



'Aim High Be Happy'

Children Missing from Education Policy

Policy Control	
Responsible Person:	Amanda Norman
Responsible Governor Team:	Safeguarding
Approved by Governors:	September 2023
Date due for review:	September 2026

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

Our School Values

Sandhurst Primary School values

With **kindness** in our hearts,
we find **enjoyment** in our learning and
seek **challenge** in all that we do.

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education.

CONTEXT

This policy should be read alongside the school's **Attendance Policy** and in particular with the school's **Child Protection Policy** of which it is an integral part.

The policy has regard to the DfE guidance: **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2023, DfE School Attendance Guidance September 2021** and the **KCC GUIDELINES FOR SAFEGUARDING RECORD KEEPING IN SCHOOLS**.

POLICY AND PROCEDURES

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 Incident Concern Form* should be completed.

The School's DSL will then follow the procedure detailed in the school's **Child Protection Policy** and a stand-alone *Welfare Concerns* 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 school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. If a Welfare Concerns file has been created, the DSL will then forward the appropriate records to the receiving school, in line with the **KCC GUIDELINES FOR SAFEGUARDING RECORD KEEPING IN SCHOOLS**.

When a pupil leaves our school without clear indication of a receiving school, the school will contact the **Kent Children Missing Education Team** (call 03000 41 21 21 or email cme@kent.gov.uk) to advise them of the situation and to start their tracking procedures.

In case of serious concern the DSL will contact the Central Duty Team (03000 411111), in line with the **Safeguarding Policy and Procedures**, for further advice.

Monitoring and review

This policy is monitored by the Principals of the school and will be reviewed annually or in the light of changes to legislation.

Appendix 1 KCC CME Procedures

1. Definition

“Children missing from education” 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
- Who have been out of any educational provision for a substantial period of time (usually agreed as ten days without provision of reasonable explanation).

According to Section 436A of the Education Act 1996 (section 4 of the Education and Inspections Act 2006) the Local Authority has a duty to identify, as far as it is possible to do so, children missing education (CME) and get them back into education.

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.

2. Required Action by Schools

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.

If a child leaves a Kent or Medway School without notice being given by the parent or the school being advised by the parent of the new address and/or school the child is to attend, the school should notify its allocated Education Welfare Officer (EWO Kent / Attendance and Advisory Practitioner (AAP Medway) as soon as possible:

The EWO/AAP will work with the school to make reasonable enquiries to try to identify the child's whereabouts.

After 20 days of continuous non-attendance and following investigations by the school and the EWO/AAP, 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

Further children missing education guidance can be found at the [Kent Safeguarding Children Board](#) or [Medway Safeguarding Children Board](#) websites.

These procedures will only be effective if all schools adhere to the principle that whenever a pupil joins or leaves a school then a common transfer file must accompany her/him. After 4 weeks the child's Common Transfer file should be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools. The CME Officer in the Local Authority must also be informed.

3. Required Action by Other Agencies

Where any agency in contact with children and families believes that a child is not on the roll of a school or receiving education otherwise, then this information should be passed to the responsible Education Authority with any details they have of the child in question.

For more information contact:

Inclusion Service, Children Missing Education, Kent County Council

Email: cme@kent.gov.uk

Write to: Children Missing Education Team, Kent County Council, Room 2.05, Sessions House, County Hall, Maidstone ME14 1XQ