

# Leicestershire County Council Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

## Inclusion Service

### What Information do we need from you?

We need to know the following about you and your children: name, address, email, contact details including mobile number, child's name, child's date of birth, child's address, child's contact details including email and mobile, child's ethnicity, gender, information about individual children and young people's current educational circumstances including if they are attending education, training or are employed, Elective Home Educated SEND status, school/college attended, and details of any contact with the Inclusion Service.

### Why do we need this?

The Inclusion service aims to support all children and young people. We work together with parents, carers, and educational establishments to ensure that children can access and be included in good or outstanding educational settings.

We also want to help young people to have a successful transition into adult life, through employment, training, or education.

The Service covers the following areas many of which are underpinned by statutory responsibilities:

**Children Missing in Education (CME)** – Defined as those children who are of a compulsory school age but are either not registered at a school or else not receiving suitable education in place of a school setting.

**Pupils Missing In Education (PME)** – The definition of PME children is those of compulsory school age who are on the roll of a school or setting but aren't accessing full-time education - either in school or in alternative provision.

**Children with Medical Needs** – Inclusion Service provide support for children who can't access education due to health conditions or medical needs. Where the child is unable to access an education the service will provide home tuition, AV1robot in school/home alongside the support provided from the referring school.

**Home Educated Children-** Service receives notification from schools as to parents electing to home educate – our co-ordinators and education officers monitor and review those referrals contacting parents to assess whether they are providing a suitable home education which is a legal requirement They also provide support and guidance to a parent with regard to their home education plans.

**Children Not in Education or Training (NEET)-** If children meet our criteria, then they are allocated to our NEET education Officers. If a young person or parent contacts the service and the criteria is not met, they are provided with advice, guidance and signposting.

**Attendance Team** – receives referrals for schools where a child's attendance is low or they are not attending at all, but the parent is not engaging with school or support offered to improve attendance. Attendance Team can access the legal enforcement route under s444 ss1 of the

Education Act where a parent is not ensuring their child is attending school regularly. The team can also direct a parent to enrol their child at a school named by the Local Authority if that child is not on roll and the parent is not providing a suitable education at home for that child.

**Permanently Excluded Children or at Risk of Exclusion** – Schools are legally required to notify the Inclusion Service when they have suspended or permanently excluded a child. The Local Authority has a legal duty to provide an education to a child who has been permanently excluded on the 6th day. The Inclusion Service coordinates this process with other Local Authority services.

We need this information within the Inclusion Service – to provide you with the statutory services and meet any regulatory requirements. This will include:

- Carry out specific functions for which we are responsible including attendance, suspension and permanent exclusions, children missing education, children with medical needs and Elective home education
- Statutory requirements e.g. government reporting
- Service delivery which includes Identification of young people who are currently not in education, employment or training (NEET) and those at risk of NEET in their final year of education and work together with partners to support their transition.
- Service improvement and planning
- Monitor and report on pupil progress
- Regulatory Processes
- Compliance with law regarding data sharing
- To prevent young people from being lost to the system

### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations and our legitimate interests as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements under various UK laws and policies including but not limited to:

- Skills and post-16 Education Act 2022
- Children Act 2004
- Prevent Strategy 2024
- Participation of young people: education, employment and training policy 2024
- Working together to safeguard Children 2023
- Detection & Prevention of a Crime Act (via form DP1)
- Children missing education 2016

### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Department for Education and their agencies
- Other Local Authorities
- Leicestershire One System (Health)
- Education Providers including Schools, Colleges and post-16
- Relevant internal Departments and Services within the Council

- Contractors providing education and IT services
- Safeguarding Boards
- Elected members

**How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

**How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be till the child reaches the age of 25

**What if something changes?**

If the information you provided changes or your circumstances change, please contact the service as below:

**Inclusion Service:** ☎ 0116 305 2071; ✉ [Inclusionpupilsupport@leics.gov.uk](mailto:Inclusionpupilsupport@leics.gov.uk)

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/inclusion-service>

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