

1. Purpose and Scope

This policy sets out The Lyceum's responsibilities and procedures to respond when a pupil is missing from education or at risk of being so. It applies to all staff, governors, and volunteers, and aligns with the School Attendance (Pupil Registration) (England) Regulations 2024, DfE Children Missing Education statutory guidance (2025), Education Act 1996, Keeping Children Safe in Education, and Hackney local authority CME procedures.

2. Definitions and Key Principles

Children Missing Education (CME) refers to children of compulsory school age not on a school roll and not receiving suitable education elsewhere. Non-standard transition points are any mid-year admissions or removals. Reasonable enquiries include all steps made jointly with the LA to trace a child's whereabouts.

3. Roles and Responsibilities

Role/Person	Responsibilities regarding CME
Headmaster	Ensures that the school's CME procedures are robust, staff are trained, and that liaison with the LA and safeguarding partners is effective
Designated Safeguarding Lead (DSL)	Oversees all CME cases with possible safeguarding concerns, ensures escalation to social care when necessary, ensures secure transfer of child protection records.
DSL/Administrative Staff	Maintains accurate registers, flags concerns about attendance or prolonged absence, initiates first-day calls, logs all interventions and follow-ups.
All staff	Recognise signs of risk, alert DSL if a child is absent repeatedly without explanation or disappears from roll, cooperate with investigations.
Governors	Oversee policy, ensure adequate resources, receive reports on CME / attendance trends.

4. Recording, Registration and Attendance Monitoring

All pupils must be on the admissions register and attendance recorded twice daily. Patterns of absence must be monitored. Repeated or unexplained absence must be escalated immediately to the DSL.

5. Admission, Removal and Transitions

The Lyceum must notify the LA within 5 school days of adding or removing a pupil at a non-standard transition point. When removing from roll, only the permitted 15 grounds can be used. The Lyceum must confirm with the destination school and retain duplicate records securely.

6. Unexplained Absence and Escalation

First-day calls are made for unexplained absences. Absences of 10 consecutive school days without permission must be reported to LA. Persistent absentees are referred to the Attendance Support Team. Safeguarding concerns are escalated to Children's Social Care.

7. Reasonable Enquiries and Tracking

Schools and LAs must make reasonable enquiries, such as contacting relatives, neighbours, health professionals, or other agencies. All steps must be logged and outcomes documented. Concerns about attendance at Unregistered Educational Settings (UES) must be reported under Hackney's UES protocol.

8. Record Transfer and Safeguarding Files

Safeguarding records must be transferred securely to the receiving school within 5 days. Duplicate records must be retained securely until the pupil is 25.

9. Elective Home Education (EHE)

Parents must provide written notice to withdraw for EHE. The Lyceum must notify Hackney Education and not remove the child from roll until LA confirmation.

10. Inter-Authority Cooperation

If a child moves to another LA, Hackney Education and the receiving LA must be informed. Cross-boundary liaison is essential to prevent children becoming CME.

11. Unregistered Educational Settings (UES)

Concerns regarding UES must follow Hackney's CHSCP UES Protocol, escalating to Children's Social Care if risks are identified.

12. Reporting, Monitoring and Review

Termly CME reports are provided to governors. The DSL audits cases, and this policy is reviewed annually or following statutory changes.

Reviewed by ST: September 2025

Next review: August 2026