



Child Missing Education Policy (CME)

Overview

This policy has been written to ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leaves school without clear indications of where they will be continuing their education, is quickly accounted for.

Where a child is unaccountably missing the policy will ensure that that appropriate action is taken to locate the pupil and that prompt action is taken to notify the relevant authorities.

Children missing education may be at increased risk of abuse, neglect, exploitation, forced marriage, trafficking or other safeguarding concerns. Staff must be alert to these risks and ensure that any concerns are reported immediately to the Designated Safeguarding Lead (DSL).

Definition of CME

For the purpose of this document a child missing education is defined as: Any child of compulsory school age (5-16) who is not on a school roll being educated otherwise (e.g. at home, privately, or in alternative provision) and who had been out of any education provision for a substantial period of time (practice nationally is four weeks or more). (Department for Education)

Objectives

1. To ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leave school without clear indications of where they will be continuing their education, is quickly identified by the staff and drawn to the attention of the headteacher.
2. To ensure that prompt action is taken in the first instance to locate them pupil missing from education.
3. To ensure that immediate action is taken to speedily put into place appropriate procedures which follow LA policy and DfE guidance, and to notify the LA and appropriate authorities of the missing pupil. Where safeguarding concerns are identified, the DSL will ensure a referral is made to children's social care without delay.

Strategies

1. Any concerns will immediately be raised with the headteacher who will take decisive action to initiate the LA and procedures for pupils missing from education and the school's policies for keeping children safe.
 2. The school will carry out daily registration and absences will be dealt with in accordance with the school's Attendance Policy.
 3. Staff must be alert where there is a repeated pattern of absence or the reason for absence is unclear or unexplained and must promptly draw their concerns to the attention of the headteacher.
 4. Where a member of staff has concerns about the nature of a pupil's absence the school will promptly carry out its own initial checks in line with its attendance policy and its policies for keeping children safe. The school DSL will be notified. The DSL has lead responsibility for coordinating the response, including any referral to children's social care where safeguarding concerns are identified.
 5. If a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend.
 6. The school will ensure that educational and safeguarding records are transferred securely and without delay to the receiving school, in line with statutory guidance.
 7. If a pupil leaves this school without clear indication of a receiving school, the school will contact the LA to advise them of the situation and to start their tracking procedures
- If the child leaves school to be home educated, the school will notify the Home Education Department for Leicester. Where there are any safeguarding concerns, the DSL will ensure these are referred to children's social care before the pupil is removed from roll.
8. The school will notify the local authority when it is about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations. Unless the pupil has completed the final year of education normally provided by the school – unless the local authority requests that such returns are to be made.
 9. The school will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register, if the deletion is for one of the following reasons: i. A pupil has been granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation and has failed to attend schools within the ten school days immediately following the expiry period for the leave (and this is not for reasons of sickness or unavoidable absence). ii. The pupil has been continuously absent from the school for a period of not less than twenty school days and the absence has not been authorised at any point during that time and is not due to sickness or unavoidable absence.
 10. In case of serious concern the headteacher will contact the LA, in line with the Safeguarding Policy and Procedures, for further advice.

Outcomes

This policy will ensure that all children are kept safe and that no child will go missing from education. This policy should be read alongside the school's Attendance Policy and in particular with the school's Child Protection and Safeguarding Policy of which it is an integral part. The policy has regard to the DfE guidance: Keeping Children Safe in Education: (2025)

This policy was reviewed by the schools Governing Body on 27/8/26. This policy will be reviewed annually by the Governing Body, in line with statutory safeguarding requirements.