

	<p style="text-align: center;"><b>Corpus Christi Catholic Primary School</b></p> <p style="text-align: center;"><b>Child Missing Education (CME)</b>  <i>(including missing education because of medical needs)</i>  <b>Policy and Procedures</b></p>
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*Joyfully, unique in Jesus' family, we learn to use our special gifts  
to love, serve and make the world a better place.*

Child Missing Education (CME) Policy			
Approval		Board of Governors	
<b>Chairperson</b>	Anna Murphy-Sullivan	<b>Headteacher</b>	Simon Lennon
<b>Date of last review</b>	December 2020	<b>Date of review</b>	December 2022
<b>Date of next review</b>	December 2024	<b>Maintenance</b>	FGB

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14*

## **Aim**

The aim of this policy is to ensure that our school works effectively with Bournemouth, Christchurch and Poole (BCP) Council to ensure that the educational and social needs of all children are met when they are missing education for the reasons listed below.

## **[Child Missing Education Statutory Guidance \(updated August 2024\)](#)**

**A Child Missing Education** is defined in the guidance as those of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

A child is not missing in education if:

- Their whereabouts are known, and school understands that they have refused to attend school
- Their whereabouts are known, and school understands that they have a diagnosed medical condition which is preventing them from attending school
- They are receiving education via elective home education

## **BCP Guidance on Children Missing Education 2022**

BCP Council's Policy on CME is underpinned by 3 key principles:

- Our work is **Pro-active**. Our commitment is to the child, and we will work actively and take all necessary steps to ensure CME are identified, located, and have access to a suitable education.
- Our work is **Collaborative**. We know that for this work to be effective we must work collaboratively, and in partnership, with our admissions service, our schools and other partner agencies – each shouldering their responsibility to locate children willingly and communicating effectively with each other to ensure children have access to their education.
- We are **Persistent**. We will be resilient and persistent in our efforts to identify and locate CME and to ensure they have access to a suitable education.

**A Child absent from education** are those who are persistently absent (absent repeatedly and/or for prolonged periods). The school's Pupil Attendance Policy (reviewed Spring 2023) emphasises the importance of school attendance for the following reasons:

It is important children attend school because:

- attendance has a direct link to attainment. If a child is not in school regularly they are not fully accessing the curriculum and learning opportunities available to them
- achieving at school builds a child's self-esteem, as well as enhancing their future prospects
- attending school and being part of the school's community gives a child a sense of belonging and promotes their social development

- spending time with school staff teaches a child about society's expectations with regards to behaviour and how to communicate with people in authority preparing them for adult life
- attending school gives a child the opportunity to experience positive separation from their parent(s)/carer(s), which builds their confidence and resistance.

The school has a rigorous system of monitoring attendance.

### **When is a child considered as CME?**

These are trigger points for when a Child is Missing in Education (CME) and should be referred to the Education Social Work Service.

- When a child has been absent from school for 10 days or more with no reason
- Or a more immediate response if this child is known to be a subject of a Section 47 Enquiry or subject of a Child Protection Plan
- When a parent/carers has withdrawn their child from school and no new school place has been confirmed
- When a child cannot attend school because of ongoing health needs.

### **Why do children go missing in education?**

- Fail to start school in Reception year
- They fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new Local Authority)
- Withdrawn from school by parents or carers (with no confirmation of new school)
- Personal factors such as disengagement or disaffection by parents and pupils, due to in school difficulties e.g. bullying, long term illness and other health needs or exclusion
- Homelessness and fleeing Domestic Violence

### **Administration Staff**

Administration staff, where possible, ensure that they obtain as many details as possible (i.e. email addresses, phone numbers, new school names, new addresses) and where possible ensure parents/carers complete a 'Moving School Form'. As part of the moving school process, the headteacher will discuss the reasons with the parents/carers.

Administration staff will work with the Headteacher to ensure that all children who have left our school have a confirmed school place (either within BCP or elsewhere), or if they do not, that they are referred to the Educational Support Welfare Service (ESWS) as a Child Missing Education (CME). This is discussed at the school's weekly attendance meeting with the Headteacher, Deputy Headteacher and a member of the Support Staff.

### **The Referral Form (see Appendix 1)**

The CME referral form -is completed and submitted to BCP. Council . An attendance summary and a moving form (where available) are attached to the referral form. Details of any siblings and any 'soft' information acquired will also be included on the referral form. A home visit, to confirm that the family are no longer at the home address, will be completed if this is felt necessary by the Headteacher and/or Attendance Lead.

### **Taking off Roll**

Children who have been withdrawn from school without prior notice from parents will remain on roll for 4 weeks (20 school days) from the date they left.

In all other cases, BCP Council will be consulted before removing the child from the roll.

When taking a child off roll, the attendance can be backdated to the last Friday of the last week they attended.

### **Children missing school because of health needs**

The school has an important duty to work closely with BCP Council and other professionals such as in healthcare or social work in order to ensure the best outcomes for children missing school due to medical needs including:

- physical health needs
- physical injuries
- mental health problems, including anxiety issues
- emotional difficulties / school refusal
- progressive conditions
- terminal illness
- chronic illnesses

When children miss education because of these factors the school will:

- ensure there is always a named person responsible for children missing education (*Inclusion Leader- Amy Stewart*)
- follow the school policy and the clear procedures for supporting these children
- arrange for remote learning (please see Remote Learning Policy) to be completed at home (when the child is expected to return to school within 15 days and, absence is not chronic or recurring (*Inclusion Leader / Class Teacher*))
- report absences over 15 days to the Social Inclusion Service (01202 456221) (*Inclusion Leader / Headteacher*)
- work closely with hospital school staff / tuition service where required to (*Inclusion Leader / Headteacher*)
- ensure that curriculum information about the child is shared appropriately including progress, attainment, achievements and any educational needs they may have (*Inclusion Leader / Headteacher / Class Teacher*)
- ensure that the child's reintegration into school is actively monitored and liaison continues with outside agencies as necessary (*Inclusion Leader*)
- ensure the child and their family are informed about school events they may be able to attend (*Inclusion Leader*)

### **Read also:**

- **'Children and Young People unable to attend school because of medical needs'** (Policy and Practice Document, Children and Young Peoples' Services, Bournemouth Borough Council) Revised September 2016.

- ***'Ensuring a good education for children who cannot attend school because of health needs'***  
Statutory guidance for local authorities, January 2013
- ***'Corpus Christi Inclusion / SEND Policy'***, updated November 2023 and every two years
- ***'Keeping Children Safe in Education'***, updated September 2024 and annually
- **Prevent Duty Guidance 2023**



**REPORTING FORM FOR NEW STARTERS, ALL CHILDREN  
REMOVED FROM SCHOOL ROLL, OR MISSING (CME FORM)  
September 2020 Version**

This notification should be completed for:

1. **EVERY** child that is added to the school roll (within 5 days of starting)
2. **EVERY** child where you believe grounds are met to take off roll, with the exception of children at the age of transfer or leaving compulsory education.
3. Any child that has failed to attend school for 10 days or more and no reason has been given for absence. **Please note, you should not wait 10 days if there are concerns. If there is an urgent safeguarding concern this needs to be directed to social care and/or police immediately.**
4. Any child that does not take up an allocated school place.

Completed forms should be sent to [schoolroll.update@bcpcouncil.gov.uk](mailto:schoolroll.update@bcpcouncil.gov.uk) with the exception of children who are being withdrawn for Elective Home Education. These forms should be sent direct to [ehe@bcpcouncil.gov.uk](mailto:ehe@bcpcouncil.gov.uk)

**PLEASE MAKE SURE THAT WHERE POSSIBLE, YOU COMPLETE ALL FIELDS WITH AN ASTERIX AS THESE ARE NOW STATUTORY.**

Where there is no known address or school, the school is required to have taken reasonable action to trace the child. **Please refer to the attached checklist in advance of sending the form.** However, do not let this unnecessarily delay the sending of the form, particularly if there are concerns for welfare. Attach any additional information as appropriate.

As much detail as possible needs to be completed, even if the pupil is moving out of the country or the address is temporary.

In situations where the school is informed by the parent/carer/relative that the child is missing, the **school must immediately alert the Police and Children's Services First Response Hub**, even if parents are reporting that

they have already done this. Mark the reporting form as urgent, and make it clear on the form who alerted you, and the contact details of the person spoken to in the Police and Children and Young People's Social Care.

<b>ADDING OR REMOVING PUPILS FROM THE SCHOOL ADMISSION REGISTER</b>			
Name and position of person completing form			
Telephone number, email address, and school employed by			
Date			
<b>*PUPIL FULL NAME</b>		<b>*DOB</b>	
UPN (unique pupil number)			
Include all known names used by family or child		Is Child a Looked After Child? Yes / No	
<b>SCHOOL LAST ATTENDED/NAME OF SCHOOL COMPLETING FORM</b>			
<b>* FULL NAME &amp; ADDRESS OF ANY PARENT WITH WHOM THE PUPIL NORMALLY RESIDES</b>			
<b>* CONTACT NUMBERS FOR PARENTS</b>			
<b>EMAIL ADDRESSES FOR PARENTS</b> (if available)			
<b>*PUPIL'S FUTURE ADDRESS</b> (tick if temporary)		<input type="checkbox"/>	
<b>*DESTINATION SCHOOL</b>			
<b>ANY KNOWN SIBLINGS</b> (provide date of birth and school if known)			

THE ABOVE CHILD HAS:	TICK BOX
1. transferred to a local school within BCP	
2. moved out of the area to a named school	
3. moved away, no known school or forwarding address (including moves outside the UK where no address given)	
4. moved out of the UK/area with a forwarding address given	

5. been withdrawn from school to be taught at home (EHE) <b>and a letter of confirmation from the parents has been received by the school and is attached. These need to be sent directly to ehe@bcpcouncil.gov.uk</b>	
6. failed to return from a family holiday	
7. left temporarily to go travelling (traveller family). <b>N.B These children should not be removed from roll.</b>	
8. other – please include details in notes section.	

Permanently excluded pupils are covered by other policies and procedures.  
Please note that in line with current statutory guidance for permanent exclusions the LA must be notified in writing (usually email) within 24hrs.

*Where applicable, please put the corresponding letter from the accompanying list to advise on what grounds you wish to remove from roll. <b>Please note the list clarifies when you are able to take off roll, and when you are required to wait for notification from the LA.</b>	
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<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended. All of these reasons are section 8 (1).</b>	
A	where the pupil is registered at the school in accordance with the requirements of a School Attendance Order, that another school is substituted by the Local Authority for that named in the order or the order is revoked by the Local Authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school <b>Do not remove from roll until advised by LA</b>
B	<b>Change of school.</b> except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school. <b>Only remove from roll if you have confirmed the child has started with receiving school</b>
C	where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion. <b>Do not remove from roll until advised by LA</b>
D	<b>Elective Home Education</b> in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school
E	<b>Moved away</b> except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered. <b>Do not remove from roll until advised by LA</b>
F	in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is <b>Do not remove from roll until advised by LA</b>
G	that he is certified by the School Medical Officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <b>Do not remove from roll until advised by LA</b>
I	that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
J	that the pupil has died. <b>Please note, notification to the LA is sufficient in these circumstances. It is not necessary to complete the form</b>
K	that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
L	in the case of a pupil at a school other than a maintained school, an Academy, a City Technology College or a City College for the Technology of the Arts, that he has ceased to be a pupil of the school.
M	<b>Permanent exclusion.</b> that he has been permanently excluded from the school.

N	where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
O	where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

## **CHECKLIST**

To be used when a child/family is missing, or to help establish the statutory details required.

If you have been alerted the family are moving but no address has been given you need to follow this up using the checklist before advising us.

<p>Have you tried all the emergency contact numbers? Please provide all contact details you have for the family.</p>
<p>Details:</p>
<p>Have you sent a letter (first class or hand delivered) requesting urgent contact to confirm their whereabouts and/or education plans?</p>
<p>Details:</p>
<p>Have you tried to email?</p>
<p>Details (including email address):</p>
<p>To your knowledge, is it the whole family that have gone, or is it just the child missing? If parent reports to you that they have reported a child missing then you need to check with Police and alert us.</p>
<p>Details:</p>
<p>Have you checked school records to see if child came from out of area previously? If appropriate, contact last school in case they have returned/made enquiries to them.</p>
<p>Details:</p>

Check if form tutor has any information.
Details:
Have you checked with their friends (friend's parents for younger children) to see if anyone has any more information or is still in touch? For older children, is anyone still in touch via social network sites?
Details:
Has there been any Social Care involvement that you are aware of?
Details:
Have you got GP details? Have you contacted them?
Details
Any other details that may help us locate the child

