



CLARENDON COTTAGE PREPARATORY SCHOOL

Children Missing Education (CME) Policy

Member(s) of Staff Responsible:

Headteacher: Miss Emily Bagnall

DSL: Miss Emily Bagnall & Miss Kelly Greatbanks

SENCO: Mrs Moore & Miss Emily Bagnall

Reviewed: September 2025 by Miss E. Bagnall

Date to be Reviewed: September 2026

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Introduction

- Children Missing Education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school.
- Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory guidance

The school will follow the statutory guidance “Children Missing Education” based upon Salford LA guidelines.

School requirements

- Schools must enter pupils on the Admissions Register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity using the CME on-line reporting form.
- Schools must monitor pupils’ attendance through their daily register. Schools should monitor attendance closely and address poor or irregular attendance. Pupils’ poor attendance will be referred to the DSL.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the Admissions Register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. A CME referral will need to be completed via the online form cme@salford.gov.uk.
- This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.
- If a child is removed from the school roll at a non-standard transition period the school undertakes to make contact with the destination school to ensure the arrival of the child and to notify the local authority. If a child fails to arrive then a CME referral will be completed in accordance with the requirements.

Safeguarding

- The school has a safeguarding duty in respect of its pupils, and as part of this will investigate any unexplained absences.
- Where there are safeguarding concerns about any child, the school will always follow its Safeguarding Policy, which includes reporting to the local authority.