



The Hinckley SCHOOL

Children Missing Education (CME) Policy

Date of last review:	July 2023
Reviewed by:	M Thomas Deputy Headteacher
Approved by Governors on:	October 2023
Frequency of review:	Every 2 years
Date of next review:	July 2025

Children Missing Education (CME)

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

All staff will be alert to the signs of abuse and neglect including children who are missing from education. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues. Staff work in line with our Safeguarding & Child Protection Policy and Keeping Children Safe in Education.

Children missing education are at risk of not achieving their full potential. These children also have the potential to be exposed to higher degrees of risk. These risks could include engagement in anti-social or criminal behaviour, social disengagement and exploitation. Whenever a child is missing from education, the possibility of trafficking, sexual, criminal or commercial exploitation must be assessed. A child going missing from education is also a potential indicator of abuse or neglect. It is vital that all practitioners work together to identify and reengage children missing from education as quickly as possible.

Definition

Children missing education refers to all children of compulsory school age (5-16yrs):

- Who are not on a school roll or receiving suitable education otherwise than at school (e.g. privately, electively home educated or in an alternative provision);
- Registered at a Leicestershire school but their family has moved without providing a forward address or details of a new school;
- Who are registered at a school but for a substantial period of time (usually agreed as ten days or more), have not attended school or alternative education without provision of reasonable explanation).

School Actions

The Children Missing Education flowchart (**Appendix A**), Planned Move Form (**Appendix B**), Remove from Roll Checklist (**Appendix C**) and LA Missing Children Form (**Appendix D**) will be used as part of the following process:-

- Daily attendance monitored by Attendance Officer/Pastoral Team after morning registration
- First day absence procedures followed for all students, text message, phone call, possible home visit (see attendance policy and CME flowchart).
- Students who are Looked After, on a Child Protection plan or have other identified vulnerabilities, such as police notifications of Domestic Abuse, with

current Early Help services involvement, the social worker/key worker will be informed of absence and any concerns, after period 1 register is taken. If there is any doubt as to whether a child may be at risk of harm, the Designated Safeguarding Lead will be consulted.

- After a maximum of 10 days, the Children Missing Education Form will be completed and further advice sought.
- After 20 days, if the absence meets the DfE and Local Authority criteria the school complete the Remove from Roll Checklist (**Appendix C**) will be completed and advice will be sought from the CME Team. The child can only be deleted from the School's admission register, with the signature of the Headteacher on the completed Remove from Roll checklist (**Appendix C**).

Planned Moves out of Area/Country

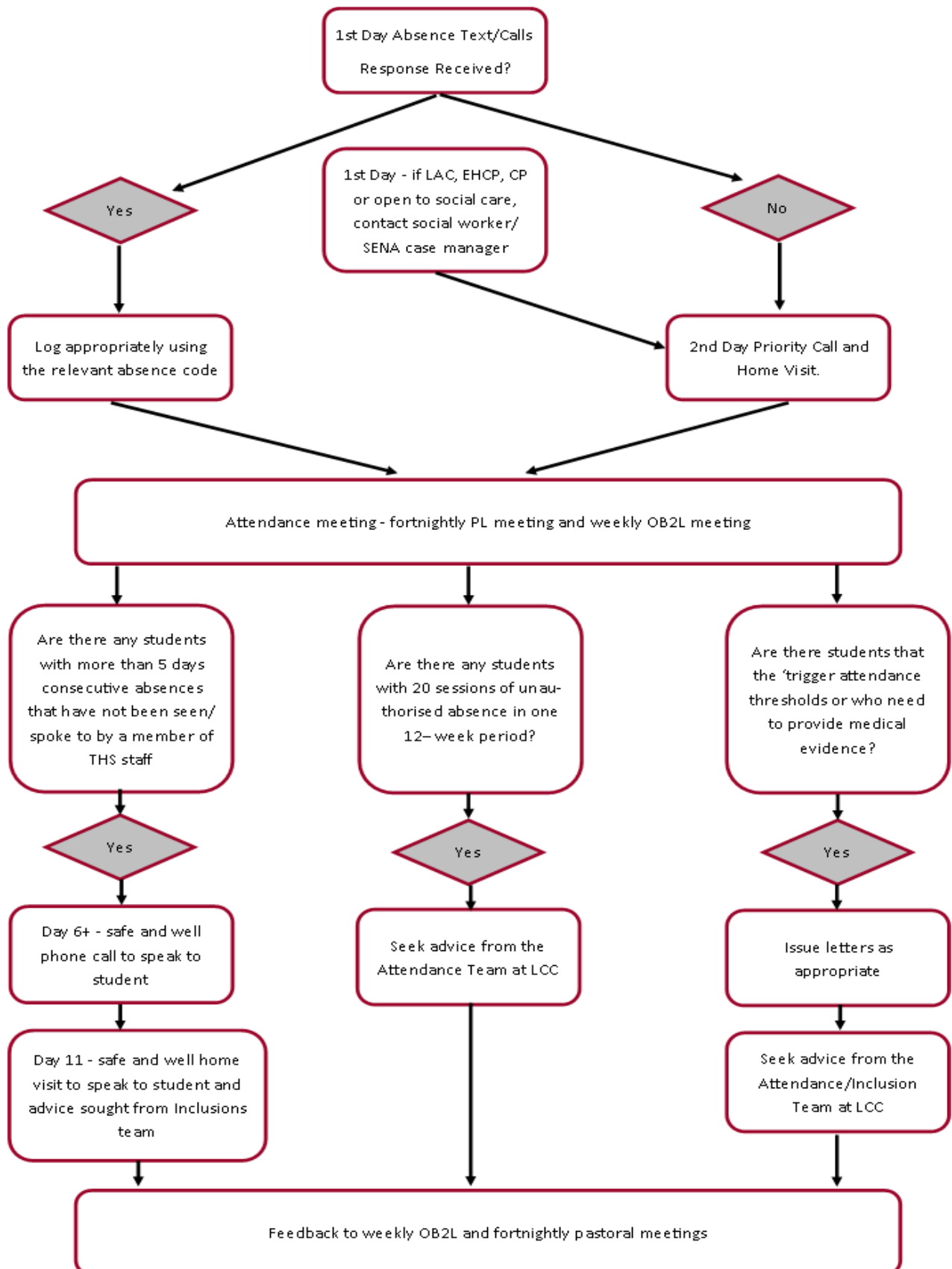
If parents inform the school that they are intending to move out of the area/country then the Planned Move form will be completed at the earliest opportunity and the CME team informed (see contact details below). The Off-Roll Checklist (**appendix C**) will ensure that either a Local Authority or a specific school has taken over responsibility before removing from roll.

Children Missing or Absent from Home or Care

It is noted that the statutory guidance on Children Missing from Home or Care states that "looked after children missing from their placements are particularly vulnerable". It also highlights the importance of Local Authorities having risk management plans, the key driver of placement instability, and importance of Safe and Well Checks and Return Home Interviews. The School will work in partnership with the relevant agencies to support all children, including Children who are Looked After (CLA).

Children who are not where they are expected to be, such as at home or at school, are considered absent and this also places them at increased risk of harm. We will follow our attendance policy alongside the CME policy to ensure safeguarding of these children.

Appendix A - Children Missing from Education – Flowchart



Appendix B – Planned Move Form

PLANNED MOVE FORM

I am writing to explain that we must ask for the below to be removed from school roll for the date below due to the following reason.

Name of child(ren): _____

Last day at The Hinckley School: _____

Reason for removing from The Hinckley School:

I understand that if my circumstances change after the above date, I must inform the Local Authority and The Hinckley School so my child(ren) can be allocated a new school place.

I understand that it is the parent's responsibility to ensure that my children attend school every day. I understand that The Hinckley School is obliged to pass my details to the Local Authority to ensure that school attendance and the safety and welfare of my child(ren) is maintained.

Parent/Carer name: _____

Signature: _____

Relationship: _____

Parental responsibility Yes/No

Contact numbers: _____

Email: _____

New home address: _____

New school arrangements: _____

If you are leaving the UK,

Date that you are leaving the UK: _____ Flight details: _____

The reason why you are leaving: _____

Who is the student travelling with? _____

Appendix C - Remove from Roll Checklist

OFF-ROLL CHECKLIST

NAME OF STUDENT	
D.O.B.	
DATE OF LEAVING	
REASON FOR LEAVING	
Are there any Safeguarding/LAC/Social Care or Dual Registration issues?	
Name of new school and confirmation in writing that the child has attended. New address if applicable	
Date EHE Meeting conducted with key staff and LA if applicable	
Date CME form completed & sent to LA if applicable	
<u>HEAD OF SCHOOL INFORMED</u>	Y
Student details updated in SIMS	
Attendance backdated to leaving date	
Year Team notified to post school file	
CP File secure arrangements (if required) (DSL)	
<u>Process Complete</u>	
<u>Signed off by Head of School</u>	
Parents advised of student removal from school roll if applicable	
Advise Exams Officer to take off-roll and to send CTF	



Appendix D CME Referral form

[Inclusion Service Referral - Referral Reason - Leicestershire County Council Self Service \(achieveservice.com\)](https://achieveservice.com)