
Information on Children Missing in Education (CME)



<http://schl.cc/f8>

In accordance with RBWM and their procedures:

1. All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have;
2. 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;
3. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Local authorities should focus their resources effectively in intervening early in the lives of vulnerable children to help prevent poor outcomes.

At Claires Court, we work in liaison with our local authority and contract the Education Welfare Officers (EWO's) to support us where there are families who are struggling to achieve 'good attendance' with their children. They also support us with pupils who are CME. Pupils are put on a pastoral/attendance plan to support them and their families and this is reviewed periodically.

Following guidance from RBWM, when a pupil on the school roll is missing, 'the child's name may not be removed from the school roll until s/he has been continuously absent for at least 4 weeks and both the school and the education service have failed, after reasonable enquiry, to locate the pupil and her/his family. After 4 weeks the child's Common Transfer file should be uploaded to the Department for Education secure site for the transfer of pupil information when a pupil moves between schools'. (Procedures online RBWM 2019)

Action: School attendance registers are carefully monitored to identify any trends. The School will inform both the local authority where the school sits and the local authority where the child is normally resident, of any pupil 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, or if they do not return from an authorised absence after 10 days. The LA is contacted by either the DSL or the Registrar. We notify the local authority after 5 days of non-attendance of a pupil if they are starting with us at a non-standard transition point. Similarly, we notify the local authority within 5 days when a pupils name is added to the roll at a non-standard transition point.

James Wilding
Academic Principal

Steve Richards
Designated Safeguarding Lead

September 2024 - new attendance reporting requirements are being implemented aligned to our local authority procedures and national DfE directions - awaiting access permissions by GOV.UK so our attendance data may be shared with DfE

