



The Summit Federation Procedure for Managing Children Missing in Education (CME)

Purpose

This procedure sets out how the Summit Federation identifies, responds to, and reports children missing in education, in line with the statutory guidance Keeping Children Safe in Education (KCSiE), the Education Act 1996, and local safeguarding partnership procedures.

The federation recognises that children missing in education can be both a safeguarding concern and an indicator of wider risk factors, including neglect, exploitation, abuse, or family difficulties.

1. Definition

A child missing in education is a child of compulsory school age who is:

- Not on any school roll; or
- Not receiving suitable education otherwise (e.g., home education); or
- At risk of becoming disengaged through irregular or non-attendance.

2. Roles and Responsibilities

- Executive Headteacher: Overall responsibility for compliance with CME requirements.
- Designated Safeguarding Lead (DSL): Lead professional for investigating concerns, liaising with the Local Authority, and making safeguarding referrals.
- Office/Admin Team: Maintain accurate daily attendance registers and carry out first-day calling procedures.
- All Staff: Report any concerns regarding unexplained absences, disclosures, or welfare concerns immediately to the DSL.

3. Daily Attendance Monitoring

- Registers are taken twice daily.
- First-day calling is undertaken for any unexplained absence.
- If contact cannot be made with a parent/carer by 9:30am, the DSL (or deputy) will be informed.
- Welfare checks (home visits) may be arranged where absence is prolonged or unexplained.

4. Escalation for Unexplained Absences

- Day 1: Contact parents/carers by phone/text/email. If unsuccessful, try emergency contacts.
- Day 2: DSL considers home visit or welfare check with support staff.

- Day 3+: If child's whereabouts remain unknown, DSL will consult with the Local Authority Education Welfare Officer and, where appropriate, make a safeguarding referral to Children's Social Care.

5. Children at Risk of Missing Education

The federation will be especially alert to pupils who:

- Have a history of poor attendance/punctuality.
- Are subject to Child Protection or Child in Need plans.
- Are persistently absent without explanation.
- Have parents who are disengaged or evasive.
- Have recently moved house, care placements, or countries.

6. Removal from Roll

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be removed from roll under the prescribed circumstances. The school will:

- Make reasonable enquiries to establish the pupil's whereabouts.
- Notify the Local Authority CME team immediately, and in all cases before deletion from roll.
- Provide the Local Authority with the child's full details, including safeguarding concerns and records.

7. Local Authority and Multi-Agency Liaison

The school will:

- Work in partnership with the Local Authority CME officer, attendance team, and safeguarding partners.
- Share information promptly where a child is believed to be missing, at risk of harm, or not receiving suitable education.
- Follow Local Authority CME protocols at all times.

8. Recording and Reporting

- All actions, phone calls, visits, and referrals will be recorded securely on the school's safeguarding system (e.g., CPOMS).
- The Governing Body will receive anonymised reports on CME cases as part of safeguarding monitoring.

9. Training

- All staff will receive annual safeguarding training, including recognising and responding to CME in line with KCSiE.
- The DSL will undertake regular refresher training and share updates with staff.

10. Policy Review

This procedure will be reviewed annually by the DSL and Governing Body in October, or earlier if statutory guidance changes.