



CHILDREN MISSING IN EDUCATION POLICY

This Policy was approved by Governors in:	July 2025
This Policy was shared with staff in:	July 2025
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:	February 2025
Date of next Review:	February 2026
Children Missing in Education (CME) Lead:	Emma Wilson DHT/DSL

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

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, with Mrs Boorman as her Deputy. They are responsible for undertaking the investigation and ensuring that the enquiry is conducted in compliance with Local Authority CME protocol.
- To organise a phone call or home address visit to obtain further information, after two days of absence.
- To arrange a visit to the home address to make enquiries 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 will 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:	