



All Saints' Catholic Primary School

Children Missing from Education Policy

1. Purpose

This policy ensures that All Saints' Catholic Primary School complies with statutory duties to identify, monitor, and support children who are missing from education (CME), to safeguard their welfare and promote their right to education.

2. Definition

Children Missing from Education are those of compulsory school age who are not registered at a school, or are not receiving suitable education otherwise than at school, and have been out of any educational provision for a substantial period (usually more than 10 school days).

3. Legal Framework

This policy is informed by statutory guidance including the Education Act 1996, Education (Pupil Registration) (England) Regulations 2006, and the latest guidance on CME and health-related absence (Dec 2023). It aligns with OFSTED's inspection framework priorities regarding safeguarding, attendance, and inclusion.

4. Responsibilities

- **Headteacher and Senior Leadership Team (SLT):** Overall responsibility for CME policy implementation and ensuring staff awareness.
- **Designated Safeguarding Lead (DSL):** Leads on safeguarding concerns related to CME cases.
- **School Business Manager and Office Manager:** Monitor attendance, follow up on absences, and liaise with families and local authorities.
- **All Staff:** Responsible for alerting DSL or Business Manager if they suspect a child is missing from education.

5. Procedures for Identifying and Responding to CME

- We maintain accurate and up-to-date admission and attendance registers in line with statutory requirements.
- We monitor attendance daily and follow up promptly on unexplained absences.

- We investigate any prolonged or repeated absences and liaise with families to understand the reasons.
- If a child is absent for 10 consecutive school days without explanation, we initiate CME procedures including:
 - Contacting the family via phone, email, or home visit where appropriate.
 - The Headteacher and governors will decide whether it is appropriate to inform the local authority CME officer or other relevant agencies.
 - Checking with other local schools and services to establish if the child is known elsewhere.
- We record actions and communications.
- We support reintegration into school where appropriate, including liaising with relevant professionals for additional support.

6. Collaboration with External Agencies

- We work closely with local authority CME officers, social care, health services, and other relevant agencies to safeguard and support children missing education.
- We share information in line with data protection laws and safeguarding protocols to facilitate timely interventions.

7. Supporting Vulnerable Groups

- We pay particular attention to children with SEND, those experiencing mental health challenges, or those from disadvantaged backgrounds, ensuring they receive tailored support to prevent CME.
- We recognise that some families may be just above thresholds for Pupil Premium or FSM but still face barriers to regular attendance.

8. Parental Engagement

- We communicate clearly with parents/carers about attendance expectations and the importance of regular education.
- We involve parents and children in decisions about support and interventions.

9. Monitoring and Review

- The SLT will review attendance and CME cases regularly to identify patterns and improve practice.
- This policy will be reviewed annually or in response to changes in legislation or local circumstances.