Date of last review: 15/06/2026
Date of next review: June 2027

CHILDREN MISSING EDUCATION POLICY

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1. Overview

This policy has been written to ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leaves school without clear indications of where they will be continuing their education, is quickly accounted for.

Where a child is unaccountably missing, the policy will ensure that that appropriate action is taken to locate the pupil and that prompt action is taken to notify the relevant authorities.

2. Definition of Child Missing Education (CME)

A Child Missing Education (CME) is a child of compulsory school age who is not registered at a school, not receiving suitable education otherwise than at school and whose whereabouts or educational provision cannot be confirmed.

The school recognises that children missing education are at significant risk of abuse, neglect, exploitation, radicalisation, forced marriage, trafficking, criminal exploitation and other safeguarding harms.

3. Objectives

At KCS, our objectives are:

- To ensure that any pupil missing from school due to repeated or unexplained absence, or by leaving the school unexpectedly, or who leave school without clear indications of where they will be continuing their education, is quickly identified by the staff and drawn to the attention of the headteacher;
- To ensure that prompt action is taken in the first instance to locate the pupil missing from education;
- To ensure that immediate action is taken to speedily put into place appropriate procedures which follow LA policy and DfE guidance, and to notify the LA and appropriate authorities of the missing pupil.

4. Strategies

a) Any concerns will immediately be raised with the headteacher who will take decisive action to initiate the LA and procedures for pupils missing from education and the school's policies for keeping children safe.

Contact details for Derbyshire are noted below:

- email **cs.cmecoordinators@derbyshire.gov.uk**
- a child without a school place (WASP), tel: **01629 532817**
- a child missing from education (CME), tel: **01629 535741**

b) The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy**.

The school will make first-day contact with parents/carers where a pupil is absent and no reason has been provided. The school will consider whether unexplained absence may indicate a safeguarding concern.

c) Staff must be alert where there is a repeated pattern of absence or the reason for absence is unclear or unexplained and must promptly draw their concerns to the attention of the headteacher.

d) Where a member of staff has concerns about the nature of a pupil's absence, the school will promptly carry out its own initial checks in line with its **Attendance Policy** and its policies for keeping children safe. The school DSL will be notified.

e) If a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend.

f) If a pupil leaves this school without clear indication of a receiving school, the school will contact the LA to advise them of the situation and to start their tracking procedures.

If the child leaves school to be home educated, the school will notify the Home Education Department for Derbyshire.

The school will not encourage parents to electively home educate as an alternative to exclusion, attendance concerns, behaviour concerns or unmet SEND needs.

g) The school will notify the local authority when it is about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations.

h) The school will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting the pupil's name from the register if the deletion is for one of the following reasons:

- A pupil has been granted leave of absence exceeding ten school days for the purpose of a holiday in accordance with regulation and has failed to attend schools within the ten school days immediately following the expiry period for the leave (and this is not for reasons of sickness or unavoidable absence).
- The pupil has been continuously absent from the school for a period of not less than twenty school days and the absence has not been authorised at any point during that time and is not due to sickness or unavoidable absence.

5. Safeguarding

Where there are concerns regarding a child's welfare or whereabouts cannot be established, the DSL will consider referral to Children's Social Care /LA and/or the Police in line with safeguarding procedures.

Kingdom Christian School recognises that all children are entitled to an efficient, full-time education and that children missing education are at significant risk of safeguarding harm.

The school acknowledges that children missing education can be vulnerable to:

- Abuse and neglect
- Child sexual exploitation
- Child criminal exploitation
- County lines activity
- Radicalisation and extremism
- Forced marriage
- Female genital mutilation (FGM)
- Honour-based abuse
- Trafficking
- Mental health difficulties

All concerns regarding children missing education will therefore be treated as safeguarding concerns and managed in accordance with the **Child Protection and Safeguarding Policy**.

6. Outcomes

This policy will ensure that all children are kept safe and that no child will go missing from education. This policy should be read alongside the school's **Attendance Policy** and in particular with the school's **Child Protection and Safeguarding Policy** of which it is an integral part. The policy has regard to the DfE guidance: Keeping Children Safe in Education (2026).

7. Review

This policy will be reviewed annually by the governing body or in response to statutory changes or relevant guidance updates.

Version control table

Version	Date	Changes	Approval
1	2026	Re-branded to KCS. Formatting.	SO
1.1	Nov 2026	Added contents table, updated KCSIE 2026, added section 7 Review, re-formatting.	SO