

Haringey Roll Return Protocol



Protocol for all schools in Haringey to identify children missing education (CME) at non-standard transition points (in-year admissions)

This is for the attention and action of all schools with pupils of statutory school age (between the ages of 5-16), including all independent schools, special schools and pupil referral units (PRUs) in Haringey.

INTRODUCTION

Everyone who works with children has a responsibility to ensure that each child has access to a suitable full-time education.

Schools and the LA already work very well together to identify families with children that do not accept a school offered to their child or do not attend the school which they have accepted and been enrolled at.

Haringey mainstream state schools have been sharing this information with the Haringey School Admissions Service in the weekly roll return or by communicating any concerns via email or telephone.

Referrals are subsequently sent to the CME team for further investigation or to the Education Welfare Service (EWS) if attendance is an issue following the child being placed on roll.

These teams undertake checks and often meet with families to ensure that children are in receipt of a suitable education within the home setting or access to a school as quickly as possible.

BACKGROUND

With effect from 1 September 2016 new statutory guidance introduced by the DfE requires all schools to notify the maintaining Local Authority of information relating to starters and leavers at non-standard transition points (in-year).

This protocol sets out the new requirements introduced for identifying children missing education, as well as previously required data included in the roll return. Much of the data we ask Haringey maintained schools to provide is already communicated to the LA in the weekly roll return.

The aims of this protocol include:

- a) Strengthening the roll return process currently in place for mainstream state schools;
- b) Widening this process to include all statutory data not previously collected in weekly roll returns;
- c) Introduction of the weekly roll return process to schools such as independent schools, special schools and pupil referral units (PRUs), as required

REQUIREMENTS

- All schools are required to:

- 1) Inform the LA when they are about to delete a pupil's name from the admission register under the permitted grounds;
 - 2) Record details of the pupil's residence, the name of the person with whom they reside, the date from which they will reside there, and then name the destination school (where they can reasonably obtain this information);
 - 3) Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school;
 - 4) Provide information to the LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).
- **Own-admission authority schools** who administer in-year admissions independently of the LA are required to notify the local authority of all in-year applications received directly to the school, and their outcomes, i.e. whether these children have been offered a place at the school or put on the school's waiting list.
 - **Independent schools, Special schools and PRUs** are also now required to notify the LA of children that do not arrive at school on their expected start date. These schools must have carried out their own checks before making a referral to the LA.

In addition to these statutory requirements, we also ask **mainstream state schools** to provide details of 'pending' pupils – i.e. those children who have been offered a place at the school but who have not yet been enrolled.

We ask **all schools** to provide information relating to the number of children on roll at the school. This allows the LA to fulfil its statutory duty to provide information to parents about places available in schools within the area.

SYSTEM OF NOTIFICATION

All schools will be required to notify the LA of all starters and leavers as set out in the legal requirements above. A copy of the enclosed roll return is held electronically by all Haringey schools and is completed and returned to the LA **each Friday** in school term-time.

If there is no data to communicate that week then schools should send either a dated blank copy of the roll return or an email stating that there is no data to submit that week. This ensures that good communication is maintained.

All schools will need to return their completed notifications via the LGFL document Exchange for the attention of the following designated Admissions Officers –

Primary Admissions Officer - Lynne.Tighe@haringey.gov.uk

Secondary Admissions Officer - Taj.Buljhoo@haringey.gov.uk

It is the responsibility for each school to ensure that the roll return is completed and uploaded via the LGFL Document Exchange. Reminders will be sent from the designated officer if notifications have not been submitted for a period of 2 weeks.

Full instructions on how to complete the weekly roll return are included in page 1 of the roll return. For further guidance and technical support please contact

School Admissions IT Officer – Imogen.Rush@haringey.gov.uk , 0208 489 8352