Children Missing/Absent from Education (CME)

This policy refers to both the Senior School and Bootham Junior School (including the Early Years Foundation Stage). This policy should be read in conjunction with the Missing Student and Attendance Policy (Senior School) and Missing Child Policy (Junior School).

Introduction

Children Missing Education (CME) are defined as 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, DfE, 2024).*

A child going missing/absent from education is a potential indicator of abuse or neglect. Children missing or absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation. School staff should follow the procedures for dealing with children that go missing or are absent from education, particularly on repeat occasions, to help identify the risk of abuse, exploitation and neglect. This includes the risk of child sexual exploitation (CSE) and child criminal exploitation (CCE) and to help prevent the risks of their going missing in future.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage. The School will investigate any unexplained absences in line with its safeguarding responsibilities.

All schools must enter students 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 student 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.

All schools must monitor attendance through the daily register and inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Schools must also refer absences recorded as 'I' or Illness of a total of 15 school days within the school year to the LA, even if these absences are non-consecutive.

Date of last review: September 2025
Person responsible: Designated Safeguarding Lead
Review group: Pastoral, Boarding and Safeguarding Committee
Approval group: Governors' Meeting
Date of next review: September 2026

The School works in partnership with North Yorkshire Police through involvement in Operation Endeavour in order to support children who go missing from home.

School Procedure

1. The school will inform the local authority of any student who fails to attend school regularly, or has been absent without the School's permission for a continuous period of ten school days or more, or at such intervals as are agreed between the School and the local authority. Unauthorised absence codes include (G, N, O and/or U). The school will notify the local authority if a student has been absent under code 'I' Illness, for 15 days (including non-consecutive) in the school year.

2. The school will notify the local authority when it is about to remove a student's name from the school admission register at a non-standard transition point under any of the fifteen grounds listed in the Education (Pupil Registration) (England) Regulations 2006. When removing a student's name, the notification to the local authority will include:

    (a) the full name of the student

    (b) the full name and address of any parent with whom the student normally resides

    (c) at least one telephone number of the parent

    (d) the student's future address and destination school, if applicable, and

    (e) the ground in regulation 8 under which the student's name is to be removed from the admission register.

3. The School will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority including checking with relatives, neighbours and other local stakeholders who are involved, before deleting the student's name from the register if the deletion is under regulation 9(1)(h) or (i) of the School Attendance (Pupil Registration) (England) Regulations 2024 if the conditions of paragraph (iii) have been met. A record that these procedures have been completed is kept. If there is reason to believe a child is in immediate danger or at risk of harm, a referral should be made to children's social care (and the police if appropriate).

4. The School will notify the local authority within five days of adding a student's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new student.

5. The School will ensure that, if a child goes missing or leaves to be educated at home, the child protection file is stored securely in school in line with school's data storage arrangements.

This policy will be reviewed on an annual basis in line with the guidance published in the DfE's Keeping Children Safe in Education document in force at the time of review.

The CME policy will be followed in conjunction with the statutory guidance Children Missing Education, DfE, 2024.

Date of last review:	September 2025
Person responsible:	Designated Safeguarding Lead
Review group:	Pastoral, Boarding and Safeguarding Committee
Approval group:	Governors' Meeting
Date of next review:	September 2026