



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

STATEMENT ON CHILDREN MISSING EDUCATION (CME)

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St John Henry Newman Catholic School – Statement on Children Missing Education (CME)

At St John Henry Newman Catholic School, we are committed to ensuring the safety, wellbeing, and full educational engagement of all our students. In line with the Department for Education's statutory guidance *Children Missing Education (2016)*, we work proactively to identify, support, and report any instances where children may be at risk of missing education.

We understand that children missing from education are potentially vulnerable and may face increased risks of harm, exploitation, or disengagement. Therefore, our procedures for monitoring attendance, following up on absences, and maintaining regular communication with families are rigorous and robust. Where patterns of unauthorised absence or concerns about a pupil's whereabouts arise, we act swiftly to investigate and, where necessary, make referrals to the appropriate authorities.

Our practice is closely aligned with the protocols and procedures outlined by Cumberland Local Authority. We notify the Local Authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more. In addition, we comply with the requirement to inform the Local Authority before removing any child from the school roll in circumstances prescribed by regulation.

St John Henry Newman Catholic School maintains strong partnerships with the Local Authority's Children's Services, including the Education Inclusion and Welfare teams, to ensure a coordinated and timely response when a child is missing education. Our Designated Safeguarding Lead (DSL) and attendance officer work together to assess the risks and implement appropriate interventions to re-engage pupils and support families where needed.

Through this proactive approach, we aim to uphold every student's right to a full-time education and to safeguard their wellbeing in accordance with national and local policy.

Children Missing Education (CME)

St John Henry Newman Catholic School

1. Statement

St John Henry Newman Catholic School is fully committed to safeguarding all pupils and ensuring their right to a full-time education. The school adheres to the Department for Education's *Children Missing Education (2016)* statutory guidance and follows the procedures outlined by **Cumberland Local Authority**. This policy outlines how we identify, respond to, and refer children who are at risk of missing education, ensuring a swift, coordinated, and effective response.

2. Objectives

- To identify and support pupils at risk of missing education.
 - To ensure all statutory duties are met in relation to reporting and investigating absence.
 - To work in partnership with parents/carers and the Local Authority to safeguard pupils.
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3. Step-by-Step CME Procedures

Step 1: Daily Attendance Monitoring

- Registers are taken twice daily (AM and PM) via the school's MIS (Management Information System).
- Absences are recorded with a DfE-approved code.

Step 2: First-Day Absence Procedure

- If a pupil is absent and no reason is provided, the Attendance Officer contacts parents/carers by 10:00am via phone call and text.
- If no contact is made, the Attendance Officer will escalate to a member of the pastoral or safeguarding team for a welfare check.

Step 3: Continued Absence (Days 2–4)

- Continued failure to make contact results in further phone attempts, home visits (where necessary), and engagement with known emergency contacts.
- The Designated Safeguarding Lead (DSL) is alerted, and a risk assessment is undertaken.

Step 4: 5–10 Days of Unauthorised Absence

- If the pupil remains absent for 5 consecutive school days without explanation, a formal letter is sent home requesting immediate contact.
- A second home visit may be conducted by pastoral staff or Attendance Officer.
- If there are safeguarding concerns, a referral to the safeguarding hub or police for a welfare check, may be made.

Step 5: 10 Days of Continuous Absence

- In accordance with DfE and Cumberland Local Authority guidance, if a pupil is absent without explanation for 10 consecutive school days, and all reasonable enquiries have failed to establish their whereabouts, a CME referral is made to Cumberland Council's **Children Missing Education Officer**.

Step 6: Removal from Roll

- Pupils will only be removed from roll in line with the conditions specified in *The Education (Pupil Registration) (England) Regulations 2006*.
- Prior to removal, the school must receive written confirmation from the Local Authority.
- A CTF (Common Transfer File) will be sent to the new school or, where unknown, to the Department for Education's *Lost Pupils Database*.

4. Roles and Responsibilities

- **Attendance Officer/Attendance Assistant:** Daily monitoring and first-line contact.
- **Pastoral Lead / Head of Year:** Pupil welfare checks and parental engagement.
- **Designated Safeguarding Lead (DSL):** Safeguarding oversight, referrals to LA and other external agencies.
- **Senior Leadership Team (SLT):** Strategic oversight and compliance.
- **Cumberland Local Authority Attendance Officer:** Receives CME referrals, conducts statutory investigations and provides advice to school.

5. Working with Cumberland Local Authority

The school follows Cumberland LA's **Children Missing Education Protocol**, including:

- Completing the CME referral form when appropriate.

- Liaising with social workers, early help, and attendance officers.
 - Sharing safeguarding concerns where appropriate, in accordance with GDPR and safeguarding legislation.
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6. Record Keeping and Monitoring

All actions, contacts, and communications are logged on Arbor and safeguarding system (CPOMS). Termly reports are provided to governors on attendance and CME cases.
