**Children Missing Education (CME)**

Any child or young person missing education is at risk of not achieving their educational potential and is placing their safety and welfare at risk. When a child is absent from education it is possible that this is due to other behaviours, associations or activity that places them at risk of harm.

**All** schools should have included in their School Attendance Policy actions that they must follow when a child is missing education. This guidance is to support that policy.

School should refer any child who they believe should or may be removed from its roll whether the onward school is known or not. The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child’s current whereabouts/destination. It is expected that the school /educational provision attempts to locate the pupil before the discussion takes place with the CME Officer and before the referral is submitted.  Both parties will then agree an appropriate time and category to remove the child from the school roll.  This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with *The Education (Pupil Registration) (England) (Amendment) Regulations 2016.*

Academies, Free Schools, Trust Schools and Independent and Private Schools not purchasing the Education Welfare Service through a service level agreement will still need to refer to the CME Education Welfare Officer directly. Academies, Free Schools, Trust Schools and Private & Independent Schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school when or whether to remove their name from the school roll**.** The final decision about removal from a school rollremains with the Head Teacher / Principal of the school following consultation with the Local Authority via CME.

The school should create a ‘lost pupil’ record on the national Lost Pupil’s Database School to School (s2s) to assist future schools and Children Missing From Education Officers to identify and locate children.

It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register.

For further information please contact the CME Officers directly - [cme.educationwelfare@nottinghamcity.gov.uk](mailto:cme.educationwelfare@nottinghamcity.gov.uk)