



# **Coatham Church of England School CHILDREN MISSING IN EDUCATION Policy**

Written March 2013  
Review June 2016

Chair of Governors.....

Date.....

Head Teacher.....

Date.....

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## **“Learn not for school, but for life”**

Our school is tolerant and caring; it is a place where everyone is accepted. We believe in working together as a real school community, and using our different abilities to support each other and to succeed. Friendship, respect, and fairness are the values that lead us.

Through the learning experiences and opportunities which we offer, we want our children to believe in themselves, deal with set-backs and have clear aspirations for their futures. We want them to realise their potential in all areas of their lives. We want our children to understand both what their community has to offer them as they grow up, and, what they have to offer it.

We hope that all of our children learn that, whatever they do, they should work at it with all of their heart.

## **CHILDREN MISSING FROM EDUCATION (CME)**

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

12.1 If a pupil has had 1-3 school days unauthorised absence Coatham Church of England 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.

12.2 We have a duty to refer a pupil to the Education Welfare Service if they have been absent for 10 school days without any valid reason (including unauthorised absence). If the EWO is not available to collect this referral the school will make this referral directly to the Team Manager.

12.3 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.

12.4 Once a referral has been received by the EWS, the CME Officer (Paula Harland) should be made aware and this should be treated as a priority referral.

12.5 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.

12.6 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.

12.7 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 on the admissions register of their new school. The CME Officer will liaise with the new authority to ensure this is followed up.

12.9 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.

12.10 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.

12.11 Coatham Primary School nominated Child Missing in Education is Mrs Mandy Allan our attendance officer.