

## Appendix B

### Children Missing Education (CME) Action Plan

Develop a cross service strategic approach to children missing education in partnership with families, schools and other stakeholders		
Actions to be completed in 2014/15 (also include actions from the Council's Annual Delivery Plan)	Responsible Officer	Timescale
<p>Develop a corporate culture where senior officers are supportive of colleagues at all levels who challenge schools in regard to inclusion and appropriate provision for the most vulnerable groups. This will include challenge to official and unofficial exclusion and inappropriate removal from a school roll.</p> <ul style="list-style-type: none"><li>• Corporate Director to include a commitment to retaining vulnerable children and young people on school roll and to avoid 'grey' and illegal exclusion and removal from roll in summer term letter to all Nottinghamshire headteachers and chief executives of all relevant academy chains (Anthony May)</li><li>• Lead Service Director to brief Senior Members on the issues involved and the actions necessary to deliver upon CME policy (John Slater)</li><li>• Governor Services to develop the knowledge and understanding of the CME policy through a Director's Report Autumn term 2014 (John Slater and Leonie Meikle)</li></ul>	Anthony May	April 2014 – on going

## Develop a cross service strategic approach to children missing education in partnership with families, schools and other stakeholders

Actions to be completed in 2014/15 (also include actions from the Council's Annual Delivery Plan)	Responsible Officer	Timescale
<p>Develop a CME strategy in consultation with key partners including schools and families.</p> <ul style="list-style-type: none"> <li>• Consultation on strategy with internal key officers across services including Children, Families and Cultural Services leadership team (March 2014)</li> <li>• Consultation with all head teachers at HT Briefings (Summer term)</li> <li>• Consultation with the Primary, Special and Secondary Trust Boards (Summer term)</li> <li>• Consultation with the Dioceses (Summer term)</li> <li>• Consultation with Elected Members (Summer term)</li> <li>• Seek approval for the strategy by a formal political process (April 2014)</li> </ul>	John Slater	August 2014
<p>Relevant services to develop a priority within their service plan that focuses on their service responsibility for CME to identify how their service is contributing to ensuring that every school aged child is accessing full time education or appropriate alternative provision.</p> <ul style="list-style-type: none"> <li>• Quality Assurance and Improvement (Jon Hawketts)</li> <li>• Targeted Support and Youth Justice (Laurence Jones)</li> <li>• Admissions and Fair Access (Marion Clay)</li> <li>• Children's Social Care (Steve Edwards)</li> </ul>	John Slater	April 2014

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Actions to be completed in 2014/15 (also include actions from the Council's Annual Delivery Plan)	Responsible Officer	Timescale
<p>Develop clear guidance to schools to ensure that all schools are aware of their responsibility to provide full time education for all pupils including those who are challenging, accessing an alternative curriculum or who are ill or pregnant.</p> <ul style="list-style-type: none"> <li>• Draft guidelines for schools (Karen Hughman and Denis McCarthy)</li> <li>• Write to all schools with the advice (John Slater)</li> <li>• Incorporate the advice into the HT Briefing session (John Slater and Marion Clay)</li> </ul>	John Slater	May 2014
<p>Review Child Protection plans and Children in Need plans to identify any child or young person who is not on a school roll or not attending school.</p> <ul style="list-style-type: none"> <li>• Ensure that Targeted Support is working in partnership with Social Workers to ensure the child has a school place and is attending school</li> <li>• Develop a systemic process whereby Social Workers at Child Protection and Children in Need reviews report attendance and refer to Targeted Support or the Fair Access officer to mediate a school roll</li> </ul>	Steve Edwards	May 2014
<p>Group Managers and Team Managers with responsibility for any vulnerable group to review their practice to ensure that every child or young person is appropriately tracked and supported back to full time education or alternative provision with this information shared across services and with schools appropriately.</p> <ul style="list-style-type: none"> <li>• Develop a robust tracking system easily accessible by all teams to monitor and track children and young people appropriately</li> </ul>	All Group Managers and Team manager for Information and Data (Bev Cameron)	July 2014

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<ul style="list-style-type: none"> <li>• Ensure the electronic tracking system developed at team level captures whether the child is accessing full time education, on a school roll, on a school roll accessing alternative provision, not on a school roll but accessing education, including whether this is full time or not. This tracker should also incorporate the data that a child protection inspection will require. This data is average attendance, Statemented/School Action Plus, and receiving suitable education. In addition, for current and former LAC, expected levels of progress and number of schools attended are recorded.</li> <li>• Develop a secure way of internal teams exchanging pupil level information electronically and securely across teams and with schools</li> <li>• Develop information sharing protocols to facilitate appropriate sharing of information with schools and external partners</li> </ul>		
<p>Develop a key monthly monitoring meeting, chaired by the Service Director and attended by all CFCS Group Managers to monitor their relevant teams' CME data to identify children at risk, analyse trends and patterns related to particular areas and/or schools and to report action taken with those identified.</p> <ul style="list-style-type: none"> <li>• Agree monthly dates starting March 2014</li> <li>• Report monthly to the CFCSLT via the regular performance reporting system</li> </ul>	Service Director and CFCS Group Managers	March 2014 and monthly thereafter