



Monkseaton High School

Children Missing Education (CME) Policy

This policy should be read in conjunction with [MHS Safeguarding & Child Protection Policy 2018 19](#) and the [North Tyneside LA CME Policy 2018](#)

This policy is reviewed annually by the DSL and the Headteacher

The scheduled review date for this policy is September 2019

Who are ‘children missing from education’?

A child missing education (CME) is defined as a child or young person of compulsory school age who are not on a school roll, nor being educated otherwise (e.g. privately, at home or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more).

It is a key responsibility of the Local Authority and schools within it to safeguard all the children resident in North Tyneside or attending North Tyneside schools. The LA and its schools will protect the children in the borough by ensuring they are all on a school roll, or known to be home educated and that children do not get ‘lost’ off school rolls and become ‘missing’.

Why do children go missing from education?

The most common reasons for children and young people being —missing from school are:

- fail to start appropriate provision and hence never enter the system;
- cease to attend as a result of exclusion;
- fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving to a new LA);
- frequent moves of house, including periods of homelessness or periods in a refuge;
- family breakdown or bereavement;
- persistent truancy leading to non attendance;
- disaffection resulting in pupil and/or parent dissatisfaction with the school and the parent withdrawing the pupil or being asked to leave;
- young people who have committed offences;
- children living in women’s refuges;
- children of homeless families; perhaps living in temporary accommodation;
- children who have run away from home;
- children with long term medical or emotional problems;
- unaccompanied asylum seekers and refugees, or children of asylum seeking families;
- children from transient families;

Children at particular risks of missing education

Research indicates certain groups of children are more likely to be affected by the factors listed above and include:

- Looked After Children (LAC);
- refugee and asylum seeking children;
- travellers;
- children who have suffered bereavement, trauma, domestic violence or other adverse family circumstances;

- children with Special Educational Needs (SEN).

Roles and Responsibilities

The LA has a legal duty to identify when there are CME and help them back into education. For the full details of the roles and responsibilities of both schools and the LA Please read [North Tyneside LA CME Policy and Procedure Document 2018](#)

At Monkseaton High School we will undertake our responsibilities and demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of children that would be considered ‘missing’ through the following mechanisms:

Attendance Monitoring:

- Attendance is monitored daily to identify any pupils not in school. Parents/carers of any absent pupils are contacted to find out the reason why.
- After every holiday, the parents of any absent children are immediately contacted to ensure the children have not gone on unauthorised extended leave.
- Any requests for extended leave in school time are refused unless parents can provide evidence of an emergency or exceptional circumstances, e.g. sickness, bereavement etc. In all cases parents are asked to provide a return date and if possible copies of flight details etc.
- Any parents/carers requesting special leave must discuss this request with a member of the SLT.
- If a parent informs the school after taking leave, the LA will be informed.
- Following any unexplained absence from school for a prolonged period, or failure to return from a holiday, the school will investigate pupil absence via telephone calls, letters, invitations to meetings at the school. If, after two weeks, the pupil does not return to school the matter will be referred to the LA Attendance and Placement Service.

Admission to School

- When a pupil is expected to join the school, either at a normal time of starting (e.g year 9) or at any other time, and s/he does not arrive, the school will try to make contact with the parents by phone or letter. If, after one week, no contact has been made the school will inform the local authority Admissions Team to find out if the pupil has been registered elsewhere. After two weeks the school will complete a referral to the Attendance and Placement Service who will follow the procedures for locating missing pupils. The pupil must not be removed from school roll until the Officer responsible has ascertained the pupil’s whereabouts and safety, and has confirmed that the pupil is registered at another school or is being educated otherwise.
- We will notify the local authority within five days of adding or removing a pupil’s name to / from the admission register at a non-standard transition point. When a child is removed from a school roll we will inform the Attendance and Placement Service by including the pupil on the weekly return.
- In the event of a pupil moving to another school the name of the school must be indicated and the pupil’s records will be sent to the new school within 15 days.
- In the event of a parent informing us that s/he is removing the pupil to educate him/her at home, we will inform the Officer with responsibility for Elective Home Education, through the Attendance and Placement Service. The pupil’s details will be recorded and arrangements will be made by the LA to advise the parent / carer of their responsibilities and to make every effort to gather information to confirm that the child is receiving suitable education.

- If a pupil is a resident of another Local Authority we will notify the home Authority of any of the circumstances above, in line with North Tyneside's Protocols that cover cross-borough issues with pupils

Exclusion from School:

Leaders will inform the LA Attendance and Placement Service of any exclusions from school (both permanent and fixed term). School will follow the statutory '[Guidance on Exclusion from School](#)'. We will work closely with the School Support Team (SST) throughout this.

Further Information:

For further information about the LA, please refer to North Tyneside LA guidance - <https://my.northtyneside.gov.uk/category/685/children-missing-education>

Statutory guidance from the government can be found in the publication 'Children Missing Education: statutory guidance for local authorities'

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf