



CHILDREN MISSING FROM EDUCATION (CME)

THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL (INCLUDING EYFS), TOGETHER REFERRED TO IN THIS POLICY AS "MILLFIELD").

Introduction

- Children missing education are children of compulsory school age 'who are not registered pupils at a school and are not receiving suitable education otherwise than at a school'.
- Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory guidance

The school will follow the statutory guidance 'Children Missing from Education', In addition, Millfield is cognisant of the 'Statutory guidance on children who run away and go missing from home or care' - January 2014 and Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018 (KCSIE), ISI requirements and recommendations and will work with local agencies and their policies and procedures.

All pupils must be entered on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Pupils' attendance will be monitored through their daily register. The school will work with the local authority to inform them of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. The school will monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. The local authority will be notified when a pupil is deleted from the admission register / school register. This will be acted upon as soon as the grounds for deletion are met, but no later than deleting the pupil's name.

This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Safeguarding

The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences. Where there are safeguarding concerns about any child, the school will always follow its Safeguarding and Child Protection Policy, which includes reporting to the local authority.

The Missing Child Policy and Missing Boarders Procedure ensure that all measures are taken to monitor attendance and provide guidance to all staff when a pupil is missing from lessons or house.

Policy owner	Pastoral
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Review by date	September 2019
Approved by Governor Committee	n/a
Publication	Xtranet/Website/Parent Portal