Your Ref:
My Ref: E&L/ST/slk

To Headteachers at
    all schools in Warwickshire

Communities Group
Warwickshire County Council

Sally Taylor
Education and Learning
Saltisford Office Park
Ansell Way
Warwick
CV34 4UL

Tel: 01926 742588
Fax: 01926 742083

sallytaylor@warwickshire.gov.uk
www.warwickshire.gov.uk

11th January 2017

Dear Colleague,

Children Missing Education

As you are aware, all local authorities have a legal duty under section 435A of the Education Act 1996 to identify, as far as it is possible to do so, children missing education. Children who fall into this category 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.

The Education (Pupil Registration) (England) (Amendment) Regulations came into force in September 2016 alongside the revised Children Missing Education, Statutory Guidance for Local Authorities, 2016. You will also be aware of guidance from Ofsted (Inspecting safeguarding in early years, education and skills settings, August 2016) around the requirement for schools to take appropriate action for children missing education. All Warwickshire schools (including academies and independent schools) must now notify us of the following:

1. When they are about to remove a child from the school admissions register under any of the fifteen grounds listed in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006;

2. Work jointly with the local authority to establish the whereabouts of the child before deleting from the school admissions register if under regulation 8(1), f and h;

3. 3.   Notify the local authority within 5 days of adding a pupil's name to the admission register at a non-standard transition point.

For us to implement our legal duty, it is vital that all schools (including academies and independent schools) share their pupil data regularly with the local authority (LA). Efficient and timely sharing of data will enable the LA to track and monitor children to ensure they receive their full entitlement and where necessary, intervene to prevent poor outcomes for the most vulnerable children. We have prepared guidance on how best to record this data in your MIS and also, how to make a referral.

What next?

Schools and academies who already share data electronically with the LA

Schools in Warwickshire who are already sharing data electronically will already be fulfilling their statutory duty to share this data. You will not need to do anything other than continue to record all new starter and leaver records in a timely manner in your management information system (MIS). The **exception** to this is when a child meets the grounds for deletion under regulation 8(1), d, f, h or m. We have prepared guidance to clarify how you should do this - Table 1, Guidance for schools already sharing MIS data with Warwickshire LA. Please see attached document.

Schools, academies and independent schools who do not currently share data with the LA

To ensure that all Warwickshire schools share appropriate pupil data with the LA, we have prepared guidance to enable all schools to do this - Table 2, Guidance for Independent Schools and Maintained/Academy Schools not yet sharing MIS data with Warwickshire LA. Please see attached document.

The local authority will be making contact with you in January to discuss how we can make the collection of your data more efficient and enable you to fulfil your statutory duties. Your co-operation with this matter is greatly appreciated.

If you have any further queries or questions around the DfE Children Missing Education guidance, contact Lead Professional for Vulnerable Groups, Annette Firman on 01926 742997. For assistance with Management Information Systems (MIS) data and technical issues, contact MIS and Strategy Manager, Emma Gelfs on 01926 738484. You may also find the attached Frequently Asked Questions document helpful.

Yours sincerely,

Sally Taylor.

Sally Taylor
Interim Head of Service
Education and Learning