



CHILDREN MISSING EDUCATION POLICY

Date: Sept 2026	Next review: Sept 2027
Ratified by: Susi Earnshaw (Proprietor)	

1. Policy Statement

Susi Earnshaw Theatre School is committed to ensuring that all pupils receive a suitable education and are safeguarded from harm.

Children missing education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.

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

The School recognises that unexplained or persistent absence from education may also be a safeguarding concern. Staff will remain alert to the possibility that absence may indicate abuse, neglect, exploitation, criminal or sexual exploitation, mental health concerns or other safeguarding risks.

2. Responsibilities of the School

The School will maintain its admission and attendance registers in accordance with current statutory requirements.

The School will:

- monitor pupils' attendance and follow up unexplained or unexpected absence promptly;
- make reasonable enquiries to establish a pupil's whereabouts where there are concerns about absence;
- maintain appropriate emergency contact details for pupils and, wherever possible, hold more than one emergency contact number;
- work with parents/carers and relevant agencies to address concerns about attendance;

- notify the Local Authority where required when a pupil is added to or removed from the admission register;
- provide the Local Authority with the information required by the relevant regulations;
- work jointly with the Local Authority where a pupil may be missing education; and
- ensure that safeguarding concerns arising from absence are referred promptly to the Designated Safeguarding Lead (DSL).

3. Unexplained or Unexpected Absence

Where a pupil does not attend school as expected and no satisfactory explanation has been received, the School will follow its first-day absence procedures and make reasonable attempts to contact the pupil's parent/carer.

Where contact cannot be established, or where there are other circumstances that give rise to concern about the pupil's welfare, the matter will be referred to the DSL.

The DSL will consider the individual circumstances and determine whether further safeguarding action or referral to the Local Authority, Children's Social Care, the police or another appropriate agency is required.

The School will not wait until a pupil meets a particular absence threshold before taking action where there is reason to believe that the pupil may be at risk of harm.

4. Children Missing Education

When the School becomes aware that a pupil may be missing education, it will make appropriate enquiries and work with the Local Authority and other relevant agencies to establish the pupil's whereabouts and ensure that they are receiving suitable education.

A pupil will **not be removed from the admission register simply because they have stopped attending.**

The School will only delete a pupil's name from the admission register where one of the statutory grounds for deletion applies and the appropriate procedures have been completed.

Where required, the School will make reasonable enquiries jointly with the Local Authority before removing a pupil from the admission register.

5. Admissions and Removal from the School Roll

The School will notify the Local Authority of admissions and deletions from the admission register where required by legislation.

When a pupil joins the School, the admission register will contain the information required by the current regulations. The School will obtain and record relevant information regarding the pupil's previous school and other information necessary to support continuity of education and safeguarding.

When a pupil leaves the School, the School will take reasonable steps to establish the pupil's destination and new educational provision.

Where the destination is unknown, or there are concerns that the pupil may not be receiving suitable education, the School will liaise with the Local Authority and follow the appropriate Children Missing Education procedures.

6. Safeguarding

Children missing education and persistent or unexplained absence can be important indicators of safeguarding concerns.

All staff must report concerns regarding a pupil's absence or whereabouts to the DSL in accordance with the School's Safeguarding and Child Protection Policy.

The DSL will consider whether the circumstances indicate a need for additional safeguarding action and will liaise with external agencies where appropriate.

Information and actions relating to safeguarding concerns will be recorded on the School's safeguarding recording system.

7. Working with the Local Authority

The School will cooperate with the Local Authority in identifying and supporting children who are, or may be, missing education.

Where required, the School will provide information held on its admission and attendance registers and undertake reasonable enquiries jointly with the Local Authority.

The School will follow Barnet Council's current Children Missing Education procedures and referral arrangements rather than relying on named individual officers or historic forms, as contact details and procedures may change.

8. Related Policies and Guidance

This policy should be read alongside the School's:

- Safeguarding and Child Protection Policy;
- Attendance Policy;
- Admissions Policy;
- procedures for maintaining the admission and attendance registers.

The School will have regard to current statutory guidance, including *Children Missing Education, Working Together to Improve School Attendance, Keeping Children Safe in Education* and the current statutory requirements governing school admission and attendance registers.