

One minute guide



Children Missing Education

Children Missing Education

All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, aptitude and any Special Educational Needs they may have. The Local Authority has a duty to meet the requirements and responsibilities of the Local Authority from within the Children missing education – Statutory Guidance for local authorities (DfE Sept 2016) and has developed a protocol to support this work. NYCC's Children Missing Education Protocol sets out the different pathways to be followed regarding; 1) those children who are of compulsory school age who cease attending school and their whereabouts and/or destination school is not known and; 2) those children who are of compulsory school age who are not in receipt of a suitable education. This includes children who continue to live in the locality and, although on a school roll, are not accessing their educational setting. This also includes children who are not registered at a school, or have failed to take up an offered place, or are not being suitably educated otherwise i.e Elective Home Education. All the above children can be at significant risk of underachieving, being victims of harm, criminal or sexual exploitation or radicalisation, FGM or Forced Marriage and in later life becoming NEET (not in education, employment or training).

Tracking, Enquiry and Monitoring

Information sharing between parents, schools, the community and the local authority is therefore crucial to ensure that these children are kept safe and are receiving the education they are entitled to. In compliance with the DfE Statutory guidance, the Local Authority has effective tracking, enquiry and monitoring systems in place including an appointed named person (**CME Co-ordinator**) to whom schools, other agencies and the public can make referrals regarding children who they believe are missing education. Joint reasonable enquiries can be made as quickly as possible by schools and the LA to identify where the family is living and what support is needed. Services such as the Admissions Team, Children & Families Services (through MAST) and Locality SEND Hubs can support children & young people to re-engage with their education. Joint working arrangements are also in place with agencies and services such as, Housing, Council Tax, HMRC, Health, the Police, and other Local Authorities. Information is also shared within NYCC safeguarding

procedures through (M)ulti (A)gency (C)hild (E)xploitation, Runaway and Missing from Home or Care and Private Fostering groups.

Other LA Responsibilities

The Local Authority also has other duties and powers to support their work on CME which include:

- safeguarding children's welfare and the duty to protect them from harm and neglect
- making arrangements to establish (wherever possible) the identities of children in the area who are not registered pupils at a school and who are not receiving a suitable education otherwise (e.g. Elective Home Education - EHE)
- serving Notices (First Notice and Imminent Order) and issuing a School Attendance Order to parents who fail to evidence that their child is receiving a suitable education by registering at a school or otherwise
- pursuing a prosecution and/or an Education Supervision Order for those who do not comply with the School Attendance Order
- issuing a Penalty Notice, pursuing an Education Supervision Order or prosecution of parents who fail to ensure that their child attends regularly at the school, or alternative educational provision, where they are a registered pupil
- arranging education for permanently excluded pupils from the sixth day

Who should be notified of a child missing education?

CME Co-ordinator - Tel: 01609 532477 or e-mail: CME.Coordinator@northyorks.gov.uk

Relevant Documents

[North Yorkshire Children Missing Education Protocol \(November 2021\)](#)

[Appendix 1 – Flow Chart - CME – whereabouts or destination school not known](#)

[Appendix 2 – Flow Chart – CME – not in receipt of a suitable education](#)

[Appendix 3 – CME Referral Form](#)

[CME 1 - Independent School - In year Leavers \(*non -standard transitions*\)](#)

[CME 2- Independent School - In year Admissions \(*non-standard transitions*\)](#)

[Multi Agency Risk Assessment](#)

[Further Legislation](#)

[Grounds for deleting a pupil from the school register](#)

Useful downloads

[CME Statutory Guidance \(DfE - Sept 2016\)](#)

[School Attendance Statutory Guidance \(DfE – August 2020\)](#)

If there is a significant risk of harm regarding a child, then the school's Designated Senior Person for Safeguarding should be informed. Other than a school setting, the Customer Service Centre should be contacted on Tel: 01609 780780. The CME Coordinator will be made aware to enable the situation to be logged and ensure action has been taken urgently.