



Children Missing Education Policy

**This policy was adopted by the Governing Body in October 2025.
It is reviewed annually.**

This policy is due for review October 2026

Liscard Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are a Rights Respecting School which aims to teach children about their rights and responsibilities towards others. Our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).

[Article 19: to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment. Article 28: Every child has a right to an education. Article 29: Education must develop every child's personality, talents and abilities to the full. Article 31: Every child has the right to relax and play.]

Liscard Primary School admissions are controlled by the LA so the DfE Statutory guidance (September 2021) is adopted by school. Children are not entered or removed without the appropriate CTF file being uploaded. The LA and other agencies are contacted where appropriate immediately there are any concerns about a child missing education.

The nominated Governor is George Lucking

The Local Authority (LA) has a legal duty to identify when there are CME and help them back into education. This policy highlights what Liscard Primary School will do to help the LA with its duty. This policy complies with the following legislation and statutory guidance:

- DfE 'Working together to safeguard children' (2023)
- DfE 'Keeping children safe in education' (2025) DfE 'Children missing education' 2025
- section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996
- School Attendance Regulations 2024
- Education Act 2002 (all chapters)
- Schedule to the Education Regulations 2014
- Schedule to the Non-Maintained Special Schools (England) Regulations 2015

Definition of CME:

Children Missing Education are children of compulsory school age who are not registered pupils at a school or setting and are not receiving a suitable education otherwise, and whose whereabouts are unknown. A child is of compulsory school age from the start of term following their 5th birthday until the last Friday in June of the academic year they turn 16.

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school or college's unauthorised absence procedures and children missing education procedures. (KCSiE 2025)

Who are children missing education

CME 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.

CME includes children who:

- are in the process of applying for a school place
- have been offered a school place for a future date but have not yet started
- are receiving elective home education (EHE) that has been assessed as unsuitable
- have been recorded as CME for an extended period, for example where their whereabouts is unclear or unknown

CME are not children who:

- are receiving suitable education otherwise than at a school (for example, pupils who are electively home educated or attending alternative provision) which is suitable to the child's age, ability, aptitude and any special educational needs they may have
- are EHE but the local authority has not had an opportunity to assess whether the education being provided is suitable
- are registered at a school, even if they are persistently or severely absent from that school

The importance of identifying and supporting children missing education

Regardless of their circumstances, the law entitles every child of compulsory school age to an efficient, full-time education which is suitable to their:

- age
- ability
- aptitude
- any special educational needs they may have

This may include suitable education through regular attendance at school, alternative provision or otherwise (for example, EHE).

CME are at significant risk of underachieving, having poorer health outcomes, being victims of harm, exploitation or radicalisation, and becoming not in education, employment or training (NEET) later in life.

No single individual at a school, local authority or related service can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action to help in the identification and support of CME.

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all individuals involved in identifying and supporting CME should make sure their approach is child centred.

This guidance has been developed to support individuals working in local authorities and schools, alongside related agencies and organisations, to be clear about their own and each other's roles and responsibilities, and how they work together to identify and support CME.

Why children miss education

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition

- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

Going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues.

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE 2025)

Children at risk of harm

Education is essential for children's progress, wellbeing and wider development, and being in school is a protective factor against wider harms, including exploitation. Where children are not receiving suitable education, such as in the case of CME, this could be a possible indicator of neglect, abuse or exploitation (including sexual and criminal exploitation) or could in itself constitute neglect in severe and sustained cases.

Where there is a concern that a child's safety or wellbeing is at risk, it is essential to take action without delay. Where designated safeguarding leads or any staff within local authorities have concerns about a child's welfare, they should immediately consider whether a referral needs to be made to local authority children's social care, and if appropriate, contact the police, particularly if there is a concern that the child is suffering or is likely to suffer significant harm.

Cohorts of children who may be at greater risk of becoming CME

- **Pupils at risk of harm or neglect**

Children may be missing education due to abuse, neglect and exploitation. Where this is suspected, schools should follow local child protection procedures. If a child is in immediate danger or at risk of harm, an immediate referral should be made to children's social care, and the police should also be contacted if appropriate.

- **Children of Gypsy, Roma and Traveller families**

Although many Gypsy, Roma and Traveller (GRT) families are settled, some move regularly, and their children can be at increased risk of becoming CME. For GRT families who want their children to attend school, effective communication between local authorities and schools is essential to minimise this risk.

Local authority and school engagement with GRT families should include appropriate assessment of the cultural background of each of these communities to ensure communication is tailored to address the individual needs of GRT families.

Traveller Education Services, or a named CME officer within the local authority, can advise schools on the best strategies to reduce disruption to GRT pupils' education, for example agreeing to dual registration arrangements when parents enrol their child at another school, or electronic or distance learning packages if these are available.

Schools should also inform the local authority when a GRT pupil leaves without identifying a new destination school, especially during transitions between primary and secondary school, to help maintain

educational continuity. For GRT families who want to electively home educate their children, effective communication between the family and the local authority's EHE team is essential to minimise the risk of CME.

- **Unaccompanied asylum-seeking children and children of new migrant families**

Unaccompanied asylum-seeking children (UASC) are likely to have faced significant difficulties and will need to be cared for while in the UK. Local authorities have a duty to safeguard and promote the welfare of all children in need, ensuring that there are enough schools available for their areas and offering additional support for looked after migrant children and UASC. There can be additional challenges and complex barriers for local authorities to overcome to carry out their CME duty, which can include unsettled, often temporary housing situations, unreported arrivals or sudden moves between authorities' areas. Looked after migrant children, including UASC who need to be offered support, will be accommodated by the local authority.

- **Children who go missing from home or care**

Children who go missing or run away from home or care are vulnerable to serious dangers and harm outside the home, including sexual and criminal exploitation and abduction, as well as missing education. Multi-agency working is essential for assessing cases of children missing from home or care, and for analysing data for patterns that indicate concerns and risks. Authorities should consider whether CME may also be unreported missing children.

- **Children with SEND whose needs are not being adequately supported**

Where parents are not satisfied that the needs of a pupil with SEND are being met adequately in school, this may lead to lower attendance and ultimately parents taking their child out of school. Schools should work closely with the pupil and their parents to put appropriate support in place and to keep this under regular review. If a child with an EHC plan has significant levels of unmet need, the school should also liaise with the local authority about whether an early review of the plan is needed.

- **Children who are excluded from school**

It is important for schools to help minimise the disruption that a suspension or permanent exclusion can cause to a pupil's education. All maintained schools, academy schools (including free schools), alternative provision academies (including alternative provision free schools), and pupil referral units must inform a local authority when a pupil has been suspended or permanently excluded regardless of length, without delay.

- **Children and young people supervised by the youth justice system**

Children who have offended or are at risk of doing so are also at risk of disengaging from education. [Youth offending teams](#) (YOTs) are responsible for supervising those young people (aged 10 to 18) and should work with the local authority CME officer and schools to ensure that children are receiving, or return to, appropriate full-time education.

[Working together to improve school attendance](#) sets out how schools and local authorities should work together with YOTs with regard to the relevant regulations.

- **Children of service personnel**

Families of service personnel are likely to move frequently, both in the UK and overseas, and often at short notice. Schools and local authorities should contact the Ministry of Defence (MoD) [Children's Education Advisory Service \(CEAS\)](#) by email RC-DCS-HQ-CEAS@mod.gov.uk for advice on making arrangements to ensure continuity of education for service children when their family moves, including guidance and support relating to service children with a SEND.

- **Children attending unregistered independent schools**

There are a number of settings operating unlawfully outside the regulatory regime as unregistered independent educational institutions. Those conducting these settings are committing a criminal offence and may be putting children at risk of harm, denying them a suitable education and limiting their life chances. Children attending unregistered educational institutions should be treated in a similar way to CME.

- **Children who cease to attend a school**

There are many reasons why a child stops attending a school. It could be because the parent chooses to educate their child at home or that a child can no longer attend because of physical or mental health needs that cannot be met by the school, and instead, support from wider services or alternative provision needs to be provided.

- **Home educated children who are not receiving suitable full-time education**

Parents have a right to educate their children at home, and the government wants the many parents who do it well to be supported. Educating children at home works well when it is a positive, informed and dedicated choice. However, home educated children who are not receiving a suitable, full-time education are CME.

What we will do as a School

- If a child has been absent for two days and school has not been notified, or if a child is a persistent absentee and is viewed as vulnerable. Then a home visit will be made by SLT or the Family Support Team. Staff will insist on seeing the child to ensure that they are safe.
- School will contact the Education Social Welfare Service at Wirral Council (ESWS) if a child has missed 2 weeks of school and it is believed they are no longer resident at the address held by school or immediately if there are safeguarding concerns.
- Safeguarding Procedures will be followed if school staff have any safeguarding concerns with a referral being made directly to Wirral Integrated Front Door on 0151 606 2008.
- If a pupil is absent for a prolonged period or fails to return from a holiday the school will follow the normal procedures for investigating pupil absence (i.e. telephone calls, calling at the house, letters, invitations to meetings at the school etc). If the child does not return to school the matter will be referred to the Local Authority within two weeks and the Local Authority will follow the procedures for 'missing pupils'. The pupil will not be removed from roll until the Local Authority has ascertained the pupil's whereabouts and safety or has made reasonable enquiries to this end.

Removing pupils from school roll:

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by an appropriate medical practitioner as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. **School should contact the Admissions section: Tel: 0151 666 4600.** This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that school comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education or those 'unexplainable and or/persistent absences from education', follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform 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 44 or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

When a student is removed from a school roll, the Leaver Notification: Deletion from Roll form should be completed and returned to schoolattendance@wirral.gov.uk, this should be completed for ALL leavers regardless of whether they are reported as CME. For children who have been reported to CME please also send this completed form to cme@wirral.gov.uk.

If a family is planning to move their child, to support the receiving LA (and to support school and Wirral LA with their pupil tracking responsibilities), the form should be completed and emailed to cme@wirral.gov.uk, this will then be recorded and passed to the local authority that will receive the pupil, they will advise whether a CME referral is required.

When a child moves overseas, confirmation of their safe arrival in education at their destination is required. The Confirmation of Arrival at New Overseas School Form can be provided to parents by the outgoing school ahead of travel, alternatively the outgoing school can email this form to the new school if they have the relevant details to do so. This form must be returned to the LA so that the education record in Wirral can be updated accordingly.

If a child is taking an extended holiday, best practice would be for the agreement to be made in advance and documented on a form. Extended holidays are taken at the Headteacher's discretion and we would signpost Headteachers to the Education Penalty Notice process, further queries should be sent to educationpenaltynotices@wirral.gov.uk. Whilst the DfE advise that "a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance" (paragraph 349, Working Together to Improve School Attendance), they also acknowledge that "schools must judge each application individually considering the specific facts and circumstances and relevant

background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion." (paragraph 347, Working Together to Improve School Attendance)

Actions BEFORE schools consider removing a pupil from the school roll:

- ✓ Make appropriate school enquiries and record the efforts and information obtained in the first 2 weeks that the pupil is missing from education.
- ✓ If concerns exist for the pupil's safety or wellbeing, contact IFD on 0151 606 2008 immediately, then report the pupil as Missing from Education (as soon as possible and within 3 days) using form CME01.
- ✓ Complete CME01 Referral form detailing all school enquiries made and forward to the Missing Pupil Officer at Wirral Council.
- ✓ The Referral will be logged. Additional enquiries to those made by school will be made by Education Social Welfare Service. Pupils names should not be removed from the school roll without the agreement of the CME Officer or ESWS.
- ✓ School will monitor all deletions from school roll by race, ethnicity, gender, SEN and disability to ensure that we are fulfilling our obligations under the Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disability Act (2001).

Policy review

This policy is reviewed annually, or sooner if there are statutory guidance updates.

Appendix

CME01 Referral Form

SCHOOLS SEND IN MULTIPLE COPIES OF THE FORM AS CIRCUMSTANCES CHANGE AND UPDATE – DAYS 11-20
TO BE COMPLETED FOR CHILDREN WHO:

- have relocated and a forwarding school or new home address remains unknown following reasonable enquiries undertaken by the school;
- have been absent for 10 consecutive school days and school have been unable to establish their whereabouts following all reasonable enquiries;
- are not believed to be registered at any school nor receiving a suitable education otherwise than at school;
- For families with multiple children, separate forms should be submitted for each child

Where there is concern for a child's welfare or safety, appropriate Safeguarding Procedures must also be followed.

REMOVING A PUPIL FROM SCHOOL ROLL

Pupils without a forwarding school destination should **not** automatically be removed from school roll unless school have confirmed that another local authority or school establishment has taken or will take responsibility for the pupil's education. This should always be confirmed in writing. Further advice can be obtained from Wirral Attendance Service on **0151 666 3433**.

(This Referral Form may also be used by any other council department/external agencies or Local Authorities to refer a potential child or children you are concerned are missing from education. Please complete the form to the best of your knowledge).

Full Legal Name of the Child				DOB	
School (or last known school)				Gender	
UPN				Ethnicity	
Date last attended school				Year Group	
Name of siblings/other children at the address	DOB	M/F	School (if applicable)	UPN (if applicable)	
Recent Photograph of the child (and date taken)					
Please indicate if child is known as, or currently subject to:	Education Health Care Plan (EHCP) Yes/No	SEN needs Yes/No	Child Looked After Yes/No	Child Protection Yes/No	

Please indicate if child is known as, or currently subject to:	Child in Need Yes/No	Case with IFD awaiting assessment Yes/No	Gypsy, Roma, Traveller Yes/No	Refugee/Asylum Seeker Yes/No
Child's last known/ current home address & postcode				
Child's new home address & postcode (please indicate N/A if unchanged)				
Details of new education provision e.g., new school name/Elective Home Education				
Name of parents or carers	Relationship	Home address (if different to the child/ren)	Telephone <u>AND</u> Email details	
Other emergency contacts (extended family etc.)				
Details of any language or communication needs for the family or emergency contact				

ENQUIRIES MADE BY SCHOOL TO LOCATE MISSING PUPIL:

Has the school tried to contact the pupil, parents, extended family on emergency contact numbers or in writing by email/text? Please include date/s & outcome/s	
Has the child been discussed with the Locality Attendance Officer? Has school made a home visit? Please summarise and include date/s & outcome/s	
Have school staff, the pupil's friends or any siblings' schools been contacted to establish if they have any information which might help to locate the missing pupil? Please include date/s & outcome/s	
Is the pupil known to Social Care? If so, has school liaised with the named Social Worker?	
Are there any other agencies involved with the pupil or family? If so, please include name/agency, telephone number/s and email address/es	
ADDITIONAL INFORMATION	Yes/No
Are there any concerns for the safety and welfare of the child or family members?	
Has a referral been made to the Integrated Front Door (Wirral Children's Social Care)?	
Are you aware of any risks to officers visiting the home? <i>E.g. History of domestic abuse, aggressive dogs</i>	
Are you aware if the child is known to the Compass Team?	
What <u>date/location</u> was the child last sighted by school or another professional?	

Please share any background information you feel is useful and indicate if you have attached additional information and/or correspondence to this referral i.e. attendance certificate, letter/email to/from parent etc.

NAME	POSITION
SCHOOL or AGENCY	
TELEPHONE / MOBILE	DATE OF REFERRAL
EMAIL	

Please send this referral to Wirral Attendance Service by secure email to cme@wirral.gov.uk

If new school is known, where possible, please upload the CTF directly to the new school via the DfE S2S website.

However, if the new school or education provision is not known, please upload CTF via S2S website referring to DfE Guidance for appropriate coding, eg MMMMMMMM or XXXXXXXX

CME Process Map:

PUPIL MISSING FROM

Child not traced

Schools follow established school absence policy, making all **reasonable enquiries as set out in DfE Statutory Guidance**
Child protection concerns = immediate IFD referral

Child traced

School takes responsibility for initial enquiries and submits completed CME referral form at the relevant point
From day 1 of absence if child has been subject to SERCO dispersal
On day 11 of the absence for all other children.
Do NOT remove from school roll.

Further support may be required from Key Partners, e.g. LAO, School Admissions or Health Agencies, or School may be required to complete a DRF to notify the LA of a move away from Wirral, transfer to an Independent School or withdrawal to become EHE

CME referral received by Wirral Attendance Service
CME Officer to work alongside school to complete further **JOINT** enquiries

Child Located

Child not traced

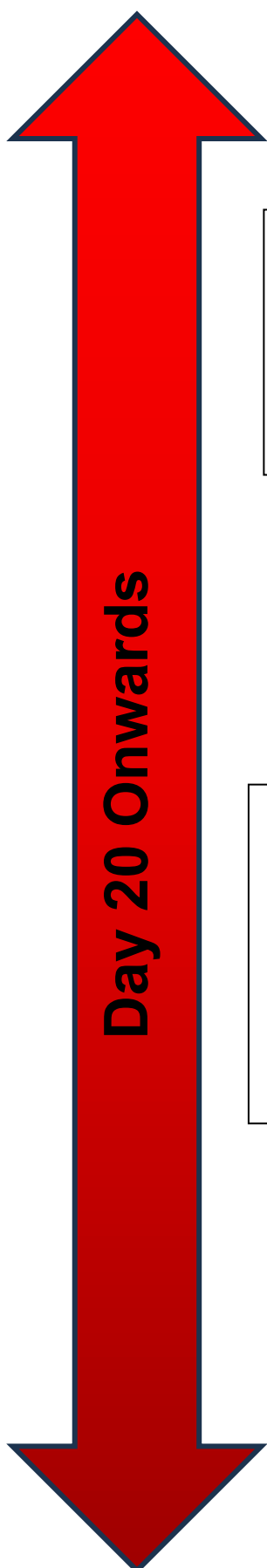
Upon completion of CME Process and following 20 consecutive school days of unauthorised absence, CME Officer will advise on roll removal – if school advised to remove the child from roll, they **MUST** submit completed Deletion Form Roll Notification securely to cme@wirral.gov.uk AND attendance@wirral.gov.uk
CTF is subsequently uploaded to S2S system adhering to DfE Guidance

Further support may be required from Key Partners, e.g. LAO, School Admissions or Health Agencies, or School may be required to complete a DFR to notify the LA of a move away from Wirral, transfer to Independent School or withdrawal to become EHE

CME Referral

1-10 School

11-20 School

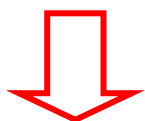


**Deletion from Roll Form received by
Wirral Attendance Service**

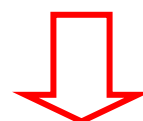


Form will be uploaded to the child's EYE's record on Liquid Logic
CME Officer will

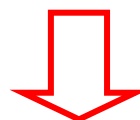
- Review and confirm all information received is correct.
- Review all available data systems, to include Liquid Logic, DfE GIAP etc
- Liaise and pursue enquiries with relevant Local and National Key Partner Agencies etc



**If Child
Located**



**If Child Not
Found**



CME & Pupil Tracking Officer will:

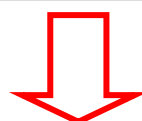
- Liaise with School and all relevant professionals to advise them with relevant information.
- Update appropriate systems with outcome of enquiries.
- Where applicable, liaise with a "receiving Local Authority to ensure "safe" arrival of pupil.

CME & Pupil Tracking Officer will:

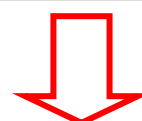
- Discuss with relevant Local Senior Leads and if aware of any previous or current social care or safeguarding concerns, will liaise with Local Safeguarding Manager
- Update relevant systems with known information.
- Ensure CTF has been uploaded to Missing Pupil data system via DfE s2s system



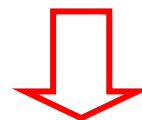
**Child located –
case closed**



If Child Found



**If Child Not
Found**



Pupil's name will remain on the CME cohort and will be subject to ongoing review until subsequently located.

Missing Pupil Alert posted via DfE s2s system

Children Missing from Education (CME) Checklist for Schools

<u>Child's Name:</u>	<u>DOB:</u>
<u>School Name:</u>	<u>Parent/Carer Name:</u>
<u>Wirral address:</u>	
If the school has any Child Protection concerns, the matter must be <u>immediately</u> referred to Wirral Integrated Front Door. You must still proceed with the referral to the CME Officer in addition to any child protection referral.	

SCHOOL ACTIONS - Has the school done the following? Attach checklist & evidence.

		Action Taken	Who & When	Outcome
Week 1	Day 1	Check with school community - staff, SENCO, Learning Mentor, friends, siblings, relatives.		
		Carry out first day calling. Assess vulnerability in line with school procedures.		
		Carry out telephone contact with all emergency contact numbers.		
		If SERCO are involved, conduct a check on whether the family have been dispersed – if so CME referral to be made immediately		
	Within 1 Week	Visit the last known home address to assess the circumstances		
		Speak to appropriate agencies involved e.g. social worker, FSW, school health		
Week 2 & 3	Day 11	Refer the child to the CME Team		
	Day 11-20	Continue to make efforts within the school and assist the CME Officer with joint enquiries		
	Day 20	If, after all enquiries, the whereabouts of the pupil is unknown, DO NOT remove the pupil from roll until the CME Officer has concluded investigations, the checklist and CME form have been emailed to the CME team who will advise re: removal from roll, even if more than 20 days of unauthorised absence is accrued. Once it has been confirmed that the pupil can be deleted from roll the school must upload the CTF to S2S with XXXXXXXX as the destination and record details. Removal from roll must comply with regulations and the local authority's procedure.		

Leaver Notification, Deletion from Roll (DfR)

School		Date form submitted	Click here to enter a date.
Full name of pupil		UPN	
DOB		Year Group	Choose an item.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Ethnicity	Choose an item.
Current (or former) home address			
Full name(s) of parent(s) / carer(s) and relationship to child			
Parent / carer contact 'phone number(s)		Contact email address	
New school (if known)		Date of Admission	
New local authority (if known)			
New home address (if known / applicable)			
Has the pupil been removed from the school roll?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What grounds* have been used / are proposed to be used?	Choose an item.
Date of removal?	Click here to enter a date.	Has this child been formally referred to CME?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*** In accordance with regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specify the grounds under which schools can lawfully remove a pupil's name from their admissions register.**

The effective sharing of information between schools and local authorities is crucial to ensuring that all children & young people of statutory school age are safeguarded and receiving a suitable education. Under the amended 2016 Regulations, all schools (including Academies, Free and Independent Schools) are required to inform the LA as soon as possible when they are about to delete a pupil's name from the admission register.

Please send to: schoolattendance@wirral.gov.uk

Leaving School Form for Parents

If your child is leaving, please can you fill in this form as fully as you can even if you do not know all the details yet.

Name		Date of Birth		Class	
My child will be leaving school on: (date)					
Because we are: <i>(please delete as appropriate)</i> a. Moving house b. Returning to country of origin/emigrating c. Other - please give details					
New address if known:					
New school if known:					
If not yet known, the town or at least the country you are moving to:					
Will you keep the same mobile telephone numbers? Yes/No					
Please confirm your numbers or list new numbers:					
Mother's mobile: Father's mobile: :					

If possible please give the name, address and telephone number of a friend or relative in the UK who is not moving and who you will be staying in touch with. We will only contact them if we need information about your child's new school and we cannot contact you.

Name:
Address:
Phone Number:
Full Name(s) of Parent(s)/Carer(s). Please print names and sign.
Mother:
Father:
Other (State relationship):

Attached to this form is a school compliments slip.

Please can you give it to your new school and ask them to contact us or to return the Confirmation of Arrival at New Overseas Form if we have provided you with this.

The school is expected to transfer information as quickly as possible to your child's new school; and both the school and the Local Authority have a legal duty to try to locate your child if he or she stops attending and we do not know the details of the new school or other educational provision. This may include contacting Social Services or the Police if you have not given us the information and we are unable to contact you. By filling in this form and enabling us to keep in contact with you, you are ensuring we do not need to refer to other agencies and that their time is not wasted, nor are you contacted unnecessarily.

For school use only:

Date returned:

Date returned to CME Officer:

Date:

Dear Headteacher/School Principal,

PUPILS MOVING ABROAD & LEAVING THE UNITED KINGDOM

**Confirmation of Arrival at New Overseas
School**

In accordance with the local authority and UK procedure for tracking children who transfer to schools abroad we are obliged to confirm wherever possible that an ex-pupil has re-joined a school elsewhere. It would be very helpful if you could confirm in writing (email/letter) that the pupil(s) named below have arrived at your school.

Please return this pro-forma by email please to cme@wirral.gov.uk

REBECCA SHORE Statutory Officer – Children Missing Education Wirral Attendance Service PO Box 290, Brighton Street, Wallasey, WIRRAL CH27 9FQ United Kingdom	Email: cme@wirral.gov.uk Tel: 0151 666 4941 Tel : Outside the UK : +44151 666 4941
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I would like to notify you of the arrival of the following pupil/s at our school outside of the United Kingdom.

School Principal: Date:

Official School Stamp Name of Head Teacher, New School Address Tel/Email	
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1. Name of Pupil		Date of Birth	
Name of previous UK School			
Start Date			

2. Name of Pupil		Date of Birth	
Name of previous UK School			
Start Date			

Home School Contract for Extended Holidays

To be agreed and completed by school representative
and parent/guardian

Name of Pupil/s:	Date of Birth:
Name of school:	
Head Teacher:	

Place of visit:
Date of visit:
Agreed return date:
Address/contact details for visit:
Mobile phone:
UK contact details <i>(name, address and contact number of a relative or friend who we can make contact with whilst you are away)</i>

It is the responsibility of parents/guardians to ensure that the child does not fall behind with their learning while they are away, schools are under no obligation to provide work for the student to complete but may opt to do so.

If the pupil/s do/does not return by the agreed date they are at risk of losing their school place.

Failure to return on the agreed date may prompt welfare concerns; a child or young person who goes missing from education may be considered at risk of significant harm.

Any such concerns will immediately be referred to the statutory authorities for consideration.

**PARENT/GUARDIAN:
REPRESENTATIVE:**

SCHOOL

Signed:
.....

Signed:

Print:
.....

Print:

Date:
.....

Date:

Roll Removal FAQ's

To comply with DfE guidance, schools should not backdate a roll removal in any circumstances. The below aims to provide schools

with a guide as to when they should remove children from their roll, further guidance can be sought from Locality Attendance Officer or CME Officer.

Reason for removing a pupil from the school roll	When the act of removing the pupil from roll should be carried out
Pupil moves to another school (other than normal KS2 to KS3 transfer).	On the date the pupil is expected to start at the new school.
Pupil has had 20 days of unauthorised absence and both the LA and the school have tried to locate the pupil (reported to CME after 10 days).	The CME Officer will advise the school
Pupil fails to return after an extended family holiday.	<p>Pupil can be removed from roll after a two week period following the end of the approved holiday absence.</p> <p>The CME Team should be advised before this step is taken.</p> <p>The pupil's information must be transferred to the Lost Pupil database via the s2s website and should be uploaded using the code XXX XXXX.</p> <p>This can only be done following investigation and in consultation with CME.</p>
Pupil withdrawn to be educated otherwise than at school.	<p>On receipt of written notification and after the school has informed the LA.</p> <p>Removal should be completed on the date the parent says they are accepting the responsibility for providing the education.</p> <p>The school should place a CTF on the s2s website with the code MMMMMMMM as the destination.</p>
Permanent exclusion.	When the outcome of any appeal is known.
Pupil is in custody for more than four months.	Each pupil should be treated on a case-by-case basis following consultation with the LA and Youth Justice.
Completion of compulsory school leaving age and the pupil is not continuing their education at the school.	Last Friday in June of the school year in which their 16th birthday falls.
Pupil has died.	<p>When official notification of the death has been received.</p> <p>This should be completed without delay.</p>
Pupil leaving the school but future provision not known.	CME referral should be submitted, LA will advise on roll removal on a case by

	<p>case basis.</p> <p>If no future provision is known when the CME Team advise roll removal can be processed, the pupil's information must be transferred to the Lost Pupil database via the s2s website and should be uploaded using the code XXX XXXX.</p>
<p>Pupil has a medical condition which prevents attendance and return to the school before ending compulsory school age.</p>	<p>Upon receipt of medical advice.</p> <p>The CME Team should be advised before this step is taken.</p>

Grounds for Roll Removal:

Deletion code	Regulation 9 ground for deletion	Simple explanation
9(1)(a)	Ground A - The pupil has been registered at another school	Child is now registered at another school (not as part of a dual roll agreement).
9(1)(b)	Ground B - The pupil has not continued at the school following completion of nursery education	Child is leaving your Nursery at the end of the academic year to start Reception class at another school in September or to begin education otherwise than at a school.
9(1)(c)	Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion	Child was on dual roll at your school and another school. It has been agreed that child will now be on sole roll of the other school where the child was dual educated.
9(1)(d)	Ground D - The pupil has a school attendance order which has been changed to name another school	The pupil's School Attendance Order has been changed and now names another school
9(1)(e)	Ground E - The pupil had a School Attendance Order which has been revoked	The pupil's school attendance order named your school, but the order has now been revoked.
9(1)(f)	Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school	Child has been withdrawn to be home educated. Elective Home Education team must be informed and their processes followed – ehe@wirral.gov.uk
9(1)(g)	Ground G - The pupil no longer normally lives a reasonable distance from the school	Child has moved too far to continue attending your school. For children residing in temporary accommodation - the regulation regarding 'reasonable distance' applies only to addresses where children are 'ordinarily resident' so a hotel or hostel cannot be used as an address for this regulation should a family suddenly move in to temporary accommodation, in this instance schools should code the child with an authorised absence, keep in contact with the family and provide work for the children if the

		<p>temporary address is too far away for them to attend school.</p> <p>May also be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school believe the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad).</p> <p>School should adhere to the CME processes and child should not be removed from roll without the agreement of the Local Authority.</p>
9(1)(h)	Ground H - The pupil has not returned following a leave of absence	<p>Can be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school believe the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad).</p> <p>Schools should be aware that deletion cannot be based on a temporary address abroad if the family ordinarily reside at the home address in the UK.</p>
9(1)(i)	Ground I - The pupil has been continually absent from school for 20 school days	<p>Child has been reported to Local Authority as CME and enquiries have failed to locate child within 20 school days.</p> <p>The 20 day period is a legal minimum and does not mean that school can automatically remove a child from their roll on day 21 of an absence – school have a duty to support with reasonable joint enquiries and CME will advise on roll removal on a case-by-case basis</p> <p>School must have agreement of CME Officer to use this code.</p>
9(1)(j)	Ground J - The pupil is detained under a sentence of detention	<p>Child is detained (in prison), and school has reasonable grounds to believe they will not return to your school when they are released. This cannot be used if the pupil is remanded to custody while awaiting trial or sentencing.</p> <p>Schools must liaise with the Youth Offending Service in each case for agreement as to whether the child is able to return to school before removing from roll.</p>
9(1)(k)	Ground K - The pupil has died	The pupil has passed away.

9(1)(l)	Ground L - The pupil will be over compulsory school age and will not continue into the sixth form	Child is leaving school as they are now over statutory school age (end of Year 11) and will not be staying to complete sixth form.
9(1)(m)	Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid	Only applies to boarding school maintained by the Local Authority. Pupil can be removed from roll if their boarding fees have not been paid by the pupil's parent/s by the end of the school term to which they apply.
9(1)(n)	Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school	Only to be used by independent schools.
9(1)(o)	Ground O - The pupil has been permanently excluded from the school	Child has been permanently excluded. Local Authority Inclusion Team must be informed. Child can only be removed from roll once the outcome of any appeal is known or when the parent has advised in writing that they do not wish to appeal.

1. 72 hours missing

Strategy meeting should be convened. Serious Notification Form sent to Local Authority. Multi-agency meetings should continue weekly if child continues to be missing. Press release discussed.

2. 3 missing episodes in 30 days

Case to be reviewed by IFD if no support in place. If case is in Early Help the Lead Professional should convene a Family Meeting to determine if existing plan is working. If case is in Childrens Social Care there should be consideration for a Strategy Meeting or review of current plan

3. 9 missing episodes in 90 days

Case should be reviewed by IFD to see if it an open case.
If case is in Early Help the Lead Professional should convene a Family Meeting to determine if existing plan is working. Needs and risks should be identified and referred back to the IFD.
If case is in Childrens Social Care there should be consideration for a Strategy Meeting or review of current plan
Police MFH co-ordinator to be invited to all meetings

7. Return Home Interviews

Catch22 will endeavour to complete a return interview within 72hrs of the child being found and seen safe and well by Police. The return interview is sent to Police Missing from Home Coordinator, allocated social care and or IFD. These return interviews should inform the child's plan (EH, CiN, CP, CLA)

6. Catch22

For Wirral Looked after Children who are placed outside of the borough, it is the responsibility of the allocated social worker to inform Catch22 of this missing episode in order that they can carry out the return interview. Catch22 aim to reduce missing episodes with young people by offering direct work where appropriate.



4. Absent/Away from Placement

When a child or young person is identified as not being at a location they are expected to be, the reporting individual must take proactive steps to trace the child's whereabouts prior to contacting the police.

5. Absent/Away from Placement

Consider possible risks of CSE, substance misuse, family members where they have previously been removed from. A Care Planning meeting should be held if the child is persistently absent to ensure the child is safeguarded.

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Children Missing Education Policy	<p>To ensure that children are safe as a child going missing from education, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including: abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues.</p> <p>To have procedures in place which ensure early intervention to identify the existence of any underlying safeguarding risk and to help prevent the risks of them going missing in future. (KCSIE 2025)</p>			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups	Conclusion
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Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓				
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓				

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
L Quarry-Ellis	1.10.25	Jane Fagan	

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			Shared with all stakeholders, approved by governors and published on the school website
• Policy in line with current legislation	✓			Annual review to ensure any statutory changes or updates in policies are included.
• Coordinator in place	✓			Yes Safeguarding Lead

• Nominated governor in place	✓			George Lucking – Chair of Governors
• Coordinator carries out role effectively	✓			
• Headteacher, coordinator and nominated governor work closely	✓			Regular meetings and updates to governors
• Policy endorsed by governing body	✓			
• Policy regularly discussed at meetings of the governing body	✓			See governor meeting minutes
• School personnel aware of this policy	✓			
• School personnel comply with this policy	✓			
• Pupils aware of this policy		✓		
• Parents aware of this policy	✓			Published on the website
• Visitors aware of this policy	✓			If requested
• Local community aware of this policy	✓			Published on the website
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook		✓		
• Policy available from the school office		✓		On website but a paper copy can be printed on request
• Policy available from the school website	✓			
• School Council involved with policy development		✓		
• All stakeholders take part in questionnaires and surveys		✓		
• All associated training in place	✓			
• All outlined procedures complied with	✓			Following KCSiE 2024 and Wirral LA guidelines
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			

A statement outlining the overall effectiveness of this policy

The policy ensures that all the school community are aware of the statutory duties around attendance ensuring that any children not attending school will be followed up on immediately to ensure they are safe. Wirral LA guidelines will be followed

Policy Approval Form

Policy Title:	Children Missing Education Policy					Date when written:		October 2025	
Policy written by:	Leanne Quarry-Ellis/Jane Fagan				New Policy (√ or x)	<input type="checkbox"/>	Revised Policy (√ or x)	✓	
Stakeholders consulted in policy production: (√ or x)	Governors	Senior Leadership Team	Teaching Personnel	Support Personnel	Administrative Personnel	Parents	Pupils	Local Community	
	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Date when approved by Governors:			Date when presented to stakeholders:			Date when implemented:			
Published on: (√ or x)	School Website			School Prospectus			Staff Handbook		
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		