

Oxfordshire County Council

Pupil Tracking Policy

2017-2021

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1. INTRODUCTION

1. The pupil tracking procedure will apply in the following situations:
 - A pupil leaves a school in Oxfordshire and his/her new educational provision is not confirmed within a reasonable time;
 - The Local Authority becomes aware of a child of statutory school age resident in Oxfordshire but has no information on the educational provision for him/her.

The procedure will apply to pupils who are of statutory school age (reception/Year 1 - depending on the pupil's date of birth - to Year 11). Please see section 4.4 for the procedure relating to young people aged 16 to 18.

2. The statutory responsibility to track pupils in these circumstances derives from section 436A of the Education Act 1996:

Duty to make arrangements to identify children not receiving education

(1) *A local education authority must make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age but—*

- (a) *are not registered pupils at a school, and*
- (b) *are not receiving suitable education otherwise than at a school.*

3. The Pupil Tracking Officer will apply the pupil tracking procedures on behalf of Oxfordshire County Council. The Pupil Tracking Officer can be contacted on (01865) 810515 or missing.pupils@oxfordshire.gov.uk. For electronic copies of this procedure and the appended document please visit the pupil tracking page on the schools intranet: <http://schools.oxfordshire.gov.uk/cms/content/pupil-tracking>

2. PROCEDURE FOR SCHOOLS

NB: If a school has a concern about the safety or wellbeing of a pupil arising from his/her non-attendance or departure from the school, then it is the school's duty to contact the Local and Community Support Service, the MASH or the police. The pupil tracking procedure is intended to ensure only that a pupil is receiving a suitable education. A referral for pupil tracking is not a substitute for making any necessary safeguarding referral.

1. There are several situations in which a school may need to make a pupil tracking referral, and the following paragraphs set out the procedure where:

- The school is informed that a child is leaving, but no new school is confirmed within twenty school days (section a).
- A child stops attending (or fails to return after absence) without explanation (section b).
- A child is allocated a place at a school, but there is no contact from the parents/carers, or the child does not start as arranged (section c).

In any case, a child should not be removed from the registers unless his/her new educational provision has been confirmed, or the Pupil Tracking Officer has accepted a referral and has taken over responsibility for tracking the child.

a) When a school is informed that a child is leaving, but there is no contact from a new school within twenty school days of his/her last attendance, the school should complete a referral to the Pupil Tracking Officer (contact details at paragraph 1.3) using the pupil tracking referral form (Appendix 1). An earlier referral will be accepted where appropriate, for example if the school has reason to think no school application will be made. Any information the school has obtained about the destination of the family should be supplied. The Pupil Tracking Officer will advise when the child can be removed from the school's register (it will normally be possible to backdate the removal to the last day of attendance).

If a child has left the school to move abroad, the school here may not receive confirmation that the child has started at a new school. Where a school is informed that a child is going abroad, but does not have full details of new educational provision, a referral should be made to the Pupil Tracking Officer as set out in the previous paragraph. The Pupil Tracking Officer will advise the school about removal of the pupil from the register and will advise the school on whether further action is required.

b) When a child stops attending without explanation, or does not return from holiday at the appropriate time, the school should first attempt to contact the parents/carers in accordance with its attendance policy. On the third day of absence, the school will contact the Locality and Community Support Service. If it is considered that a home visit is required this will be carried out by Early Help staff.

If the visit establishes that the family has left the address, Early Help staff will refer to the Pupil Tracking Officer. The Pupil Tracking Officer will advise when the child can be removed from the school's register (it will normally be possible to backdate the removal to the last day of attendance).

If the visit establishes that the child is at the address but failing to attend school, the school should continue to apply its attendance procedure, leading to action by the County Attendance Team if other measures are unsuccessful. Please note that the pupil tracking procedures set out in this document apply only when a child is no longer resident at a reasonable distance from the school – where a child remains on the registers but is failing to attend, attendance procedures will apply.

Unexplained absence from school may also give rise to a safeguarding concern and in all such cases the school should consider whether a safeguarding referral is required alongside attendance and pupil tracking procedures.

c) When a child has been allocated a place at a school but there is no contact from the parents/carers, the school should initially try to contact them by telephone or letter to find out what is happening. The school should also contact the School Admissions Team to find out whether the admissions officer has had any information from the parents/carers. If, after twenty school days, there has been no contact, the school should complete a referral using the pupil tracking referral form (Appendix 1).

Once a start date has been agreed, the pupil must be entered on the school's admission and attendance registers and if he/she then fails to attend, the school must establish the reason for absence and apply its attendance procedure in the normal way.

2. If at any time after a pupil tracking referral has been lodged, the school is contacted by another school to confirm that the pupil is now on the register there, the Pupil Tracking Officer should be informed immediately.

3. When a child is removed from the school's admission register, the school should indicate the date and the reason for removal from register. Where the new school is known, this should be indicated, including the new school's seven digit local authority identifier.

4. When the new school is unknown and the child is removed from the register in accordance with this procedure, the "Reason for Leaving" on SIMS should show "Unknown Destination". The common transfer file should also be completed, and coded XXX XXXX (destination unknown) or MMM MMMM (moved to independent sector or out of England and Wales). It can then be uploaded to S2S in the normal way. These records are securely stored in an area of S2S known as the Lost Pupils Database.

3. PROCEDURE FOR THE LOCAL AUTHORITY

1. On receipt of a referral, the Pupil Tracking Officer will check the Capita One database to establish any change of address or school. If the pupil's new address is known and is outside the county, the Pupil Tracking Officer will liaise with the local authority for that area. If the address is not known, enquiries will be sent to the following agencies as applicable: Thames Valley Police, Children's Social Care teams, district housing teams, and the Primary Care Trust. These agencies will be asked to check their own records to help trace the pupil. Any information will be followed up with the appropriate local authority.

2. If no information can be obtained from these sources, the Pupil Tracking Officer will upload a message to S2S, which will be available to every local authority, requesting any information about the child.

3. The Pupil Tracking Officer will also contact the child's last school, confirming the date on which the child's name can be removed from register (bearing in mind the requirements of the Education (Pupil Registration) Regulations 2006). If it has not already done so, the school will also be asked to upload a common transfer form to S2S as a missing pupil file (see paragraph 3.9).

4. Where these procedures are unsuccessful in establishing the child's educational provision, the Pupil Tracking Officer will continue to monitor referrals, re-check with other agencies and re-post details on the S2S database at regular intervals.

5. The Pupil Tracking Officer will use the Capita One database to run regular reports to identify children who have left a school without full details of their destination being recorded. The Pupil Tracking Officer will raise any queries with the school concerned, and, if the child's educational provision has not been established, will open a referral and follow the procedure set out above.

6. The Pupil Tracking Officer will use the Capita One database to run regular reports to identify children who have been allocated places at Oxfordshire schools but do not appear to have been registered at the allocated school. The Pupil Tracking Officer will raise any queries with the school concerned, and, if the child's educational provision has not been established, will open a referral and follow the procedure set out above.

7. When another local authority or another agency informs Oxfordshire County Council that a child has moved into its area or is resident in Oxfordshire, but appears not to be in receipt of a suitable education, this notification will be forwarded to the Pupil Tracking Officer. The Pupil Tracking Officer will check the Capita One database to see whether there is any information concerning the child's educational

provision or if a school application is pending. If there is no information the Pupil Tracking Officer will:

- Open a pupil tracking referral.
- Continue to liaise with the School Admissions Team to see whether an application is received.
- If no application is received, attempt to contact the parents/carers to find out what provision is being made for the child's education
- If this is unsuccessful, discuss with the Locality and Community Support Service what further steps may be required
- Where necessary, apply for a School Attendance Order.

4. RELATED MATTERS

1. Duty to notify the Local Authority of admissions to and deletions from the register.

New requirements apply to schools as a result of the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#). The Regulations were published on 22 July and came into force on 1 September 2016.

The Regulations amend the Pupil Registration Regulations 2006 by requiring schools to include additional information on their admissions registers, and introducing new requirements to report to the local authority additions to, and removals from, the register. All starters and leavers outside the normal starting and leaving points for the school must be notified to the local authority and the regulations specify the information to be provided with each notification.

The new requirements apply only to starters and leavers outside the normal starting and leaving points for the school, **unless** the relevant local authority decides to ask for information relating to starters and leavers at the normal transition points as well. Oxfordshire County Council has decided that for the time being, we will **not** request information relating to starters and leavers at the normal starting and leaving dates for the school. This decision will be kept under review.

The regulations require admissions to be reported within five days and removals to be reported immediately.

Schools are requested to send these notifications by email to:
Pupil.Tracking@oxfordshire.gov.uk.

Oxfordshire County Council has prepared model spreadsheets for submitting the information so that schools can ensure they are providing all the information required. These are available on the intranet at:

<http://schools.oxfordshire.gov.uk/cms/content/pupil-tracking>

2. Elective Home Education

Children who are being educated at home are not “missing education” unless it has been established that the education being provided is not suitable to the child’s age, ability and aptitude and any special educational needs the child may have. However, if a child is on the register of a school the parents/carers must notify the headteacher in writing that they intend to withdraw the child to be educated at home, before the child can be removed from the school’s registers. If no written notification is received, but the child ceases to attend, the school should treat this as unauthorised absence and apply the procedure at paragraph 2.1.b).

When the school has received written notification that a child is to be educated at home, notification should be sent to the Elective Home Education Case Officer (eotas@oxfordshire.gov.uk or (01865) 810605). The school will be asked to provide a copy of the parents/carers’ written notification and also other details.

Please note that this procedure must be followed *in addition* to notification under section 4.1.

3. Permanent exclusion

When the decision is taken to exclude a pupil permanently, the school must inform Oxfordshire County Council and their own governing body/Academy Trust without delay (and also the pupil’s home Local Authority if different). The school should email the letter sent to parents and the exclusion form to pex@oxfordshire.gov.uk, and send a completed Exclusion & Reintegration Form and relevant supporting documents to ERT@oxfordshire.gov.uk. For full details of the exclusion process, please see the Exclusion and Reintegration Team’s pages on the schools intranet: <http://schools.oxfordshire.gov.uk/cms/content/exclusion-and-reintegration-team>

Please note that this procedure must be followed *in addition* to notification under section 4.1.

4. Young people aged 16-18

Under the Raising Participation Age legislation all young people must remain in learning up to their eighteenth birthday. Learning includes school, college and other learning provision, home education, recognised training organisations, apprenticeships and nationally accredited training provided as part of employment.

After the end of compulsory education (Year 11), the destination of every young person must be ascertained by the Local Authority. Schools, colleges and recognised learning and training providers must inform the local authority of all those young people on their roll. The Local Authority must make every effort to ascertain the ongoing learning of each young person and ensure an offer of learning is in place by the end of September each year.

If a young person ceases their learning early and before age 18 the provider should inform the Local Authority. If the provider is a school, college, other learning provider or training organisation, the provider is responsible for informing the local authority. If the young person has been in an apprenticeship, work with learning or home education the responsibility is on the young person to inform the local authority, although the employer or home educator may do this too. The learning destination of young people is tracked by the local authority and monthly reports submitted to the DfE. Any young person who fails to remain in learning will be supported by the Local Authority (Education, Employment and Training Service) to resume learning.

These notifications should be made to Luke Mattam, EET Tracking Manager, on 01865 328410 or by emailing profile@oxfordshire.gov.uk.

PUPIL TRACKING REFERRAL

Please send to: Alan Blackmore, Pupil Tracking Officer, Oxfordshire County Council

Email: missing.pupils@oxfordshire.gov.uk

Post: Pupil Tracking Officer, Second Floor, West Wing, Abbey House, Abbey Close, Abingdon OX14 3JD.

To discuss a referral please call (01865) 810515.

Name of referrer:	
Address or school:	
Telephone :	
Email:	
Date of Enquiry:	
Name of child	DOB
UPN:	
Does the child have an EHCP?	Yes/No
Is the child in the care of a Local Authority?	Yes/No
Is the child open to Children's Social Care?	Yes/No
Name of Parent / Carer:	
Last known address:	
Parent/carer's telephone:	
Address believed to have moved to:	

Date of last attendance:

Have you attempted to contact the family:

By phone?

Yes/No

By letter?

Yes/No

By email?

Yes/No

Has a home visit been carried out?

Yes/No

Have you spoken to any additional contacts?

Yes/No

Please note that a referral will not normally be accepted unless these enquiries have been carried out first, where applicable.

Are there safeguarding concerns arising from the pupil's departure from the school?

Yes/No

If you have answered yes, have these concerns been reported to:

LCSS?

Yes/No

The MASH?

Yes/No

The police?

Yes/No

Any other information which may assist the referral:

If after submitting this referral, you are contacted by a new school to say that the pupil is now on the register there, please inform the Pupil Tracking Officer immediately.