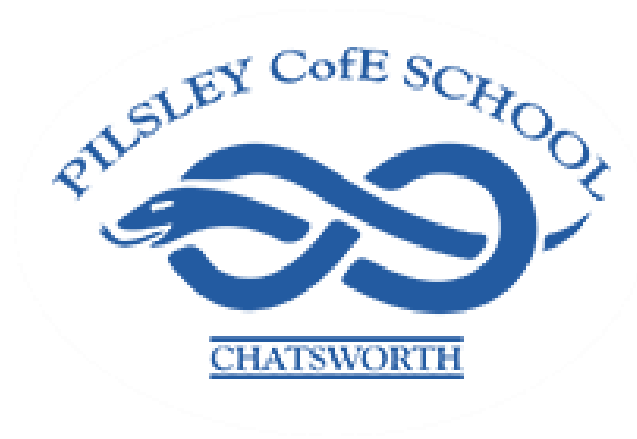




Pilsley CE Primary School

Children Missing Education (CME) Policy 2026–2027

Statement of Intent

Pilsley CE Primary School is committed to safeguarding and promoting the welfare of all children. We recognise that a child missing education is potentially at risk of harm, abuse, neglect, exploitation, radicalisation, child criminal exploitation, child sexual exploitation, forced marriage, mental health concerns or other safeguarding risks.

The school is committed to working closely with parents/carers, Derbyshire County Council and partner agencies to identify children who are missing education and to ensure that all pupils receive their entitlement to a suitable full-time education.

This policy sets out the school's procedures for preventing children from missing education and for responding promptly where concerns arise. It should be read alongside the school's:

- Safeguarding and Child Protection Policy
 - Attendance and Absence Policy
 - Admissions Policy
 - Behaviour Policy
 - SEND Policy
-

Legal Framework

This policy is based on the following legislation and guidance:

- Education Act 1996
 - Education and Inspections Act 2006
 - School Attendance (Pupil Registration) (England) Regulations 2024
 - Working Together to Improve School Attendance
 - Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - Derbyshire County Council Children Missing Education Policy and Procedures.
-

Definition of a Child Missing Education

A Child Missing Education (CME) is a child of compulsory school age who:

- Is not on a school roll; and
- Is not receiving suitable education otherwise than at school; and

- Whose educational provision and/or whereabouts may be unknown.
 - The school recognises that children missing education are at increased risk of poor educational outcomes and safeguarding concerns.
-

Roles and Responsibilities

Governing Body

The Governing Body is responsible for:

- Ensuring the school has effective systems to identify and respond to CME concerns.
- Monitoring attendance and safeguarding arrangements.
- Ensuring this policy is implemented effectively.
- Receiving reports on attendance and CME concerns where appropriate.

Headteacher

The Headteacher will:

- Promote excellent attendance.
- Ensure appropriate attendance monitoring systems are in place.
- Oversee referrals to Derbyshire County Council where required.
- Ensure staff understand their safeguarding responsibilities regarding CME.

Designated Safeguarding Lead (DSL)

The DSL will:

- Liaise with attendance staff and external agencies.
- Monitor attendance concerns that may indicate CME risk.
- Ensure safeguarding concerns are fully considered.
- Coordinate referrals to Derbyshire County Council CME Team where appropriate.
- Maintain appropriate records.

School Staff

All staff are responsible for:

- Reporting attendance concerns immediately.
- Following safeguarding procedures.

- Remaining alert to indicators that a child may be at risk of becoming missing from education.

Parents and Carers

Parents/carers have a legal responsibility to ensure their child receives suitable full-time education and must:

- Ensure regular school attendance.
- Inform the school of absences.
- Notify the school of any changes of address or circumstances.
- Inform the school when moving to another area or changing schools.

Attendance Monitoring and Early Identification

Pilsley CE Primary School recognises that attendance concerns may be an early indicator that a child is at risk of becoming missing from education.

The school will:

- Monitor attendance daily.
- Contact parents/carers on the first day of unexplained absence.
- Follow up repeated absences promptly.
- Monitor patterns of absence.
- Work with families to identify and address barriers to attendance.
- Consider safeguarding concerns alongside attendance information.

Where concerns escalate, referrals may be made to the Education Welfare Service or other relevant agencies.

Children at Greater Risk of Becoming Missing Education

Particular attention will be given to children who:

- Frequently move home.
- Are experiencing family breakdown.
- Have complex medical or emotional needs.
- Are known to children's social care.

- Have a social worker.
 - Are children in care or previously looked-after children.
 - Are from Gypsy, Roma or Traveller communities.
 - Have recently arrived from overseas.
 - Have a history of poor attendance.
 - Are subject to safeguarding concerns.
-

Procedures When a Child is Missing from School

Where a child fails to attend school and their whereabouts are unknown, the school will:

Stage 1 – Immediate Follow-Up

- Contact parents/carers by telephone.
- Send messages via agreed communication methods.
- Contact emergency contacts where appropriate.
- Record all attempts to establish contact.

Stage 2 – Further Enquiries

If contact cannot be made:

- The DSL and attendance lead will review the case.
- Home visits may be considered where appropriate.
- Known professionals working with the family may be contacted.
- Safeguarding concerns will be assessed.

Stage 3 – Referral

Where the child's whereabouts remain unknown despite reasonable enquiries:

- The school will make a referral to Derbyshire Children's Missing Education Team.
 - Relevant information and records will be shared.
 - Safeguarding referrals will be made where necessary.
-

Removal from the School Roll

The school will only remove a pupil from roll where one of the lawful grounds outlined in the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

Before removal:

- Reasonable enquiries will be undertaken.
- Derbyshire County Council will be informed where required.
- The appropriate statutory notification processes will be followed.

The school will not remove a pupil from roll solely because they are absent.

Information Sharing

The school will work collaboratively with:

- Derbyshire County Council.
- Children's Social Care.
- Health professionals.
- Police.
- Education Welfare Services.
- Other schools and agencies as appropriate.

Information will be shared lawfully and proportionately in accordance with safeguarding and data protection legislation.

Safeguarding

Children Missing Education is a safeguarding issue.

Where there are concerns that a child may be suffering or is likely to suffer significant harm, immediate safeguarding procedures will be followed in accordance with the school's Child Protection and Safeguarding Policy.

All CME concerns will be considered alongside:

- Attendance records.
- Welfare concerns.
- Behaviour information.

- Family circumstances.
 - Any existing safeguarding concerns.
-

Record Keeping

The school will maintain accurate records of:

- Attendance concerns.
- Contact attempts.
- Meetings with parents/carers.
- Home visits (where undertaken).
- Referrals to external agencies.
- CME referrals.
- Outcomes and actions taken.

Records will be stored securely in accordance with data protection requirements.

Equality Statement

Pilsley CE Primary School is committed to ensuring equality of opportunity and access to education for all children regardless of age, disability, gender, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity status, marriage or civil partnership status, or socio-economic background.

This policy will be implemented fairly and consistently for all pupils.

Monitoring and Review

The Headteacher and DSL will review this policy annually, or sooner if changes to legislation, national guidance or Derbyshire County Council procedures require updates.

Next Review Date: July 2027

Approved by: Governing Body

Date Approved:

Review Date: July 2027

Policy Owner: Headteacher / Designated Safeguarding Lead (DSL)

Derbyshire CME Team:

Email: cs.cmecoordinators@derbyshire.gov.uk

Telephone: 01629 535741

July 2026