

The Darent Federation of Schools

Children Missing Education Policy



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Children Missing Education Policy

What do we mean by Children Missing from suitable Education (CME)?

A compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home.

Why do children go missing from education?

There are a number of reasons, including:

- they don't start school at the appropriate time and so they do not enter the educational system
- they are removed by their parents for a range of reasons
- they cease to attend due to exclusion, illness or bullying
- they fail to find a suitable school place after moving to a new area
- the family move home regularly or there are problems at home

What is the CME process for Schools?

The first 10 days of unauthorised absence should be investigated by the school in line with the school's attendance policy. After 10 days of continuous non-attendance where:

- the child is not attending a new school and/or
- the child has emigrated and/or
- the child's whereabouts are unknown

the school should notify KCC using the [PIAS Digital Front Door](#) so that a School Liaison Officer can make further enquiries.

With confirmation from the Local Authority, the child may then be removed from roll in line with Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006. The school will need to upload a Common Transfer File (CTF) for the pupil to the DfE Secure Data Transfer site (S2S) using the relevant code.

If necessary, the CME notification will then be forwarded to the CME team by the Inclusion and Attendance Service. The CME Team will carry out local, regional and national checks to locate the child and ensure they are receiving suitable education.

Before a school off rolls a pupil as a CME this procedure must always be carried out - CME forms must not be sent directly to the CME team.

If we have any queries, we contact our [School Liaison Officer](#).