



CHILDREN MISSING IN EDUCATION POLICY

This Policy was approved by Governors in:	November 2023
This Policy was shared with staff in:	November 2023
Implementation of this Policy will be monitored by:	SLT
Monitoring will take place at regular intervals	
The Policy will be reviewed annually or more regularly if needed.	
Policy Review Date:	November 2023
Date of next Review:	November 2024
Children Missing in Education (CME) Lead:	Emma Wilson DHT/DSL

Children missing in Education Policy

At Poverest we aim to:

- Ensure an attendance rate in line with the national average.
- Ensure parents' and children are fully aware of the importance of regular attendance.
- "Learn together, grow together and succeed together".

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

If a child goes missing from education they could be at risk of significant harm. Therefore, if school is informed that a child is leaving, staff must obtain from the parents/carers a forwarding home address and up to date contact details of the school that the child will be attending. If a child goes missing without prior warning, the school must act to safeguard the child.

Parental Responsibility

- To ensure their child attends school daily and on time.
- To keep the school fully informed on all matters that might affect attendance and their child in school.
- To telephone the school on the first day of any absence and to explain the reason for the absence.
- To provide a note or a doctor's signed letter if absence is over a longer period of time, confirming the reason for absence on the child's return to school.
- If attendance becomes a cause for concern –to work with the school to improve matters.

School Responsibility

- To act when a child has failed to attend school for 2 consecutive days without good reason.
- To investigate when there has been no contact from parents giving reasons for the absence
- To act when there is contact from an unknown adult that has left the school.
- To act when information or rumours are received from other children that the child has left.
- To act when information has been found on social media that leads school to believe that the child has left.
- All staff to ensure that the school CME lead is informed of all concerns on the day of the concern.
- Alert the CME Lead of any children who demonstrate an unsettled pattern of attendance or whose attendance pattern changes

OPERATIONAL MANAGEMENT OF THE POLICY

Roles and Responsibility

Head Teacher

- Liaise with the school CME on the first day of unexplained absence.
- To ensure Local Authority protocol is adhered to.
- To provide Senior Leadership Team with CME Briefing
- To provide Safeguarding Team with CME briefing
- To provide School Governing Body with CME briefing
- Once school enquiries have been exhausted, the child can be taken off roll.
- Work with relevant staff to plan reintegration for children who have been absent for a period.

CME Lead

- Mrs Wilson, is the named CME Lead, responsible for undertaking the investigation and ensuring that the enquiry is conducted in compliance with Local Authority CME protocol.
- To phone everybody listed as a contact in the child's file and make enquiries about their whereabouts.
- To organise a home address visit to obtain further information, after two days of absence.
- To **arrange a visit to the** home address to make enquires and ascertain whether the child is still living at the address, the reasons for not attending school and if it becomes apparent that the / family are no longer resident, enquire with neighbours to obtain information about when they left and where they have gone.
- In the event of it not being possible to contact a named contact, a letter will be sent to the main contact asking for information about the missing child and their whereabouts.
- If information is received regarding the whereabouts of the missing child, CME Lead to make phone enquiries to confirm the present location of the child following this up with a letter asking the contact to confirm the home address, who the child is living with and their contact details and current school details.
- To contact the Local Authority and advise them that the child is no longer attending school and inform them of the new school.
- To contact the Local Authority and advise them that we have a child of which we are unaware of their whereabouts and are a case for concern.
- To **organise** calls to parents on the first day of absence when contact has not been made by parents.
- To **organise** house visits when deemed necessary in accordance with our safeguarding policy.
- To make police referrals when deemed necessary.
- To make Social Care referrals when deemed necessary in accordance with our safeguarding policy.
- To make referrals to other agencies when deemed appropriate.
- To ensure reasons for absence are accurately recorded.

Administration Staff

- Update records using agreed codes with the Headteacher.
- Update data.
- Prepare standard letters requesting reasons for absence when this is unexplained.
- Complete the annual DFE attendance returns.

Section 8(1) (e) of the Education (Registration) (England) Regulations 2006, states that if a child has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which that is registered, the child can be removed from the school roll

CHILD MISSING IN EDUCATION FORM

Child's Name:	
Date:	

Date of birth:	
Address:	
School year group:	
Ethnicity:	
Home language:	
Religion:	
Details of known siblings & schools attended	
Date last attended School:	
Reason for concern:	
Date of home visit & findings:	
Referral to Local Authority CME	
Referral to social care:	
Date removed from roll:	