

“A cord of three strands is not easily broken”

Ecclesiastes 4:12



Weeting Primary School

Children Missing From Education Policy



Date written: September 2026

Due for review: September 2027



A child missing from education 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 **Safeguarding and Child Protection Policy** of which is an integral part.

The policy has regard to the DfE guidance "**Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges**" (September 2026) and **Norfolk Safeguarding Children Partnership's guidance**.

Policy and Procedures

The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy** and **First Day Absence Procedures**.

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 concern about the nature of a pupil's absence

In these instances the Headteacher and school's Designated Safeguarding Leads (DSL), or the Deputy Designated Safeguarding Lead (DDSL), should be consulted and, if appropriate, a record made on CPOMs.

When a child leaves the school, the school Office Co-ordinator will make contact with the receiving school to ensure that the child is registered at the school and has started to attend. The Designated Safeguarding Lead will transfer all CPOMs records to the school, in line with the Norfolk Safeguarding Children Partnership's guidance. The Designated Safeguarding Lead will also complete a CME1 form and submit this to Norfolk County Council's Children Missing From Education Team.

When a child leaves our school without a clear indication of a receiving school, the school will contact Norfolk County Council's Children Missing From Education Team to advise them of the situation and to start their tracking procedures. In case of serious concern the Designated Safeguarding Lead will contact Norfolk County Council's Children's Services (CADS).