

For Primary Schools

Good Morning to you all and welcome back to the new term, I am sure it will be an interesting one in many ways.

Can we say a huge thank you to all schools and staff who helped us gather key information about vulnerable pupils before the summer break. You may recall from the email in the summer that we requested information regarding two key groups, BAME/EAL & pupils who were persistent absentees in the 19/20 period and we focused on those pupils who had been able to return into school at the beginning of June. i.e. YR ,Y1 and Y6.

We know this was a time consuming task for some schools and we are extremely appreciative of the efforts primary schools took to provide it. It has provided very rich information for the schools the identified Y6 children have moved to.

As you know we undertook the exercise as part of all our statutory responsibilities related to CME. The two key categories we focused on were pupils who are BAME/EAL & those who have previously been persistent absentees. We wanted to alert schools of any pupils likely to cause concern, who may not have 'arrived' at their allocated school, or who may be erratic in their engagement with attendance and as a result benefit from additional support.

This year, we anticipate this list of pupils may be longer than usual (at the start of a new school year) due to factors relating to lockdown and parents anxieties about their children returning to school, but we are hoping that the information will assist you in identifying where to target appropriate resources

In line with DfE guidance, all pupils should now be attending school. We have been delighted by the high numbers of pupils that have been returning to schools at the start of term and know that is testament to your hard work and positive attitude to attendance to have made that happen.

Please find attached the list specific to your school.

You will note that we have identified whether the pupil (previous Reception & Y1) returned to school in June as again that should assist you in identifying those who may be particularly vulnerable to non-attendance.

There are 3 groups of pupils on the attached spreadsheet.

1. The information related to pupils who were in YR and Y1 which you provided to us in the summer. Some pupils were flagged by the schools and may be marked in yellow.
2. The spreadsheet includes the list of pupils who are open to social care. During the summer term schools were providing information regularly to the LA as to their attendance. We felt it preferable to include the names in this same list to prevent you taking a series of phone calls to confirm whether they have now returned. You will note there is a column headed Social/Primary worker to assist you in knowing any key point of contact. These pupils are marked in blue. The list is as of the end of the summer term and does not necessarily reflect any changes over the summer break.
3. The spreadsheet contains names of pupils the LA has been tracking in terms of potentially or actually 'missing' from education and we need to check with your school whether they are **a) on your roll** and **b) attending**. Again we felt it preferable

to provide this in one single format rather than placing a number of calls to your school to check this information. These pupils are identified in the column headed primary/social worker as 'unplaced tracker.'

We are additionally interested in Reception age children who are on your roll. When you return the completed spreadsheet please can you add any child who was expected in Reception who has not arrived at school.

Please can you complete the attached spreadsheet to identify whether the pupil is on your roll and is attending school and add any reception age child who has not arrived.

We appreciate that in the coming weeks you will begin to identify children who are CME. If you have already established that a child is Missing Education please follow the normal CME referral route. In accordance with the statutory DfE guidance schools should 'make reasonable enquiries'. Before referring to the LA we suggest schools will have attempted:

- Telephone contact
- Email contact
- A Letter to the home address
- A Home visit to the home address

If the child's whereabouts is still unknown schools should complete the attached CME form.

**This completed spreadsheet must be returned to attendancesupportteam@telford.gov.uk
No later than 12 noon on Monday 14th September**

The spreadsheet is password protected. The password will follow.

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