



Part of Brighter Futures Educational Trust

CHILDREN MISSING POLICY

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Version Control

V1.1	May 2024	Name of company change Sections 6.1 and 6.2 added
V1.2	May 2025	Policy rewritten
V1.3	May 2026	Policy rewritten

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Each school within the Trust will maintain an up-to-date list of key safeguarding and attendance contacts, including the Designated Safeguarding Lead (DSL), deputies and Attendance Lead. This information is available on each school's website and internal systems.

This policy should be read in conjunction with:

- Children Missing in Education (September 2016)
- Children Missing in Education (Guidance and local arrangements, Milton Keynes)
- Brighter Futures Educational Trust Attendance Policy
- Larwood School Attendance Procedures
- Child Protection Policy
- Child Sexual/Criminal Exploitation policy
- Keeping Children Safe in Education 2024
- Children with Health Needs who cannot attend school policy

1. Introduction

- All children, regardless of their circumstances, are entitled to a full-time education suitable to their age, ability, aptitude and any special educational needs.
- Children Missing Education (CME) are those of compulsory school age who are not registered at a school and are not receiving suitable education otherwise.
- CME is a safeguarding concern, as children missing education are at increased risk of harm, including exploitation, abuse and neglect.
- This policy reflects statutory guidance 'Children Missing Education' (DfE, 2024) and should be read alongside 'Keeping Children Safe in Education 2025'.

2. Aims

This policy aims to ensure that:

- All pupils receive their entitlement to education
- The school identifies and responds promptly to pupils at risk of becoming CME
- Appropriate action is taken to safeguard children

3. Roles and Responsibilities

The Trust will work in partnership with the relevant Local Authority to fulfil its statutory duties.

Headteacher

- Ensure compliance with CME duties
- Ensure procedures are implemented effectively

DSL

- Lead safeguarding response
- Liaise with external agencies

Attendance Lead/s

- Monitor attendance daily
- Escalate concerns promptly

Staff

- Report concerns immediately
- Follow safeguarding and attendance procedures

4. Early Identification and Prevention

The school will actively identify pupils at risk of becoming CME through robust attendance monitoring and safeguarding systems.

This includes:

- Daily attendance monitoring
- First-day calling procedures
- Regular attendance and safeguarding meetings

Any unexplained absence or pattern of absence will be treated as a potential safeguarding concern.

5. Procedures for New Starters

- Pupils will be added to the admission register on the agreed start date

- If a pupil does not attend, the school will make immediate contact with parents/carers

Where contact cannot be made, the school will make reasonable enquiries, including contacting previous schools and known professionals.

If the pupil's whereabouts cannot be established, the relevant Local Authority will be notified without delay and a CME referral may be made.

For non-standard admissions, the Local Authority will be notified within 5 days and provided with required pupil information.

6. Recording and Data

The school will:

- Maintain an accurate and up-to-date admission register
- Hold multiple contact numbers for families where possible

All changes to pupil information, including address and parental details, will be recorded promptly to support safeguarding.

7. Children Leaving School

- The school will record the destination school
- A Common Transfer File (CTF) will be sent promptly

Where a pupil's destination is unknown, the CTF will be uploaded to the DfE 'lost pupil database'.

8. Removing Pupils from the Register

Pupils will only be removed from the admission register in accordance with The Education (Pupil Registration) (England) Regulations 2006.

The school will notify the relevant Local Authority before removing a pupil from roll and provide all required information, including:

- Full name of the pupil
- Parent/carer details
- Last known address
- Destination school (if known)

9. Whereabouts Unknown

Where a pupil's whereabouts are unknown, the school will make reasonable enquiries, including:

- Contacting parents/carers
- Contacting known professionals and agencies
- Checking with other schools where appropriate

Home visits or welfare checks may be considered where appropriate.

If the pupil cannot be located, a CME referral will be made to the relevant Local Authority.

10. Safeguarding Response (Enhanced)

CME is a safeguarding issue and must be treated as such.

- DSL informed immediately
- Referral to MASH where appropriate
- Consideration of risks such as exploitation, abuse and neglect

The school will work with external agencies to safeguard the child and support re-engagement in education.

11. Monitoring Attendance (Enhanced)

- Daily monitoring of attendance
- Escalation for persistent absence

The school will notify the Local Authority when:

- A pupil has missed 10 school days or more without permission
- A pupil has not returned after authorised absence

Where a pupil has been absent for 20 consecutive school days and reasonable enquiries have failed, the school may remove the pupil from roll in line with regulations.

12. Multi-Agency Working

The school will work collaboratively with external agencies, including:

- Local Authorities
- Social care
- Police
- Other education providers



This ensures a coordinated approach to safeguarding and re-engagement.

13. Record Keeping

The school will maintain accurate records of:

- Attendance
- Actions taken
- Communication with families and agencies
- Referrals made

14. Links to Other Policies

- Safeguarding Policy
- Attendance Policy
- Missing Child Policy
- SEND Policy