



The John Roan School

ATTENDANCE POLICY

Attendance Policy

Introduction

Here at The John Roan School we believe it is of vital importance that our students have good attendance at school. This is a successful school and all students play their part in making it so. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at The John Roan School, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly, and this policy sets out how together we will achieve this.

Regular attendance at school is of critical importance to a child's education. Evidence tells us that the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment¹. Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. Ensuring your child's regular attendance at The John Roan School is your legal responsibility and permitting absence from The John Roan School without a good reason creates an offence in law and may result in prosecution.

Aims

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, and how they apply at The John Roan School this policy sets out:

- Section 1: the practical procedures to be followed at The John Roan School in relation to attendance
- Section 2: the measures in place at The John Roan School to promote regular attendance by its registered pupils
- Section 3: the responsibilities of particular members of staff in relation to attendance
- Section 4: the action to be taken by staff if a registered pupil fails to attend school regularly
- Section 5: the school's strategy for addressing any specific concerns identified in relation to attendance

Section 1: Practical Procedures

This section sets out the practical procedures to be followed at The John Roan School in relation to attendance are as follows:

- The school day starts promptly at 8:25 where all students greet their class teacher in the school playground. The register for the first lesson should be taken no later than 8.35am and will be kept open until 9.00am. The register for the second session should be taken no later than 1.00pm and will be kept open until 1.30pm. Teachers should ensure all registers take are accurate and up to date.
- In the event of a student being unable to attend school, parents/carers should make contact with the school ASAP, prior to 8:00am to inform the school of any a reason for absence. This can be completed by calling or emailing the school.

¹ [Working together to improve school attendance](#)

Parents can inform the school of their child's absence by:

- **Contact the school absence line on 020 8516 7558.**
- **Email the school at: Absence & Attendance absence@thejohnroanschool.org.uk**
- The school will follow up any absences to ascertain the reason. This is to ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not, and identify the correct attendance code to use. Where a parent has failed to inform the school of their child's absence from school, the school will inform parents of their child's absence via text message in the first instance. Parents are requested to respond to this message by providing appropriate information regarding their child's absence. School staff will also call all parents of absent students to check-in with the parents, and where required offer additional support. Where the school has not been informed of a child's absence for three consecutive days, this will result in a home visit from school staff. School staff may also visit a student at home where there has been a longer period of absence for well-being checks.
- Parents may also contact their child's Head of Year to discuss any longer-periods of absence where additional support may be considered.

There are clear links from this policy to our safeguarding and child protection duties as set out KCSIE. Safeguarding policy can be found [here](#).

The Admissions Register (or "school roll")

1. As a school, we are responsible for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission or readmission to the school, information regarding parents and carers, and details of the last school attended.
2. We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number, so that we have options to make contact with a responsible adult should the need arise.
3. A pupil's name can only be lawfully deleted from the admissions register in very limited circumstances.

The Attendance Register

4. The register will be taken at the start of each morning session of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.
5. These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

6. A student who arrives late, after 8:25am, but before the register has closed will be marked as late, using the L code. The member of staff completing the register will also record the number

of minutes late. A student who arrives after the register has closed (after 9.00am) will be marked as absent using the U code. This will mark the student as absent for that session.

Lateness

7. The John Roan School expects all students to arrive to school no later than 8:25am. Lessons start promptly at 8:30am and therefore poor punctuality will be detrimental to student progress. Any student arriving after 8:25am is expected to sign in via the school inventory system which will record the time of arrival. Students are also requested to provide a reason for being late to school. All late marks and time of arrival is recorded as part of the school management system. Where students arrive late, a detention will be issued. Where students arrive late on two occasions per week, this will escalate to a School Based Reflection.

Absence

8. Parents² must contact the school when their child is absent to explain that absence. This can be done as follows. Parents/Carers are requested to provide:
 - full name of pupil;
 - pupil's Year group or Form;
 - Full name of person reporting absence and relation to child;
 - Reason for absence.

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.00am or as soon as practically possible

Parents can inform the school of their child's absence by:

- 1. Contact the school absence line on 020 8516 7558.***
- 2. Email the school at: Absence & Attendance absence@thejohnroanschool.org.uk***

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, or the student has an attendance percentage below 90% the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. The school will not authorise absence without medical evidence where pupils have an attendance percentage below 90%. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence, including appointment cards, should be brought into school to confirm any medical commitments. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. For example, where a student attends a medical appointment in the morning, the student must return to school for the afternoon session, or as soon as reasonably possible.

Medical evidence can be provided in a number of ways.

- Bring copies of any medical appointments in to the school reception
- Email copies of appointments/prescriptions/medication to the Attendance Officer

² Throughout this document, the terms 'parent' and 'parents' are interchangeable and apply equally to 'parents and carers' and includes foster parents and social workers where relevant.

9. Where a reason for the absence is not received by 9:00am on the day of the absence, the school will within 9:00am & 10:00am contact the parents on the same day to understand the reason for the absence.
10. Where further unexplained absences occur, the school will make further contact with the parent (including foster parents and/ or social workers where appropriate). This should be with the aim of understanding **why** the absence has occurred, and **when** the pupil will return.
11. The correct absence code will be inputted into the Attendance Register as soon as the reason is ascertained.
12. Granting a leave of absence will only be made in exceptional circumstances. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted it is for the Principal to determine the length of the time the pupil can be away from school. It is extremely unlikely that a leave of absence will be granted for the purposes of a family holiday. To request a leave of absence parents must write directly to the Principal who will consider the application.

Section 2: Promoting Regular Attendance

This section sets out the measures in place at The John Roan School to **promote** regular attendance by its registered pupils.

Promoting and incentivising

13. The School will:
 - a) Treat all pupils and parents with dignity. Our staff will always seek to model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance.
 - b) Highlight the importance of excellent attendance through regular messaging in assembly, weekly attendance reflection tasks, PSHE and careers related curriculum.
 - c) Links to pastoral extra-curricular visits and rewards.
 - d) Regularly inform parents about their child's attendance and absence levels.
 - e) Communication from form tutors and Head of Year to inform parents of a decline in attendance.
 - f) Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
 - g) Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
 - h) Make the necessary statutory data returns to the local authority.
 - i) Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Data Strategy

14. The School understands that as poor attendance is habitual, prevention and early detection is crucial. We will therefore undertake regular data analysis to:
 - both identify and provide immediate additional support to pupils and/ or pupil cohorts that need it;
 - look at historic and emerging patterns across the school and develop strategies to address them.
15. The School will typically carry out the following analysis:

- a) Monitoring and analysing weekly attendance (including punctuality) patterns and trends, including whether there are particular issues for some children on certain days;
 - b) Patterns of attendance within sessions, to ensure that all pupils are attending all timetabled lessons
 - c) Half-termly, termly and full-year data analysis of patterns and trends, including analysis of pupils and cohorts, identifying patterns in use of certain codes, days where attendance is typically poor and (where appropriate) subjects with low lesson attendance
 - d) Benchmarking attendance data (at whole school, year group and cohort level) against Trust-level, local, regional and national data.
16. We will use this analysis to identify pupils who need support so that we can focus staff efforts on developing targeted actions for those students and to identify any common themes to support improvement planning. We will use the data to inform us regarding the impact of school-wide attendance efforts, including any specific strategies implemented, to evaluate approaches or inform action. We will also provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to school leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).

Absence reduction strategy

- 17. We will devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher-than-average absence or for specific groups of students.
- 18. The John Roan School is supported by Greenwich Attendance Advisory Service. See appendix (Attendance Guidance for Schools) Regular data analysis will highlight if a student falls below the expected attendance percentage of 90%. Where a student has 5% of unauthorised absence per term this will trigger school level intervention. Parents/careers will be invited into school to discuss any barriers to attendance. Early help assessments will be completed and a contract between the parents and schools will be put in place. This contract will be reviewed, if further unauthorised absences take place this may result in a referral to the Attendance Advisory service where legal action may be considered.
- 19. Data and reports will be shared with the Local Governing Body.
- 20. As part of promoting regular attendance the school will consider the issuing of Fixed Penalty Notices (see paragraph 30).

Pupils with medical conditions or special educational needs and disabilities

- 21. The School recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.
- 22. That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:
 - a) Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.
 - b) Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.

- c) Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day. **Please see the School's SEN policy for further details on SEN support.**
 - d) Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - e) Ensuring joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.
 - f) Ensuring data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.
23. Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. **Please see the School's policy on supporting pupils with medical conditions at school for further information.**
24. In all cases, the school will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables

25. 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. Please note that a part-time cannot be used as a reasonable adjustment for SEND, unless this is on a temporary basis and as advised by an external agency e.g., Educational Psychologist.
26. 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 fulltime, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (minimum monthly) 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 will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable. Reduced time tables will be agreed by the Principal and require other professionals to contribute to the decision, such as CAMHS & Social workers.

Section 3: Particular Responsibilities

This section outlines responsibilities of particular members of staff in relation to attendance.

- The name and contact details of the senior leader responsible for the strategic approach to attendance in school is Jemma Clark – Jemma.Clark@thejohnroanschool.org.uk
- Responsibility for identifying unexplained absences on “day 1” will fall to School attendance officer – absence&attendance@thejohnroanschool.org.uk
- Responsibility for identifying further unexplained absences will fall to School attendance officer – absence&attendance@thejohnroanschool.org.uk
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis are: School attendance officer – absence&attendance@thejohnroanschool.org.uk
- More detailed support on attendance can be requested from a student’s Head of Year.

Section 4: Specific Action for Failure to Attend Regularly

This section sets out the action to be taken by staff if a registered pupil fails to attend the school regularly.

27. Where a pupil or family needs support with attendance, it is important that the best placed person in the school works with and supports the family. Wherever possible, we will keep this person consistent.
28. Where a pattern of absence is at risk of becoming, or becomes, problematic the school will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.
29. In the first instance, the school will support pupils and parents by working together to address any in-school barriers to attendance.
30. Where barriers are outside of the school’s control, we endeavour to work together with all partners to support pupils and parents to access any support they may need. As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school, agreeing actions or interventions to address them and keeping those actions under regular review in discussion with pupils and families. This may include referrals to services and organisations that can provide support. The Greenwich Attendance Advisory Service – Pui-Ching Isted is the school contact. pui-ching.isted@royalgreenwich.gov.uk Where absence intensifies, so will the support provided, which will require us to work in tandem with the local authority and other relevant partners, as follows:
 - If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
 - Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.
 - Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This is likely to be led by the Head of Year and may include the school’s point of contact in the local authority School Attendance Advisory Office. The aim of these meetings will be to clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future but will also be an opportunity to

continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

- Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:
 - Put formal support in place in the form of a parenting contract or an education supervision order.
 - Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
 - Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour. The issuing of any Fixed Penalty notice or legal actions will be completed by Greenwich Attendance Advisory service.
 - Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

31. In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

Section 5

Some students may not access their education within the main school site. Students may be on the roll of The John Roan School but depending on individual circumstances may attend an alternative provision, attend another mainstream secondary school, attend the local authority medical provision (NEST) receive 1-1 tuition either in the home or within the local community.

Where education is accessed through a registered alternative site, attendance will be updated weekly. Where students attend, the register will be marked using a B code. Any absence will be recorded with the normal absence codes. Where students access tuition, attendance will be recorded daily. Registers will be marked with a B code where attendance has occurred.

Local Governing Body (LGB) Responsibilities:

32. The LGB recognises the importance of school attendance and will:
- promote it across the school's ethos and policies.
 - Ensure school leaders fulfil expectations and statutory duties.
 - Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
 - Ensure school staff receive adequate training on attendance.
33. The LGB will also ensure:
- that the attendance policy and its contents are generally made known within the school and to parents of registered pupils at the school, and
 - that steps are taken at least once in every school year to bring the attendance policy to the attention of all those parents and pupils and all persons who work at the school (whether or not for payment).

Approved by Local Governing Body on Date17th May 2023.....
Implementation Date17th May 2023.....
Review Date.....May 2024

Appendix: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

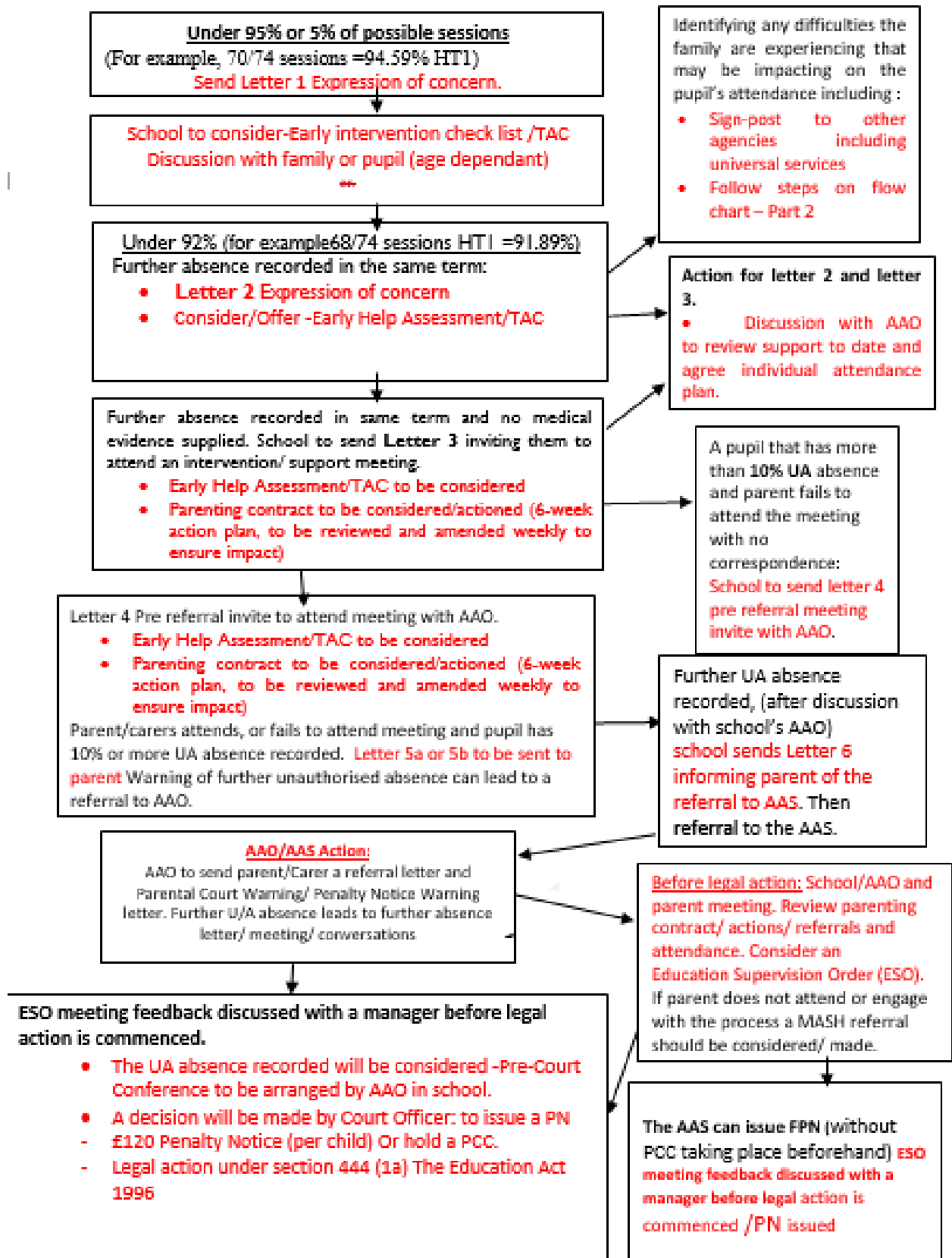
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness

M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveler absence	Student from a Traveler community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Guidance for Schools

(To be used in line with school attendance policy and DfE White paper) **School actions in red**



Royal Borough of Greenwich CME Guidance & Checklist for Schools

Timeline	NAME OF STUDENT..... Year Group CLASS	Date sent or done	Date reply/no reply
From; DAY 1 of Absence	<p>First Day of unexplained absence.....</p> <p>Normal School Attendance Action to be Undertaken: First day/daily calling is advised for any child who is absent without communication from parent.</p> <p>If the child is subject to a Child Protection Plan, a LAC or a known vulnerable child, Children’s Social Care, must be informed at once or in line with agreed CP/LAC or CIN plans.</p> <p>A Child Missing Their Education is a Safeguarding Concern. If a child attends school erratically or ceases to attend school, for ‘whatever reason’, Schools are expected to undertake action to address this, following School Attendance Action and Safeguarding Procedures, as detailed in the Education Act 1996 and Subsequent Statutory Guidance (Documents Accessible via www.legislation.gov.uk);</p> <p>‘Keeping Children Safe in Education’. ‘Working Together to Safeguard Children’. ‘Children Missing Education’.</p> <ul style="list-style-type: none"> • Any danger factors and/or the possibility of the child(ren) being exposed to CSE/FGM/Radicalisation and Gang Relations should always be considered. <p>Schools should undertake liaison with Children’s Social Care and or the Police as appropriate.</p>		
From; DAY 2	<p>The school should seek information from all available sources; For example: Emergency contacts previously supplied by the family, staff, other parents, pupils. Other schools where siblings are known to attend, who may be aware of the family’s circumstances as they may know, for example, that the family were intending to move or go on holiday. (Admissions can provide sibling information).</p> <ul style="list-style-type: none"> • Use all forms of communication as possible and ‘keep records’ (emails/telephone calls/letters). • If applicable, use translation services. 		
From; DAY 3	<p>Where no communication has been received and/or no information has been obtained:</p> <p>Home visit to be undertaken by school staff to ascertain ‘child is safe’.</p> <ul style="list-style-type: none"> • If no response, a letter should be hand delivered, requesting contact and advising that if necessary, liaison with Children’s Social Care and the Police will be initiated. • If schools are aware of any siblings at other schools, ring siblings’ schools to check for updated contact phone numbers and to see if they have any additional information. 		

Between Day 3 & 10	<p>School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try and establish the whereabouts and safety of the child (ren)</p> <p>School's to contact known involved agencies, seeking information;</p> <ul style="list-style-type: none"> • School's to contact Children's Social Care (MASH Team) advising of concern and requesting any known information. • SEN, School Nurse, Health visitors, GP, Internal/external partner agencies & Housing etc.... 		
DAY 11	<p>If there is no response to letters/email/phone messages and home visits - The school must liaise with their AAO (where applicable) or the CME Officer.</p> <ul style="list-style-type: none"> • Joint reasonable enquiries should be undertaken <p>School must send a letter to last known address advising of the possible removal from roll of the student, following 'twentieth' day of unauthorised absence. (Advising the parent/carer of that date).</p> <ul style="list-style-type: none"> • School to request parent/carer make contact with the school. <p>Where appropriate seek advice & assistance from the Greenwich Child Missing Education Officer.</p>		
Between day 11 & 20	<p>School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try to establish the whereabouts and safety of the child (ren).</p> <ul style="list-style-type: none"> • School to Continue to undertake school action to address absence. • School to discuss with their AAO (where applicable) whether a referral to the AAS would be appropriate, ie... In the case of 'Extended Leave of Absence' • AAO/CME Officer to support school in undertaking 'Joint Reasonable Enquiries'. 		
Between day 15- & 20	<p>If no communication received from parent/carer and/or child(ren) has not returned;</p> <ul style="list-style-type: none"> • School to communicate (via Telephone/Email) with the CME Officer advising that the school intends to remove the student from roll on the identified date, should the student not return beforehand, seeking any additional advice/support. 		
DAY 21	<p>Whereabouts still unknown/child has not returned:</p> <p>Student(s) can lawfully be deleted from the Schools Admission Register as at the end of the 20th day as long as the 'Grounds for Deletion' under Regulation 8 of the Education Regulations 2006 as amended (Education Act 1996), have been met'.</p> <ul style="list-style-type: none"> • The Principal/Proprietor of the Educational Establishment with responsibility for the contents of the Admissions Register authorises the decision to remove the child(ren) from roll. • School to send a letter to the last known address informing parent/carer that student is now off roll and referred to the Greenwich CMEO as a 'Child Missing Education'. • School to inform parent/carer that Children's Social Care and the Police will be notified. • School to advise parent/carer of school place re-application process, should the family return to area (UK). 		
DAY 21	<p>Referral to be sent to the CMEO via e-mail cc'd to schools AAO (if appropriate)</p> <ul style="list-style-type: none"> • children-missing-education@royalgreenwich.gov.uk ❖ Schools are to attach a copy of this checklist, all correspondence/communications and an attendance certificate for the current and previous academic years, to the referral. 		

Upon Receipt Of the CME Referral	<p>School (copy to Schools AAO) receive confirmation from the CMEO that the referral has been accepted and that the student(s) will be placed on the CME database.</p> <p>Please Note;</p> <ul style="list-style-type: none"> ❖ If the CME procedure has not been followed appropriately and in accordance with legislation/regulations and statutory guidance, the referral will be returned to the school, with the requirement that the student's name is reinstated on the school roll. 		
DAY 21 Onwards	<p>School Administrator to undertake within 5 days:</p> <ul style="list-style-type: none"> • Royal Greenwich On/Off roll webpage form to be completed • http://www.royalgreenwich.gov.uk/schoolreportingform <p>School Administrator to undertake within 15 days:</p> <ul style="list-style-type: none"> • Upload on to CTF & S2S websites, entering (appropriate code) into the destination field, 'Lost Pupils' Database, so any new school will be able to make contact. 		

Exceptions to making a 'Greenwich' CME Referral

Student advised to have moved to another Local Authority in England

- If you are made aware that a child is moving to another Local Authority, will not be returning to your school and you have the new address and/or school, please complete school's student files/database with all relevant information and advise the appropriate receiving Local Authority.
 - Schools AAO or the CME Officer can assist with contact details of the appropriate LA.
 - Once you have confirmation that information has been put on to their database, you may remove the child from roll and complete the Royal Borough of Greenwich 'On/Off roll – School Reporting' web form.
 - Upload the student details, normally via School2School/CTF.
- If the student moves to a new address in another Local Authority, without an identified school and the distance to travel is deemed too far, then the parent should be advised to contact the Admissions Department of the new authority to establish a school place.
 - The above actions would still be followed
 - A CME referral is completed and sent to the new Local Authority.

Student believed/advised to moving abroad

- If you are aware of a child who is relocating abroad, you need to obtain a forwarding address, name of the school and any proof you can get regarding the relocation ie... proof of flight/ferry details.
 - Once this information has been obtained, the school are required to e-mail/contact the school named, for confirmation that the student(s) are on roll/to be offered a school place.
 - Proof of the student/family relocating abroad, is required before they can be removed from roll.
 - As long as whereabouts established, follow action for removal from roll, as above.

'Gone abroad' is not enough to warrant off rolling without checks being made beforehand.

- If information/proof regarding the whereabouts of the family having moved abroad, is not provided/made available, please follow the CME guidelines.

If Student Located Following a CME Referral

- If the school subsequently receives information as to the whereabouts of a student, previously referred as a CME, they are requested to contact the CME Officer immediately, advising them accordingly, so that investigations can cease and records amended.