Child Missing in Education Policy

Approved: Autumn 2026

Review: Autumn 2027

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships. The rights specifically supported by this policy include

- ***Article 12: The right to be heard and have views taken seriously***
- ***Article 19: The right to be protected from all forms of violence***
- ***Article 28: The right to an education***
- ***Article 31: The right to leisure, play and culture***
- ***Article 36: The right to be protected from exploitation***

CHILDREN MISSING FROM EDUCATION (CME)

School procedures precede the following. The first day 'ring round' is the link to the following.

- If a pupil has had 1-3 school days unauthorised absence New Marske Primary School will continue to contact the parent(s)/carer(s) by phone or letter. If the absence continues school will extend their enquiries to include attempts to contact extended family members and all efforts will be appropriately recorded.
- We have a duty to refer a pupil to the Education Welfare Service (EWO) if they have been absent for 10 school days without any valid reason (including unauthorised absence). If the Education Welfare Officer (EWO) is not available to collect this referral the school will make this referral directly to the Team Manager.
- When we refer a pupil missing from education to the EWS, we will pass on all contact details for the family including extended family members. This information should include all current and historical details.
- Once a referral has been received by the EWS, the CME Officer (LA Officer) should be made aware and this should be treated as a priority referral.
- If it is believed the family has moved to another area, the CME Officer will pursue contact with the relevant LA and the EWO will close the case.
- When a child is found in another area and has registered at a school he/she can be removed from the school roll from the date they first registered at their new school.
- Where a child is found in another area but has not registered at a new school the child cannot be removed from the school roll for 4 weeks, until they are entered onto the admissions register of their new school. The CME office will liaise with the new authority to ensure this is followed up.
- At any stage during the enquiries information is brought to the EWO's attention that raises child protection concerns, a referral must be made to Social Care and/or the Police.
- If all efforts have failed to locate the family the CME Officer will put the details on both the local and the national Children Missing from Education databases.
- New Marske Primary School's nominated Child Missing in Education member of staff is Miss Fiona Richmond.