



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

**Review June 2021**

**Chair of Governors.....**

**Date.....**

**Head Teacher.....**

**Date.....**

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## **Vision Statement**

“Learn not for school, but for life”

We are a supportive church school community where every individual is accepted, their interests encouraged, and where everyone is supported to learn to believe in themselves.

Through varied and creative learning experiences, we want our children to be successful and resilient, now and in their future, both in this unique community and further afield.

Our Christian values of Friendship, Respect and Fairness run through all of our teaching and learning and help us to understand that we can all make a positive difference to our world.

## **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 (LA Officer) 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.

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