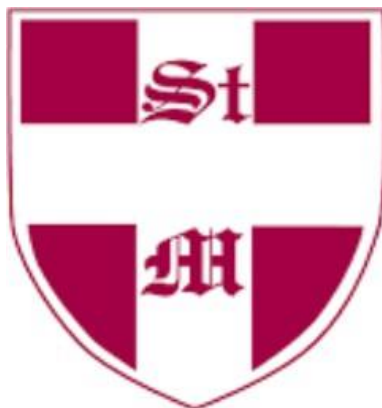


St. Michael Catholic Primary and Nursery School

Child Missing In Education Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Policy Statement

At St Michael Catholic Primary and Nursery School, we believe that every child has the right to a full-time education which is suitable to their age, ability, aptitude and any additional needs they may have.

We recognise that children missing education (CME) are at significant risk of underachieving, becoming vulnerable to harm, abuse, neglect, exploitation, radicalisation and poor long-term outcomes.

The school is committed to working proactively with families, the Local Authority and partner agencies to ensure that all children attend school regularly, remain safe and receive appropriate support when concerns arise.

Purpose

The purpose of this policy is to:

- Promote regular school attendance.
 - Prevent children from becoming missing from education.
 - Support the safeguarding and welfare of all pupils.
 - Ensure compliance with statutory guidance and legal responsibilities.
 - Ensure robust systems are in place to identify, investigate and respond to concerns regarding attendance and CME.
 - Support vulnerable pupils and families.
 - Promote effective partnership working with the Local Authority and external agencies.
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Definition of a Child Missing Education

A Child Missing Education is a child of compulsory school age who is not registered at a school and is not receiving suitable education otherwise than at school.

Children Missing Education are a potential safeguarding concern and may be at increased risk of:

- Abuse and neglect.

- Child criminal exploitation.
- Child sexual exploitation.
- Radicalisation.
- County lines involvement.
- Forced marriage.
- Female genital mutilation.
- Mental health difficulties.
- Substance misuse.
- Domestic abuse.
- Poor educational outcomes.

Vulnerable Groups

Some children face a greater risk of becoming missing from education.

These may include:

- Children with SEND.
- Children known to social care.
- Previously looked-after children.
- Children in care.
- Young carers.
- Children experiencing mental health difficulties.
- Children at risk of exploitation.
- Children from highly mobile families.
- Children from Gypsy, Roma and Traveller communities.
- Children of service families.

- Children involved with the Youth Justice System.
- Children who experience persistent absence.

The school recognises the additional vulnerabilities faced by these groups and will provide appropriate support and monitoring.

Attendance and Safeguarding

Good attendance is a key protective factor in safeguarding children and supporting positive educational outcomes.

The school will:

- Monitor attendance daily.
- Follow up unexplained absences promptly.
- Work closely with families where concerns arise.
- Identify attendance trends.
- Implement appropriate early intervention strategies.
- Seek support from external agencies where necessary.

All attendance concerns will be considered alongside wider safeguarding information.

Where concerns indicate that a child may be at risk of harm, safeguarding procedures will take precedence.

Admission and Removal from Roll

The school will comply with all statutory requirements regarding admission and deletion from the school roll.

When a pupil joins the school:

- The admissions register will be updated promptly.
- Required information will be recorded accurately.
- The Local Authority will be informed where required.

When a pupil leaves the school:

- The destination school will be recorded wherever possible.
- Parents will be asked to provide details of future education arrangements.
- The Local Authority will be notified in accordance with statutory guidance.

The school will not remove a pupil from roll without following appropriate legal procedures.

Procedures for Unexplained Absence

Where a child is absent and no explanation has been received:

- Attendance will be checked on the first day of absence.
- Parents and carers will be contacted as soon as possible.
- Additional emergency contacts may be used where appropriate.
- Home visits may be undertaken if safeguarding concerns exist.
- Concerns will be escalated to safeguarding leaders where necessary.

Where the school is unable to establish a child's whereabouts, advice will be sought from the Local Authority and other agencies as appropriate.

Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure appropriate policies and procedures are in place.
 - Monitor attendance and safeguarding data.
 - Support the school's safeguarding responsibilities.
 - Ensure statutory duties are fulfilled.
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Headteacher

The Headteacher will:

- Ensure effective implementation of this policy.
 - Monitor attendance and safeguarding concerns.
 - Work collaboratively with external agencies.
 - Ensure appropriate records are maintained.
 - Promote a culture where attendance and safeguarding are prioritised.
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Attendance Lead / Attendance Officer

The Attendance Lead will:

- Monitor attendance daily.
 - Follow up unexplained absences.
 - Identify attendance concerns and emerging patterns.
 - Communicate with parents and carers.
 - Liaise with the Local Authority where appropriate.
 - Maintain accurate attendance records.
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Designated Safeguarding Lead (DSL)

The DSL will:

- Ensure attendance concerns are considered within safeguarding contexts.
 - Respond to concerns regarding vulnerable pupils.
 - Liaise with external safeguarding agencies.
 - Ensure safeguarding procedures are followed where risk is identified.
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School Staff

All staff will:

- Promote good attendance.
 - Monitor attendance concerns.
 - Report concerns promptly.
 - Follow safeguarding procedures.
 - Support pupils and families where appropriate.
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Parents and Carers

Parents and carers have a legal responsibility to ensure their child receives suitable education.

Parents and carers should:

- Ensure regular attendance.
 - Inform the school of absences promptly.
 - Maintain up-to-date contact information.
 - Work in partnership with the school.
 - Engage with support offered where concerns arise.
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Working with External Agencies

The school works closely with:

- Local Authority Attendance Services.
- Children's Social Care.
- Early Help Services.
- Health Professionals.
- Police.
- Educational Psychologists.

- Youth Services.
- Other safeguarding partners.

Information will be shared in line with safeguarding and data protection requirements where it is in a child's best interests.

Monitoring and Review

The effectiveness of this policy will be monitored through:

- Attendance data.
- CME referrals.
- Safeguarding records.
- Persistent absence data.
- Vulnerable pupil monitoring.
- Reports to Governors.

The policy will be reviewed annually or sooner if changes to legislation, guidance or local procedures require revision.

Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Attendance Policy
- Behaviour Policy
- Online Safety Policy
- SEND Policy
- Mental Health and Wellbeing Policy
- Anti-Bullying Policy

- Equality Policy

This revised version would be much stronger for 2026-2027 and aligns far more closely with current CME, attendance and safeguarding expectations.