Transition Guidance – September

As schools’ start to welcome new students transitioning into their school it is a good time to revisit the guidance on when schools should admit these students to their school roll.  The DfE have issued clear guidance on the content of the admission register and further information is available on <https://www.gov.uk/government/publications/school-attendance> page 5:

*Expected First Day of Attendance - Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.*

*If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.*

What does this mean?

The [Synergy Web/Sam](https://admissions.warwickshire.gov.uk/Synergy/Login.aspx?ReturnUrl=%2FSynergy%2FSchools%2Fround.aspx) reports will show all students transitioning into your school.  It is important to check for updates as details can change over the holidays due to house moves etc.  You can update Sims from Synergy Web/Sam via the AFT download to load these children and young people up to your school opening

The first day of attendance will be the first day the school is open to students in that year group and this is the day students should go on roll.

* It is vital that schools admit students immediately and do not hold students in pre-admissions.

To assist us in this transition phase we would ask the following:

A: **Students that have confirmed their destination on Synergy web/SAM but have not arrived at your school on the first day expected:**

First day of absence - attempt to establish contact with parents in line with your normal absence procedures to include (but not limited to):

* Phone calls to parents
  + Compare to sibling’s attendance (e.g. have you had a holiday form? Have they returned?)
* Email

If no response to your initial queries - contact the provision they transitioned from to establish what contact they have had with the family:

* + Have the arrangements for their child’s education changed?  Ie are they attending an independent school.
* Have they moved address?
* Has the student changed name?
* Are there siblings at that school?  Have they returned?
  + Did the student attend school prior to the summer holidays or did parents choose to keep their child at home?
* Is there a history of poor attendance?
  + Are they aware of any other reasons why the family might not be responding? e.g. CIN/CP/Bereavement/COVID related concerns.

Second day of absence - attempt to establish contact with parents in line with your normal absence procedures to include (but not limited to):

* Phone calls to parents
* Compare to sibling’s attendance
* Email
* Contact emergency contacts
* Home Visit (where appropriate)
  + Write to the parent asking that they contact the school.  NB: Caution when including student’s names etc in the letter as family may have moved.

If contact is made and you receive confirmation that the student will no longer be attending your school please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the student will be attending, please include information on student’s UPN, name (in full), DOB and address in order for us to track and update our records.  Please include details of who has advised of this change, e.g. parent/carer and their name and confirm if the alternative school has been contacted to establish if the student has started.

After 10 days of unauthorised absence - Ensure all avenues of contact has been exhausted and if the whereabouts of the student cannot be established please refer to the CME department using the guidance found on <https://www.warwickshire.gov.uk/childrenmissingeducation> and advise admissions on pupiltracking@warwickshire.gov.uk.

**B**: **For those students who have been offered a place on Synergy web/SAM but not showing as accepted but the student has started at your school:**

Please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) to confirm that the student has started please include information on student’s UPN, name (in full), DOB and address in order for us to track and update our records.

**C**: **For those students who have been offered but not accepted your school as a transition destination on Synergy web/SAM and have not responded to your communications and are still showing on your Synergy web/SAM List:**

Contact the provision they are transitioning from to establish what contact they have had with the family, to establish if their plans have now changed or moved address etc.

Once the destination is known please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising which school the student will be attending, please include information on student’s UPN, name (in full), DOB and address in order for us to track and update our records.  Please include details of who has advised of this change, e.g. parent/carer and their name and confirm if the alternative school has been contacted to establish if the student have started.

If the destination remains unknown and you have followed the steps as per section A and the whereabouts of the student cannot be established please refer to the CME department using the guidance found on <https://www.warwickshire.gov.uk/childrenmissingeducation> and advise admissions on [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk).

**D**: **For those students starting at your school but do not show on the Synergy web/SAM list (this should only apply to schools who have their own admissions policy):**

Please email [pupiltracking@warwickshire.gov.uk](mailto:pupiltracking@warwickshire.gov.uk) advising that a student not on your Synergy Web/SAM list has started at the school, please include information on student’s UPN, name (in full), DOB, address, school transitioning from and parents/carers details in order for us to track and update our records.

**E**: **For those students due to start at your school but parents have expressed a concern regarding them starting due to COVID-19:**

It is understandable that some parents will be nervous about their child starting back at school following the COVID-19 pandemic and it’s important that schools work with parents and students to overcome these concerns.

* The student must be enrolled in your schools admissions list.  Please do not hold the student in pre-admissions on your MIS system.
* The transition work carried out prior to the summer holidays should give you some background on the student’s engagement with education prior to starting at your school.
  + If this information is not available, please contact the school/nursery the student transitioned from.
* Understand your student’s needs and the dynamics of the family, speak over the phone or where appropriate use other forms of virtual communications.
* Where appropriate (and in line with risk assessments) visit the family home to discuss concerns.
* Address the concerns raised by parents and students
  + Reassuring parents that their child’s welfare and learning is important to the school.
  + Ensure that the student is told that they are being missed and that staff are looking forward to getting to know them.
    - Identify a member of staff that the student can seek reassurances from when in school.
* Where appropriate engage the support of external agencies.
* Where parents indicate they are considering elective home education in fear of prosecution.
  + Discuss this carefully, encouraging the parent to engage with the school to overcome their fears of their child returning to school before committing to EHE.
  + Ensure parents are aware that when electively home educating their child they will be responsible for their education and receive no external support or funding to do this.
* If a parent indicates they are considering elective home education then please direct them to the Local Authority website:

<https://www.warwickshire.gov.uk/homeeducation> where they can seek further advice and guidance from the EHE team before putting their intentions into writing.

* + If a letter is received advising that the student will be EHE then ensure you forward a copy of the letter to the LA (see link above for contact details).
  + When removing the student from the school roll it is important that this is not back dated as the student will not appear on the school’s leavers report – this is a safeguarding concern and not in line with the DfE guidance of removing a student from roll.
* Schools are advised to allow a 2 week cooling off period before removing a child from roll for EHE.  Please notify the EHE department on accesstoeducation@warwickshire.gov.uk before removing the child from roll.