



## **Children Missing Education (CME) Policy and Procedures**

Deepdale Community Primary School is committed to safeguarding and promoting the welfare of all pupils. We recognise that children missing education (CME) are at significant risk of underachievement, social exclusion, and vulnerability to safeguarding concerns.

This policy sets out how we will identify, monitor, and respond when a child is at risk of missing education, in line with:

- Education Act 1996
- Education and Inspections Act 2006
- Children Missing Education Statutory Guidance (2016)
- Keeping Children Safe in Education (2025 update)
- Local Authority CME Procedures

### **Aims**

- Ensure all pupils are supported to access full-time education appropriate to their age, ability, aptitude, and any special educational needs.
- Maintain accurate attendance and admissions records.
- Work in partnership with parents, carers, and the Local Authority (LA) to safeguard children at risk of missing education.
- Take swift action to locate, monitor, and support any pupil whose whereabouts become unknown.

### **Definition**

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and are not receiving suitable education otherwise (e.g. elective home education, independent school, or alternative provision). This does not include pupils who are missing school for short periods due to illness or authorised absence.

### **Roles and Responsibilities**

#### **Headteacher**

- Overall responsibility for CME policy and ensuring compliance with statutory guidance.
- Ensure staff are trained in recognising and reporting CME concerns.

#### **Senior Attendance Champion/Pupil Support Manager**

- Lead points of contact for CME cases.
- Liaise with the LA, social care, and other agencies.
- Ensure timely referrals are made where a child's whereabouts are unknown.

#### **Admin Staff/Pastoral Staff**

- Maintain accurate admission and attendance registers.
- Investigate unexplained absences immediately.
- Record actions taken in line with safeguarding procedures.

#### **Class Teachers**

- Monitor attendance daily and promptly raise concerns.
- Engage with parents/carers regarding attendance and safeguarding.

## **Procedures**

### **Admissions and Leavers**

Pupils are only removed from roll in line with the Education (Pupil Registration) (England) Regulations 2006. The school will not remove a child from roll until reasonable enquiries are made to establish their whereabouts

The school must inform the LA when:

- A pupil is removed from roll (except at the end of Year 6).
- A pupil fails to attend regularly.
- A child is believed to have left the area or moved abroad.

### **Daily Absence Monitoring**

Registers taken twice daily (morning and afternoon). Upon the first day of absence: parents/carers should contact school via ParentApp or by calling the main office. If no contact, school will attempt to make contact (calls, ParentApp, email, home visit if necessary). *See appendix one for a procedural flowchart.*

An unexplained absence for 10 consecutive school days (after reasonable enquiries) triggers referral to the LA CME Officer.

### **Identifying Risk of CME**

Risk indicators include:

- Persistent absence (below 90%).
- Frequent mid-term moves or family relocations.
- Lack of engagement from parents/carers.
- Pupils returning from extended holidays abroad.
- Pupils subject to safeguarding or welfare concerns.

### **Referral Process**

If a pupil's whereabouts are unknown and they are at risk of CME, the Senior Attendance Champion or Pupil Support Manager will complete the LA CME referral form.

All actions, attempts to contact, and concerns are recorded on the school's safeguarding system as well as on SIMS under the register for that day. Staff must treat CME as a safeguarding matter and escalate in line with *Keeping Children Safe in Education*.

### **Safeguarding Considerations**

Children missing education may be at risk of:

- Neglect or abuse
- Child exploitation (CSE/CCE)
- Forced marriage or FGM
- Trafficking
- Illegal employment

All staff must follow the school's Safeguarding and Child Protection Policy where such concerns arise.

### **Monitoring and Review**

The Headteacher and Governing Body will monitor CME data termly.

The policy will be reviewed annually or in response to changes in legislation or local authority procedures.

## **Key Contacts**

**Headteacher:** Nawal Mirza

**Designated Safeguarding Lead:** Nawal Mirza

**Deputy DSL(s):** Yasmin Musa, Sarah Pollard, Frances Ball, Samantha Brightcliffe, Ryan Scott and Natalie Bromby.

**Senior Attendance Champion:** Ryan Scott

**Attendance Admin Support:** Sabeena Vally

**Local Authority CME Officer:** Tel: 01257 517333 Email: [cme@lancashire.gov.uk](mailto:cme@lancashire.gov.uk)

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Next Review: September 2026

## Appendix 1 CME Procedure Flowchart

