

ST MARY'S CATHOLIC PRIMARY SCHOOL

Child Missing Education Procedure



Policy No: PAS1/18/11/24	Version:	2
	Author:	SENIOR LEADERSHIP
	Committee:	PASTORAL
	Minute No:	PAS1/18/11/24
	Issued	Nov 2024
	Review	Nov 2025

St Mary's Catholic Primary School
Child Missing Education Procedures

Rationale

St Mary's Catholic Primary School is committed to ensuring every child and young person in our care has the opportunity to grow up in a safe community.

We are concerned about any child missing education not only in the way that it impacts on the individual's potential achievement but also in relation to their safety and welfare.

We adhere to Derbyshire County Council's Children Missing in Education Policy:

<https://www.derbyshire.gov.uk/site-elements/documents/pdf/education/schools/attendance-behaviour-welfare/children-missing-from-education-policy.pdf>

The purpose of the CME policy is to ensure that children and young people missing education are re-engaged in appropriate education provision in the shortest possible time, with lasting success and that 'no child slips through the net'.

St Mary's will:

Day 1:

St Mary's Catholic Primary School will attempt to make contact with parent/carers on first day of absence where there is no explanation.

If we receive no response, we will continue to make efforts to engage the family; recording our contact: telephone conversations, texts, e-mails, letters, home visits. We will liaise with professionals who may be involved. We will consider what action to take if attendance is unauthorised.

Up to day 10:

- If there are safeguarding concerns, contact Starting Point. Tel: 01629 533190
- Ensure all emergency contacts been exhausted - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts.
- Complete checks with known services - Is the young person open Social Care, Health/School Nurse, School Admissions any other relevant support service and if so has contact been made?
- If there are known siblings/family members attending another school, contact the other school.
- Find out whether friends in school seen or heard from the young person.

Home visits

Home visits may be undertaken to gain a sense as to whether the family are still living at their known address, and if this is an attendance issue or child missing education in that we do not know where the family are. This could be completed by a door knock, explaining that we are concerned that the young person is not attending school or if unanswered looking for signs of occupation at the house - does it appear like the family are still resident?

- Check the property for any signs of occupation.
- Leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact.
- Visit during different times of the day.
- Ask whether neighbours have seen or heard from the family.
- If no contact has been established by day 11 refer to Derbyshire's CME Officer, this contact should be made sooner if there are safeguarding concerns? Tel: 01629 536520

If the whereabouts of the child are confirmed to be known but they are not attending education or engaging with school, then the Child and family meet the threshold for Early Help. School will make a referral to Multi Agency Team via Starting Point evidencing what action has been taken. The absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct. The child stays on roll.

If the whereabouts of the child are unknown evidencing reasonable efforts to locate/make contact with the family, a referral will be made to Children Missing Education Officer (CME) no later than day 10 when there is no explanation for absence and above checks have been completed.

The child will not be removed from roll until CME has completed initial checks and confirmed that they can be removed.

Family Moving Out of the County

If a family has moved out of the area, school will request from parent/carers the name of the child's new school and **new family address**. If a school place is not yet obtained we will request the address and share this with **CME officer**. They will then liaise with colleagues in the area to confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area, they become the responsibility of the new LA closing all involvement for Derbyshire. The CME officer will inform school when we can remove the child's name from our school roll. The pupil file will be transferred once a new school is identified.

Elective Home Education

A parent/carer has the legal right to electively home educate. However in some circumstances a parent may not fully understand their responsibilities and implication of making this choice and it may not always be in the child's best interests, i.e. safeguarding concerns. St Mary's will consult fully with any agencies involved and

the EHE team before deciding to off-roll the child. The local authority would want to ensure that all possible alternative solutions have been explored with parents.

A child who is allocated a place at St Mary's but does not arrive.

St Mary's will try and engage the family through telephone calls, letters and home visits (where appropriate). If contact cannot be made St Mary's will inform admissions within 10 days of allocations. Where a start date has been agreed with the family or the local authority the child's name should be put on to the school roll. If the child does not attend, we will use our normal absence procedures and consider referral to the MAT EWL regarding the non-attendance.

Records for children moving abroad

For children who move abroad, St Mary's will obtain from the parent the forwarding home address and full details of the school they will be attending or hope to attend. If we do not have these details, then a referral will be made to CME officer. (Do not record comments such as "moved abroad", "left country", "Poland", "USA". without more details.) Safeguarding concerns, past, present and potential, will be raised without delay.

If there are no safeguarding concerns and we have the above information the pupil file should remain with the UK school. A copy of the most recent reports can be provided to parents to give to the new school.

Vulnerable children

Where children do not arrive at school and no explanation is provided, St Mary's will consider contacting the social worker. If the family's whereabouts becomes unknown during this time, a separate referral will be made to CME at the earliest opportunity.

Moving to a refuge

The child will NOT be taken off school roll. St Mary's will liaise with Social Care (where involved) or refer to CME Officer. Consideration needs to be given to whether child will eventually return to our school, and whether dual registration at a more local school is appropriate in the interim.

Removing a child from the roll

Children will remain on the school roll until their new school is confirmed and a start date agreed, or, confirmation is received from the CME officer that the child/young person is known to another local authority and their CME team is taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Derbyshire and is living at an **unreasonable** distance to travel to their previous school, this will be referred to the CME officer. Children should not be removed from roll until CME Officer has confirmed it is appropriate to do so.

For missing children please refer to:

<https://schoolsnet.derbyshire.gov.uk/site-elements/documents/keeping-children-safe-in-education/children-missing-from-education/children-missing-education-cme-policy.pdf>

RE: Moving/transferring schools

It is important that parents keep the Headteacher informed when they are considering changing schools, as we have a duty to inform the Authority of any child that we believe has left our school and has not provided forwarding information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to Children Missing from Education team. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about the new school so that we can send on your child's records.

At the point when you have decided to change school, please ask the school office for a Pupil Exit Form.

If you are concerned that the details of your destination should not be shared with anyone but the Headteacher, please discuss this with him/her. S/he will be able to ensure that access to your new address details is restricted appropriately.

CHILDREN MISSING from EDUCATION (CME) SCHOOL FLOWCHART

Those children who do not arrive at school, there is no explanation for their absence and you suspect that the child is no longer at their home address.

Within **10 school days** that the child is missing, **school should carry out the following searches.**

Prioritise to **day 1 or 2** of absence depending on level of concern for family **or if there is definite knowledge of a move.**

- Contact parents/carers/ relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Check/review the S2S website
- Contact other relevant schools/professionals
- Visit home address

On Day 1 of absence, unless otherwise agreed, if a child has a Child Protection Plan, school should notify Social Care.

If school have safeguarding concerns, they should contact Starting Point.

By Day 11 latest:

Refer to CME via **SR1a referral form** on Derbyshire Schools Net and record absence as unauthorised (UA)

CME will:

- Record on CME register
- Carry out searches
- Liaise with school

If child is found and the CME team have not contacted you, please let them know.

If child found by CME within 20 school days

- CME will contact school to advise off roll date and reason (if applicable)

If child is still missing after 20 school days

- Contact CME for off rolling advice.
- Once discussed and agreed with CME, send CML as per their instructions.
- At the point of off-rolling, send CTF to the Lost Pupil Database (destination XXXXXXXX)

When child is found after sending CTF to the Lost Pupil Database

Please contact Management Information Officers
jenie.swift@derbyshire.gov.uk 01629 536440 or carrie.wood@derbyshire.gov.uk 01629 538846
who will retrieve the CTF from the Lost Pupil Database and forward to new school.

CS.CMECoordinators@derbyshire.gov.uk

01629 535741

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending		Child moving out of county	Child moving out of country	School Allocations intake or in-year admissions rounds
School/Academy to attempt to make contact with parent/carers on first day of absence where there is no explanation. Follow your internal school attendance procedures.		Request from the family their new address and details of new School/Academy.	School must request and record details of the new family address and school . You cannot remove from roll without this.	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the Admissions by Day 6 evidencing efforts to engage.</p> <p>If an application is made to transfer school during the year (outside of the normal intake process), the leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p> <p>Places must be taken up by the start of the next half term after the place has been allocated.</p>
<p>Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is unauthorised.</p>		↓	Where possible school should make every effort to confirm child's attendance at their new school abroad.	
		<p>Make contact with the new school and agree a start date. The leaving school should keep child on school roll up until the starting date agreed with the new school.</p> <p>Child must be put on roll on the agreed start date. Where child does not arrive on the agreed start date, the new school should use existing absence procedures.</p>	↓	
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p>	<p>If without a new school within 10 days, a referral should be made to</p> <p style="text-align: center;">Children Missing Education</p> <p>providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school</p>	<p>If school does not receive the above a referral should be made to:</p> <p style="text-align: center;">Children Missing Education</p>	
↓	↓	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p>	<p style="text-align: center;">Looked After Children (LAC)</p> <p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	
<p>Child and family meet the threshold for Early Help. Make a referral to Multi Agency Team via Starting Point evidencing what action has been taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Derbyshire Code of Conduct.</p>	<p>Referral is made to: Children Missing Education Officer (CME) no later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>For details of how to refer see contact information, and Derbyshire Schools Net. Please clearly state any</p>	Direct referral to:	<p style="text-align: center;">Independent / Residential Schools</p>	

<p>Child stays on roll</p>	<p>safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CME has completed initial checks and confirmed that they can be removed.</p>	<p>Children Missing Education</p> <p>providing child's name / DOB / and details of parent /carers including any emergency contacts, family's new address and a summary of efforts made by school to engage the family.</p>	<p>The same procedures should be followed as those in Schools / Academies</p> <p>Gypsy/ Roma/ Traveller</p>	<p>If allocated children do not arrive PLEASE FOLLOW UP ASAP. DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p>		<p>Child permanently excluded</p>		<p>Own admission authorities</p>
<p>Where there are concerns about the reasons a parent wishes to EHE, immediately consult with EHE (see contact details). Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p>		<p>LA Inclusion Team to be contacted by phone on the day of exclusion (see contacts)</p> <p style="text-align: center;">↓</p>		<p>must inform the admissions team of any enquiry/ application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.transport@derbyshire.gov.uk within five days of adding a pupil's name to the admission register.</p>
<p style="text-align: center;">↓</p> <p>School/Academy to return completed de-registration form, with copy of the parent letter, to EHE..</p>		<p>The LA will respond and continue to work with you through the process.</p>		<p>Family indicate they are returning home for family, cultural or health reasons</p>
<p style="text-align: center;">↓</p>		<p>DO NOT remove from your roll until advised.</p>		<p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Where schools support or allow such absences, a return date should be agreed. Parent should be informed that if the family do not return on the agreed date attendance procedures will be followed.</p>
<p>In agreement with EHE remove the child from your roll. DO NOT remove from your roll if child has EHCP without confirmation from the LA.</p>		<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with Starting Point.</p>		<p>School Health</p>
<p>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Inclusion Team via Derbyshire Schools Net. Levels of provision will be closely monitored and scrutinised.</p>		<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful if there are safeguarding concerns, with children believed to be at risk of actual harm, they should be reported immediately to Starting Point. A Starting Point referral will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>		<p>If a child has been out of school for over 15 days due to illness without supporting evidence, consideration should be given to referral to the School Nurse</p>
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance Derbyshire Schools Net CME Procedures https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/children-missing-from-education/children-missing-from-education.aspx DfE CME Statutory Guidance https://www.gov.uk/government/publications/children-missing-education</p>				

DfE Keeping Children Safe in Education Statutory Guidance <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Derbyshire on-line Safeguarding procedures <https://derbyshirescbs.proceduresonline.com/>

Where a child's illness / mental health issues requires the child to be out of education for a long period, and supporting evidence has been gained, liaise with Out of School Tuition

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance