

SAWLEY INFANT & NURSERY SCHOOL



Child Missing Education Policy

(Missing and whereabouts not known, destination school not known or missing out on education)

Approved by:	Headteacher
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DRAFT v2	May 21	DD	Checked with latest DCC guidance. Incorporating comments from office manager
V2	May 21	DD	Approved by Academy Governing Body
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1. Introduction

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Sawley Infant & Nursery School has drawn up this policy to deal with children who miss schooling due to repeated or unexplained absence and for those children who leave school without clear indications of where they will be continuing their education.

Children missing school in these circumstances may be a potential indicator of abuse or neglect, or where a family may need additional support.

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

This policy should be read alongside the school's **Attendance Policy**, the [Derbyshire guidance on CME](#), the [Derbyshire Referral Procedure](#), and the school's **Child Protection and Safeguarding Policy**.

This policy complies with the requirements of the following legislation:

- Section 436A of the Education Act 1996 (section 4 of the Education and Inspections Act 2006) which places a duty on the Local Authority (LA) to identify, as far as it is possible to do so, children missing education (CME) and help them back into education.
- The Education (Pupil Registration) (England) Regulations 2006 can be found on the [GOV.UK legislation website](https://www.gov.uk/legislation-website).
- The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and share information. In order to fulfil the requirements of the CME Policy, the authority has agreed to work in collaboration to ensure the early identification and intervention of children who are not receiving a suitable education. All stakeholders have a responsibility for CME.
- In accordance with “Working Together to Safeguard Children” (updated 2018), there should be a ‘child missing from education’ (CME) named point of contact in every local authority and every practitioner working with a child has a responsibility to inform that CME if s/he knows or suspects that a child is not receiving education.
- DfE Guidance regarding [Children Missing Education \(CME\)](#)

2. Definition

For the purpose of this policy “Children missing from Education” (CME) refers to all children of compulsory school age who:

- are not on a school roll or being educated otherwise (e.g. privately or in alternative provision) for example children of travelling communities or immigrant families who never are registered for education; or
- have been out of any educational provision for a substantial period of time (usually agreed as ten days without provision of reasonable explanation).
- are not receiving a suitable education; this could include children who are not receiving full-time education suitable to their needs, e.g. age, ability, aptitude, special educational needs and disabilities (SEND).

These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment or training).

3. Children at particular risk of missing education

As there could be many reasons for a child to be missing from education, the LA will make a judgement on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children’s social care (and the police if appropriate) as per the school’s safeguarding procedures. The LA officers responsible for CME will check a referral has been made, and will contact children’s social care if this is not the case. Should there be a reason to suspect a crime has been committed or the child’s safety is at risk, the LA will contact the police.
- Children of gypsy, roma and traveller (GRT) families – when a GRT student leaves the school without naming their next destination school, the school will contact the LA. If necessary, the school will consult the Attendance and Prosecution Service for advice on the best strategies to ensure minimal disruption to the GRT pupil’s education.

- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children who cease to attend Sawley Infant and Nursery School – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation.
- Children of migrant families – there is an increased risk of a child missing education if they are part of a new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

4. Roles and responsibilities

The school

The school will enter students on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school. In the event that a student fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.

The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.

The school will carry out daily registration and absences will be dealt with in accordance with the school's Attendance Policy.

This policy covers those instances where:

- there is a repeated pattern of absence;
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a pupil's absence;

In these instances the school's Designated Safeguarding Lead (DSL), or the deputy DSL should be consulted and, if appropriate, a *Safeguarding Concern Form* should be completed manually or on 'My Concern'.

The School's DSL will then follow the procedure detailed in the school's **Safeguarding Policy** and a stand-alone file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

When a pupil leaves the school, the receiving school will usually make contact to say the pupil has started to attend and request all appropriate files. If a concerns file has been created, the DSL will then forward the appropriate records to the receiving school.

Any pupil leaving the school without a named school being identified will be reported to the Derbyshire Children Missing Education team to advise them of the situation and to start their tracking procedures.

If after 20 days there is still no named school and no receiving school has made contact, the children will be reported to the Derbyshire Local Authority CME team as missing education using form DCC form

[SR1a](#)

School should complete the SR1a form, rename it using the correct file naming convention and upload it to us via the secure Perspective Lite system. Access is only available to authorised users at the school.

Rename your files as:

- Your seven digit DfE Number Service Code Brief Description of File Content date or reference number
- For example 8309999_CME_SR1a_20161111.

Once renamed, whoever has access to the schools' secure area can then upload the file(s) to Derbyshire via Perspective Lite and from there the file(s) will be automatically distributed to the specified department within children's services providing the correct file naming convention has been followed.

In case of serious concern, the DSL will contact Starting Point in line with the Child Protection and Safeguarding Policy, for further advice.

As a result of daily registration, schools are particularly well placed to notice when a child has gone missing.

If a member of school/educational establishment/college staff becomes aware that a child may have run away or gone missing, they should try to establish with the parents/ carers, what has happened. If this is not possible, or the child is missing, the designated safeguarding teacher/advisor should, together with the class teacher, assess the child's vulnerability.

Parents/carers

Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.

Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.

Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

It is important that parents keep the headteacher informed when they are considering changing schools, as the school has a duty to inform the Local Authority of any child that is believed to have left the school and not provided forwarding information about their destination and educational provision. If school is unable to establish contact with the child's new school, a referral must be made to the Children Missing from Education team. As a result, the child's name will be kept on a missing child register and efforts will be made to trace them. It is important to be able to inform any new school of key information to support a child and send on the child's records. At the point when parents decided to change school, they should be provided with a Pupil Exit Form by the school office. If you are concerned that the details of your destination should not be shared with anyone but the headteacher, please arrange an appointment to discuss this in order to ensure that access to your new address details are restricted appropriately

5. Safeguarding

For the purpose of this policy, "reasonable enquiries" are defined as limited, investigative powers that the school may action to determine a child's whereabouts and whether they may be in danger.

In line with the Children Act 2004, the school will follow appropriate procedures when carrying out reasonable enquiries, such as the designated safeguarding lead (DSL) conducting discussions with neighbours, relatives or landlords, to determine whether a child may be at risk of harm.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

6. Admissions Register

Sawley Infant and Nursery School will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

Admissions are administered by the Local Authority who will inform the school of all approved admissions.

In the event that a student fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will notify the LA at an appropriate stage or after 20 days unexplained absence.

Where a parent/carer notifies the school that a student will live at another address, the school will record the following information on the admissions register:

- The full name of the parent/carer with whom the student will live
- The new address
- The date from when it is expected the student will live at this address

Where a parent/carer notifies the school that the student is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:

- The name of the new school
- The date when the student first attended, or is due to attend, that school

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the student is subject to a School Attendance Order. If a parent/carer notifies Sawley Infant and Nursery School the student will be deleted from our admission register and the LA informed.

7. Removing a pupil from the Admissions Register

Sawley Infant and Nursery School will inform the Local Authority of any student who will be deleted from the admission register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system, e.g. home-schooled
- Have ceased to attend school and no longer live within a reasonable distance of the school
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school
- Have been permanently excluded.
- Have died.
- Have been registered at another school where it is not indicated this should be the case.
- Are registered at more than one school, but have failed to attend the school and the proprietor of any other schools concerned have consented to the deletion.

- Have been granted authorised leave but have failed to attend school within 10 school days after the period of authorised absence ended, and:
 - There is reason to believe the pupil is not unable to attend school.
 - The LA and school are unable to determine the pupil's whereabouts after making joint reasonable enquiries.
- Have been continuously absent from school for a period of not less than 20 school days, and:
 - The absence was not authorised.
 - There is reason to believe the student is not unable to attend school.
- After 20 days of continuous non-attendance and following investigations by the school and the LA, the child could be classed as a CME. With confirmation from the Local Authority, the school may take the pupil off roll – in line with Regulation 8 of Education (Pupil Registration) (England) Regulations 2006. The school will need to upload a Common Transfer File (CTF) for the pupil to the DfE Secure Data Transfer site (S2S) using the relevant code .

Sawley Infant & Nursery School will notify the LA that a pupil is to be removed from the admissions register as soon as any of the above criteria are met, and no later than the time at which the student's name is actually removed.

If a pupil's name is to be removed from the admissions register, Sawley Infant and Nursery School will provide the LA with the following information:

- The full name of the student.
- The full name and address of any parent/carer with whom the student lives.
- At least one telephone number of the parent/carer with whom the student lives.
- The full name and address of the parent/carer who the student is going to live with and the date the student is expected to start living there, if applicable.
- The name of the student's new school and their expected start date, if applicable.
- The grounds for removal from the admissions register under Regulation 8 of the Education (Pupil Registration)(England) Regulations 2006 (as amended).

8. Policy review

This policy is reviewed every reviewed every three years, or sooner if there are statutory guidance updates or changes in the DCC policy and procedures.

Sawley Infant & Nursery School Child Missing Education (CME) Checklist

If you suspect a pupil is 'missing' and there are existing child protection concerns or the child is on the child protection register, you **must** make a referral to the relevant social care team immediately, as well as inform the Children Missing Education Officer. Read the latest Guidance for headteachers and business managers [here](#).

Name of Pupil:	Date of Birth:	Year Group:
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		Action Taken	Who & When	Outcome
Weeks 1 - 2	Days 1 - 9	Check within school community for whereabouts - staff, SENCO, friends, siblings etc.		
		Contact the parent or carer using all available contact numbers/email addresses		
		Contact any other relatives/contacts using all available contact numbers/email addresses		
		Write to last known address		
Weeks 3 - 4	Day 10	Call or email the Children Missing Education Team for assistance in locating the child through central checks		
	Days 11-19	Continue to make efforts within the school to locate the pupil by following the steps for days 1 to 9		
	Day 20	If after all enquiries the pupil's whereabouts are still unknown, please complete the CME Referral Form and send to the Children Missing Education Team. The CME Officer will require a copy of this checklist and any other internal logs the school have made of attempts to locate the pupil.		

Referrer Details			
Completed by:		Position within school	
Contact Tel. number:		Date referred to CME	