



**Havering**  
LONDON BOROUGH



# Children Missing Education Policy 2024/2025

<b>Name of School</b>	<b>St. Joseph's Catholic Primary</b>
<b>Policy review Date</b>	<b>Autumn Term 2024</b>
<b>Date of next Review</b>	<b>Autumn Term 2025</b>
<b>Who reviewed this policy?</b>	<b>Full Governing Body</b>

St Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.

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**Review Date: 01 July 2025**

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## 1. Introduction

- 1.1 Children Missing Education (CME) 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 in line with statutory guidance below:
- 1.2 The legal framework for this policy is the CME statutory guidance issued by the DfE September 2016, [Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 1.3 Keeping Children Safe in Education 2023 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## 2. Purpose

- 2.1 Local Authorities are required to have a dedicated Children Missing Education (CME) Officer to locate, track and ensure children in their area have access to an education. This is for children who:
  - have never accessed education (have neither enrolled at a school, nor received education otherwise than at school since reaching statutory school age)
  - leave educational provision without a confirmed education destination, and/or fail to access a school place when moving to a new area or country
- 2.2 Havering Local Authority works collaboratively with its education establishments and services to identify, support and safeguard children who are missing education by:
  - Identifying children who are missing education
  - Ensure all CME children are speedily located
  - Support other LA's to locate their CME children

## 3. Children at particular risk of missing education

- 3.1 A child of statutory school age (5-16) not on roll at a registered school
- 3.2 A child allocated a place at school who has not attended

- 3.3 A child registered as being educated at home but not receiving an appropriate education
- 3.4 Children have a higher risk of becoming CME when they move across Local Authority boundaries, and certain life events make some children more vulnerable to missing education such as, but not limited to:
- Children of homeless families, living in temporary accommodation, multiple occupancy or bed and breakfast accommodation
  - Families fleeing domestic violence
  - Children subject to a Child Protection Plan
  - Children of Gypsy / Roma / Traveller background
  - Children from highly mobile families e.g. asylum seekers, or economic migrants
  - Young people in the criminal justice system
  - Children with long-term medical or emotional health problems
  - Children in private fostering arrangements
  - School aged parents
  - Children of parents with learning difficulties or a mental health diagnosis

#### 4. Schools Responsibilities

- 4.1 **The DfE 'S CME Legal Framework states in Point 16 for both cohort and in year.**

*Schools must enter pupils on the admission 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.*

- 4.2 **For Cohort Pupils** (Reception, Year 2-3 or Year 7), when a parent has been offered a school place for their child, schools must arrange for the child to come into school for an induction prior to the September start date.
- 4.3 **For In Year applications**, when a parent has been offered a school place the school must arrange to meet with the parent and child to attend an admissions meeting to discuss enrolment and provide a start date, so the pupil is on role within 10 school days.
- 4.4 Once a start date has been agreed the child must be added to the schools register.
- 4.5 In the event a child does not arrive on the start date, schools is to make reasonable attempts to contact the parent via telephone, email and letter and if after several attempts, contact is unsuccessful, schools must email [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk) for advice.
- 4.6 If a parent informs a school that they do not wish their child to come to that school, the school must email [schooladmissions@havering.gov.uk](mailto:schooladmissions@havering.gov.uk) for advice.

- 4.7 If school is informed by School Admissions that the child will not be coming to their school, schools must complete the leaver's destination section of the schools Management Information System to remove pupil from their register, indicating the date the pupil was removed and the reason for removal.
- 4.8 School Admissions will refer cases to [CME@haverling.gov.uk](mailto:CME@haverling.gov.uk) if unable to establish a family's whereabouts.

## **5. Referring a child who is CME**

- 5.1 In the event of schools, parents, partners and multi agencies, or individuals are made aware that a child is not registered or attending a school, they must inform the CME Officer at [CME@haverling.gov.uk](mailto:CME@haverling.gov.uk) immediately.
- 5.2 Alternatively contact [cme@haverling.gov.uk](mailto:cme@haverling.gov.uk) providing all the information.
- 5.3 The CME Officer will process all referrals to establish the situation.

## **6. Local Authorities Responsibilities**

- 6.1 The local authority's CME Officer will record and maintain the child's details on the Missing Children Management Information System and will also:
  - Interrogate systems and maintain accurate records
  - Contact relevant multi agencies (social care, police, NHS etc.)
  - Make Multi Agency Safeguarding Hub (MASH) referral if required
  - Make cross border enquiries
  - Establish family location
  - Confirm educational provision
  - Make contact with public services (housing, benefits, council tax)
  - Provide Social Worker with information to inform border control where relevant
- 6.2 After all enquiries have been concluded by the CME Officer and the child's whereabouts remains unknown, a review is conducted to confirm all actions have been exhausted and there are no safeguarding concerns. This enables the case to either be passed to Children's Social Care or closed.
- 6.3 Electronic records will be maintained on the School to School-National Pupil Database (Lost Pupils' Database) and the referrer will be made aware of the case status.
- 6.4 Where a child is on a Child in Need, or Child Protection Plan and they leave the UK, the allocated social worker will be responsible for contacting their counterpart and/or the police authority in the relevant countries.
- 6.5 If significant concerns persist, and the whereabouts of a child remains unknown, a referral must be made immediately to Social Care so any risk of significant harm is reduced.