



Caversham Preparatory School

Policies and Procedures

220 Children Missing Education Policy

Children Missing Education Policy

Introduction

Children Missing Education is a statutory guidance for local authorities (LA) published by the DfE (Updated 2016), which places a duty on our LA, Reading Borough Council (via Brighter Futures for Children) to establish (so far as it is possible to do so) the identities of children in their area who are of compulsory school age and not receiving a suitable education. These children are referred to as Children Missing Education.

This policy relates specifically to the guidance provided by CME, it should be read in conjunction with the Attendance Policy which discusses changes implemented by Working together.

Who are Children Missing Education (CME)?

Children of compulsory school age who are:

- Not on a school roll
- Not being educated other than at school
- Identified as having been out of any educational provision for a substantial period of time (4 weeks)
- Children go missing from education for a number of reasons including:
 - They don't start school at the appropriate time and so they do not enter the educational system
 - They are removed by their parents
 - Behaviour and/or attendance difficulties
 - They cease to attend, due to exclusion, illness or bullying
 - They fail to find a suitable school place after moving to a new area
 - The family move home regularly
 - Problems at home

The law requires all children between the ages of 5 & 18 to be in full time education or training. CME could also be a potential safeguarding issue.

Children and young people in the following groups are more likely to be missing from education:

- young people who have committed offences
- children living in women's refuges
- children of homeless families perhaps in temporary housing
- young runaways
- children with long term medical or emotional problems
- unaccompanied asylum seekers and refugees or children of asylum seeking families
- looked after children
- children with a Gypsy/Traveller background
- young carers
- children from transient families
- teenage parents
- children who are excluded from school

Caversham Preparatory School
 16 Peppard Road Reading RG4 8JZ
 Operated by Innova Schools Ltd
 Registered in England Co. No. 5787165

Telephone: 0118 947 8684
 Email: secretary@cavershamschool.com
 Website: www.cavershamschool.com



Caversham Preparatory School

Policies and Procedures

220 Children Missing Education Policy

- children who are removed or asked to leave independent schools

Why is it important to get Children Missing Education back in school?

Children who are not in school could be missing out on vital educational and social opportunities and experiences.

Some of them may be at risk of harm or be in situations that are unsafe.

Children who are not in school are at greater risk of involvement in criminal activity and becoming victims of crime themselves. There is also a higher risk that these children will be victims of abuse.

What can you do to help?

Children Missing Education Services are keen for schools to tell them about these children so that they can make sure that they are safe and that they receive an appropriate education.

Statutory guidance

The school follows the statutory guidance 'Children Missing from Education, DfE September 2016'.

We will enter pupils 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, we will undertake reasonable enquiries to establish the child's whereabouts and notify Reading Local Authority at the earliest opportunity.

We will monitor pupils' attendance through the daily register.

We will monitor attendance closely and address poor or irregular attendance.

Pupils' poor attendance will be referred to Reading Local Authority.

In addition to the School's terms and conditions for unsatisfactory attendance, any pupil who fails to attend school regularly or is absent without leave for more than 10 school days (continuous) will be notified to the Local Authority. (Keeping Children Safe in Education (KCSIE), Annex A).

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. 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.



Caversham Preparatory School

Policies and Procedures

220 Children Missing Education Policy

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.



Caversham Preparatory School

Policies and Procedures

220 Children Missing Education Policy

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

Quoted Legislation and Guidance

- [Equality Act 2010](#)

Review Schedule

This policy is subject to 3 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Nov 2015	Reviewed
J Lawson	Sep 2018	Reviewed
J Lawson	Feb 2021	Reviewed
A Lawson	April 2021	Formatting and Updating Links
J Lawson	August 2022	Reviewed for staff CPD at the start of the new term