



Buile Hill
Visual Arts College

**Child Missing Education
Good Practice Guide**

Aim:

- Working in line with Salford City Councils "Guidance for Schools" on the use of part-time timetables.
- To ensure correct registration coding and safeguarding measures are considered working in line with the LA legal statutory duty.

Objectives:

- To ensure that there is a clear agreement with parents regarding pupils who are not expected to attend school full time.
- To register any child with the Children Missing Education Officer Di Platt who are placed on part-time timetables or vulnerable to become missing from education.

This guidance relates to:

- Pupils for who school wish to establish a temporary part-time timetable to manage behaviour and prevent disaffection.
- Planned integration into school following extended fixed term exclusion.
- Reintegration following change of placement of SEN, EAL new to country, home tuition and after a prolonged medical absence.

Monitoring and good practice:

- Buile Hill Visual Arts College will consider part-time timetable as part of a planned strategy:
- Taken in the best interest of the child.
- Written and signed agreement with parent/carer/guardian.
- Sole purpose to reintegrate child into school.
- Work with pastoral team including Head of House (HoH) and Raising Achievement Coordinators (RAC) to create a Pastoral Support Plan (PSP). This will look at additional agencies and facilities to support reintegration.
- Consideration of a CAF.
- Clear time framework e.g. resume full time attendance within a term, steadily and incrementally to avoid further disaffection.
- Have a designated member of staff (HoH) overseen by RAC for behaviour and attendance.
- RAC (Behaviour) to review fortnightly.

Risk Assessment:

- Social care to be considered with any CIN/CP concerns overseen by RAC for safeguarding and/or Headteacher James Inman
- Liaison with Youth Offending Service with pupils who are known to offend
- Liaison with drug services for pupils who are at risk of substance misuse

Coding:

Appropriate registration codes are used following DFE regulations.

- Individuals agreeing to part-time timetable that doesn't involve attending will be coded as 'C' (other circumstances). This would count towards schools PA figures.
- Part time timetables must finish at 1pm receiving an afternoon mark.

Part-time Timetable Agreement

Date of Meeting , Venue & House		Time:	
Name of Pupil		DOB:	
Address:			
Reason for Part Time Timetable:			
Hours Agreed and Duration		Review Date:	
YOS involved:		Yes	No
Risk of Substance Misuse: YES NO		Yes	No
Any CP/CIN Concerns:		Yes	No
Consideration of CAF? (Please see M Howard or J Inman if Yes)		Yes	No

The purpose of the agreement is to manage behaviour and prevent further disaffection, with a view to steadily resume full time attendance.

Signed:
(School)

Date:

I parent/guardian/carer will take Educational and Parental responsibility for

..... during the hours they are not in school:

Signed:
(parent/guardian)

Date:

I (pupil) agree to the part time timetable arrangements.

Signed:
(pupil)

Date:

Pupils Behaviour in School Identified by HoH



HOH to report to RAC



Part Time Timetable agreed in school at Friday Panel (JI and GD)



Part Time timetable meeting to be held with parent/guardian, pupil, RAC or HoH to identify reintegration plan and timescales



CME form to be completed by HoH and sent to RAC (Attendance) who will record on matrix



Review regularly according to plan & record attendance as 'C' where appropriate.

