

For Secondary 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.

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.

You are probably aware that we contacted all our primary schools at the end of the summer term to gather key information where we felt there was a real possibility of pupils not returning to school at the point of transition to Secondary and then being at risk of becoming Children Missing from Education (CME).

The two key categories are pupils who are BAME/EAL & those who have previously been persistent absentees.

This exercise is being completed as part of all our statutory responsibilities related to CME. We want 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 could 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.

There are 3 groups of pupils on the attached spreadsheet.

1. We now have a list of pupils who should be included on your school roll in Year 7 and are attaching the list specific to your school. We have tried to cross reference against the school appeals lists where possible.
Our current records show that all the pupils listed should be on your roll and therefore should now be attending.
You will note that we have identified whether the (Y6) pupil returned to school in June, as again that should assist you in identifying those who may be particularly vulnerable to non-attendance. We have also drawn information from the primary schools as to whether these pupils are new arrivals to the UK. Where a primary school flagged with us that they had a concern about the child in relation to attendance, these children are 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 Y7 pupils who have not arrived. When you return the completed spreadsheet please can you add any child who was expected in Y7 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 Y7 pupil who has not arrived.

We appreciate that in the coming weeks you will begin to identify other 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.