeks of start)

Date reduced timetable will end

Parental consent obtained  Yes  No

**Supporting interventions/Strategies to be used during reduced**

timetable:	
Plan to increase to full time hours:	
Date of next professionals review/planning meeting:	
Head Teacher name	Date of notification

The completed form and any supporting documentation should be returned to the Pupil Inclusion Team at Wigan Council, by email to [RTT-AP@wigan.gov.uk](mailto:RTT-AP@wigan.gov.uk)

## Reduced timetables – guidance notes

### DfE guidance, Working Together to Improve School Attendance 2022

#### Part-time timetables

*43. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable should not be used to manage a pupil's behaviour.*

*44. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend full-time, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised*

#### Frequently Asked Questions

- **Can a school insist that a child attends part time?**

A school must not enforce a reduced timetable without parental consent, as this could be deemed as an unofficial exclusion, which is unlawful. Signed parental consent should be obtained and evidenced on the students file, prior to the student commencing a reduced timetable. If a parent does not agree, then the reduced timetable cannot be implemented.

- **If parents/carers initially agree to a reduced timetable what happens if they change their minds? Can they insist on the child attending full time?**

If a parent withdraws consent, to their child being on a reduced timetable the parent can insist that the child attends full time. The child should be re-instated on a full timetable.

- **Can a reduced timetable be used for children with SEND/EHCP plans?**

Where a student has a SEND/EHCP the school must ensure that the SEN Caseworker is involved to ensure the EHCP is reviewed and amended as appropriate. A review should be convened to make the proposal known and the school should obtain the agreement of the parent/ carer and Local Authority. It is important that the reduced timetable does not interfere with additional support given to the student due to their educational needs. Schools should ensure that they are compliant with the SEND Code of Practice 2015 and the Equality Act 2010.

- **Can a reduced timetable be used where child is Looked After/Child In Need/Child Protection?**

Schools must ensure that where the student is a looked after child, a reduced timetable is only considered when all other interventions have been tried. The local authority has a duty to provide full-time education for CLA.

Schools must ensure that multi-agency review meetings are held before reduced timetables are implemented for children with an Early Help or open to social care. If the child is on a Child Protection Plan, the child's social worker must have given written agreement.

- **Safeguarding and responsibility for children on reduced timetables**

Schools must ensure reduced timetables are reported to the Local authority; recorded correctly by the school and monitored. It is important that social care is provided with a copy of the plan where the child is CLA or on a CiN or CP plan.

- **How should a reduced timetable be recorded?**

School should mark the child as absent when they are not in school or being provided with alternative education provision. This does not include periods where work is sent home to complete. In agreeing to a reduced timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as Code C: Leave of absence authorised by the school.

- **How long can a child be on a reduced timetable?**

Schools must monitor that the reduced timetable does not exceed 6 weeks as a child should not be on a reduced timetable for more than 6 weeks. There should be a plan in place for reintegration.

- **What is the role of the LA in the use of reduced timetables?**

Schools should use the notification form to inform the LA of all pupils placed on reduced timetables. The Pupil Inclusion Team records details of all notifications received. We will periodically monitor the use of reduced timetables by individual schools and across the borough. If we have any concerns or any concerns are raised to the LA we will:

- Raise concerns directly with the Head Teacher and/or Governing Body/ Academy Trust.
- Visit the school if necessary to further understand individual cases.
- Raise concerns through School Improvement monitoring visits, as a safeguarding or standards issue.
- Instigate a thematic safeguarding review where there are serious concerns.

The Local Authority closes all reduced timetable involvements for individual children at the end of each academic year. Reduced timetables for all children should be reviewed before the start a new academic year and a new proforma submitted in September for any child who will be on a reduced timetable.

## Appendix 5

### Notification of Pupil Accessing Alternative Provision

#### Pupil Information Sheet



Please complete this form with **all** information requested.

Please return the completed form and any supporting documentation by email to  
RTT-AP@wigan.gov.uk  
Any queries please contact the Pupil Inclusion Team

For more information on why this information is required please see the Service Privacy Notice at  
<https://www.wigan.gov.uk/Docs/PDF/Council/Data-Protection-FOI/Privacy-notices/Education/Children-Missing-Education-Privacy-Notice.pdf>  
Please ensure that your own Privacy Notice is up to date and explains to parents and students that this information will be shared with Wigan Council.

School Name:	
DfE number:	
<b>Pupil Full Name</b>	<b>DOB and NCY</b>
<b>Please indicate all applicable:</b>	<b>Date of next review/planning meeting</b>
Education Health and Care Plan <input type="checkbox"/>	..... SEND K Code <input type="checkbox"/>
Early Help/ PSP <input type="checkbox"/>	..... CAMHS involvement <input type="checkbox"/>
SEND support funding <input type="checkbox"/>	..... Attendance issues <input type="checkbox"/>
Child Looked After/Previously Looked After <input type="checkbox"/>	..... Historical issues <input type="checkbox"/>
Which authority .....	..... Fixed term exclusions <input type="checkbox"/>
Child in Need/ Child Protection <input type="checkbox"/>	..... Number of days in current academic year .....
Individual Health Care Plan <input type="checkbox"/>	.....
<b>Reason for accessing alternative provision:</b>	

**Details of alternative provision:**

Type of provision:                      Name of provider:                      Day/s:

E-learning		
Work experience		
Alternative provision		

Hours of attendance each day:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Start date of alternative provision:

Arrangements for review of the alternative provision:

Accreditation the pupil be able to achieve:

How is participation and safeguarding monitored:

E-learning only – how often is this reviewed?

What is the plan for return to school?

Parental consent obtained                       **Yes**                      **No**                     

**Details of support provided to pupil in school and whilst attending alternative provision:**

**Agencies involved:**

Agency	Name

**Head Teacher name**

**Date of notification**