



Co-headteachers: Kerrie L Clowes MA BA (Hons) PGCE NPQH/ Emma E Doyle BA (Hons) PGCE NPQH

Deputy head: Sarah L Booker BA (Hons) QTS

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Children missing from Education policy

June 2026

Review date: June 2027





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Harworth Church of England Academy

Children missing from Education Policy

Vision statement

“Gain a heart of Wisdom.” Psalm 90 v 12

Our pledge is for every member of our school family to **Amaze** with their knowledge (know more and remember more), zest for learning and kindness to themselves and others; to **Achieve** their individual full potential in a happy, caring and fully inclusive family environment based on the core values of Christianity; to **Aspire** to reach great heights as they take flight on their own journey of endless possibilities.

1. Policy Statement

At Harworth Church of England Academy, we believe that every child has a right to a full-time education which is suitable to their age, ability, aptitude and needs.

Children Missing Education (CME) are at significant risk of harm, underachievement and exploitation. We are committed to ensuring that no child falls through the net.

This policy reflects our Christian vision: 'Gain a heart of wisdom'.

2. Definition

A child is considered missing education if they are of compulsory school age, not registered at a school and not receiving suitable education otherwise.

3. Legal Framework

This policy is based on DfE statutory guidance (September 2025), the Education Act 1996 and the Pupil Registration Regulations 2024.



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4. Roles and Responsibilities

Governors: Monitor compliance and effectiveness.

Headteacher: Overall responsibility.

DSL: Leads safeguarding and liaises with external agencies.

Staff: Report concerns promptly.

5. Prevention

The school will monitor attendance, maintain accurate registers and intervene early where concerns arise.

6. Identification

Concerns include unexplained absence, pupils not starting school, or leaving without a known destination.

7. Procedures

The school will contact families, conduct reasonable enquiries and refer to the Local Authority where needed.

8. Data Sharing

The school will maintain clear records and share information with relevant agencies appropriately.

9. Removal from Roll

Pupils will only be removed from roll in line with statutory regulations and the Local Authority will be informed.

10. Partnership Working

The school will work with the Local Authority, safeguarding agencies and other stakeholders.

11. Monitoring

The policy will be reviewed annually and monitored by leaders and governors.

12. Safeguarding

CME is a safeguarding issue and will always be treated as such.