



Children Missing Education (CME) policy



Approved by:	FGB	Date: September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2025	

Rationale

The Government has placed a duty on Local Authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education.

Scope of the Policy

This Policy aims to help identify Children Missing Education and the roles of staff in minimising risk to young people. The procedures outlined below should be followed in the circumstances defined in this policy.

Definitions

In relation to children, by “suitable education” we mean efficient full-time education suitable for her/his age, ability, aptitude and any special education needs the child may have.

The duty does not apply in relation to children who are registered at school who are not attending regularly. These children are referred to as Children Missing Education. Children are identified as missing from education when they are of compulsory school age and are:

- Not on a school roll
- Not being educated other than at school
- Identified as having been out of any educational provision for a substantial period of time

Children go missing from education for a number of reasons including:

- They do not start school at the appropriate time and so they do not enter the education system
- They are removed from school by their parents
- They fail to find a suitable school place after moving to a new area
- The family move home regularly
- Family breakdown
- Children who do not make the transition between key stages, e.g. Nursery to Primary, Primary to Secondary

Children and young people in the following groups are more likely to be missing from education:

- Young people who have previously committed offences
- Children living in women’s refuges
- Children of homeless families perhaps in temporary accommodation or housing
- Young people who run away from home
- Children with long-term medical and emotional needs

- Unaccompanied asylum seekers and refugees and children who are from asylum seekers/refugees families
- Children of immigrant families not yet established in the UK
- Looked after children
- Children with Gypsy/Traveller background
- Young carers
- Children from transient families
- Teenage mothers
- Excluded pupils

Children missing from education are at a much greater risk of physical harm, as well as:

- Becoming involved in crime
- Demonstrating anti-social behaviour
- Abusing drugs and alcohol
- Sexual exploitation
- Being illegally employed
- Forced marriages

How to Minimise Risk

We will ensure an effective partnership between the School and the Local Authority is maintained to minimise the risk to children, maximise engagement and desired outcomes for learning and to protect professionals working to support children.

It is vital that the Local Authority and partner agencies also work closely together to help safeguard children.

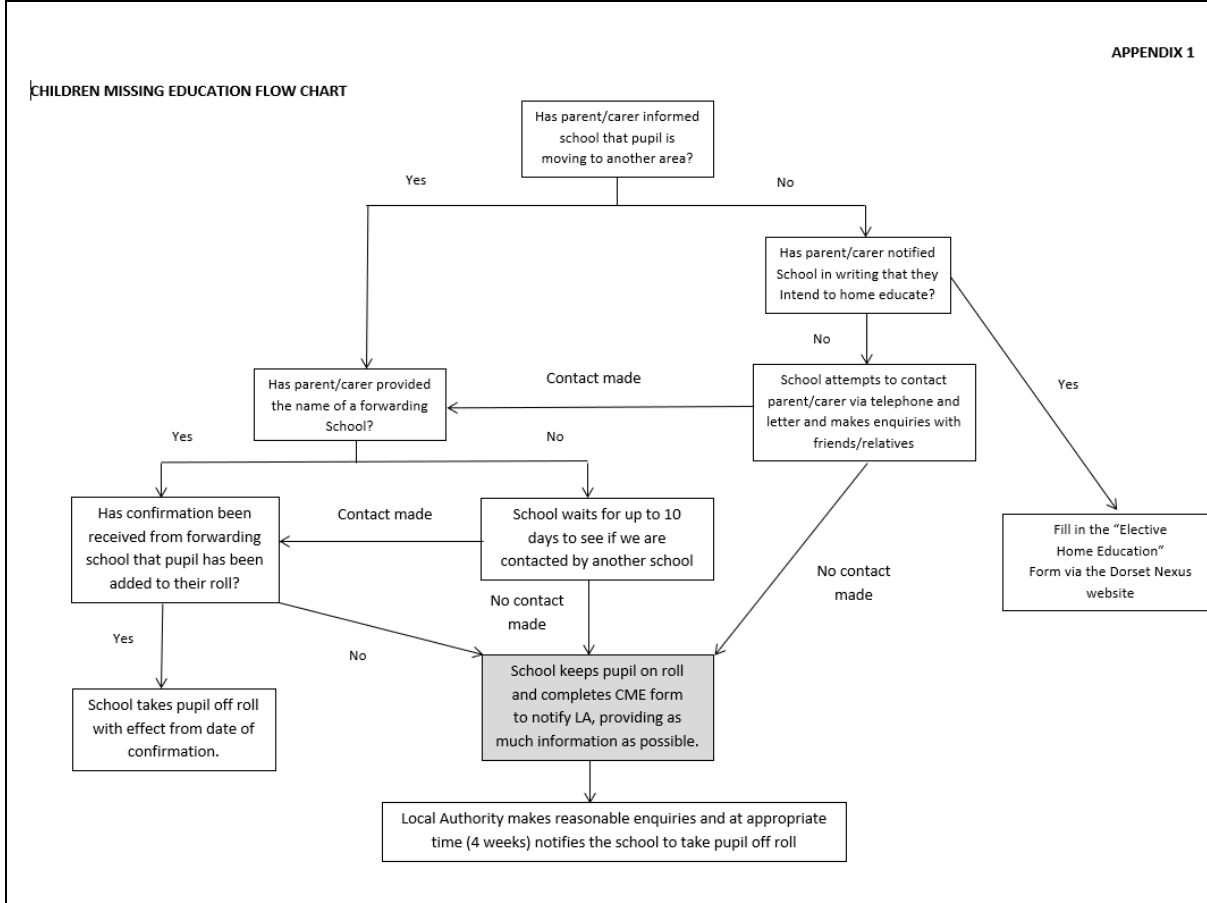
The Flow Chart (Appendix 1) illustrates the process which will be followed if it is felt one of our pupils is missing from education. In the first instance the School will make every effort to ascertain the whereabouts of the pupil, this might include telephoning home, contacting the GP, friends and other relatives that are known. It is imperative that guidelines are followed in relation to 'children missing education', particularly as some of our most vulnerable families who frequently change addresses are likely to get lost in the system if the appropriate action isn't taken by our school.

If we have reason to believe that a child has transferred to another school every effort will be made to contact that school to ascertain whether or not that information is true or false. If any members of the school staff have any reason to believe that there may be any child protection issues involved then they will contact the Designated Safeguarding Lead (DSL) straight away who will liaise with the Children's Advice and Duty Service (ChAD) and if necessary the Police.

After 4 weeks, if the School and the Local Authority are unable to locate where the child has moved to, we will be advised by the Local Authority to remove the child's name from our roll. We will ensure that no children are removed from the school roll unless authorised to do so by the Local Authority.



Appendix 1 – CME flow chart



Appendix 2 – CME form template

To be completed online via <https://www.dorsetnexus.org.uk/Page/5117>

Referrer Details:

Referrer First Name	
Referrer Surname	
Position in School	
Referrer Contact number	
Referrer email	
School (drop down)	

Student Details:

Student's first name	
Student's surname	
Student may also be known as	



Year Group	
UPN (Unique Pupil number) if not known, please enter "unknown" in the box	
Student's date of birth	
Student's gender	
Ethnicity	
Safeguarding Status:	
Social care status	
SEN status	
Pupil Premium	
CME Form:	
Date last attended	
What has led you to believe the child/young person is missing education	
Are you aware of any other school aged children in the family home	
Do you have any addresses for this child/young person	
Have you had any contact with any adults in the family or connected to the family regarding this child	
Are there any agencies involved with the family e.g. family support, social care?	
Have you or any other professional involved with the child/young person considered completing the child sexual exploitation risk assessment tool?	
Please add ANYTHING else, no matter how small, that might help us to locate this child	
Parent/Carer Details	
Parent/Carer title	
Parent/Carer name	
Parent/Carer surname	
Parent/Carer contact number	
Alternative number	
Second Parent/Carer name	
Second Parent/Carer surname	
Second Parent/Carer contact number	
Alternative number	
Parent/Carer and Student address (or last known address)	
Post Code	
Parent email	