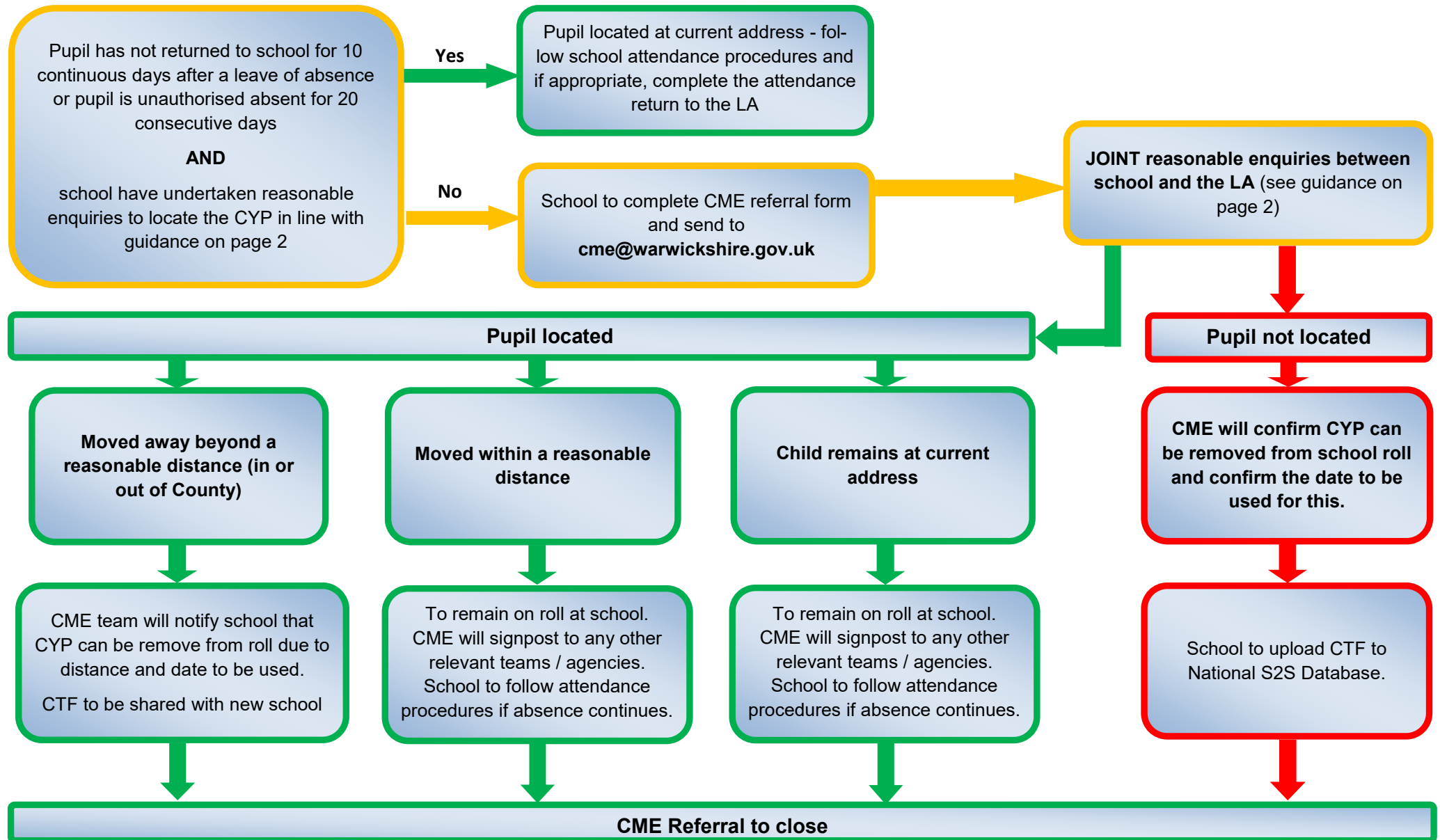


## Children Missing Education Process for Warwickshire Schools



**CME pupils only need to be referred to the Front Door if there are safeguarding concerns identified.**

**If you have safeguarding concerns, please follow your safeguarding procedures.**

## Children Missing Education Reasonable Enquiries

The 2016 DfE Children Missing Education Statutory Guidance states that local authorities and schools should agree roles and responsibilities locally in relation to making joint enquiries. Please note the process below is specifically for potential CME cases from schools, which are defined as when the child stops attending without explanation and school have no knowledge of their whereabouts. These are not persistently absent children who would be dealt with under the school's normal attendance procedures.

### **First 1-20 school days of absence and whereabouts are unknown — Reasonable enquiries to be taken by school**

- Daily telephone calls to all known contacts whilst the child is absent
- Recorded delivery letters to the home
- Contact with other schools where siblings are registered
- Frequent home visits where safe to do so taking into account surroundings:
  - are curtain open/closed
  - has post been picked up
  - have bins been emptied
  - does there appear to have been movement/changes since you last visited etc)
  - calling card left if no answer
- Enquiries with neighbours and friends of the child
- Enquiries with any other agencies/services known to have involvement with the family
- Recording all actions undertaken by way of a chronology

### **Day 21 onwards of absence and whereabouts remain unknown — CME referral to be made, school reasonable enquiries continue, local authority undertakes additional checks**

If the actions on the left have been undertaken by school, and the CYP still not located, a referral into CME should be made on Day 21 clearly detailing the enquiries made so far and the outcome of each of these.

Upon receipt, CME will use a variety of mechanisms to confirm whether such children remain resident within Warwickshire or whether they have left the county.

This could include, but not limited to:

- Local checks of our safeguarding systems on the CYP and any other family members
- Get Information about a Pupil check (national census)
- NHS check
- Attempted contact with parent/carer by way of phone call, email or letter
- Home visit / door knock
- HMRC check (as a last resort) *\*in process*
- Border force check (if it is suspected the CYP is at risk and has left the Country) *\*in process*

**Note: A CYP should only be removed from roll once agreed by the local authority once JOINT reasonable enquiries have been exhausted and the CYP Where it is identified that a child may have been unlawfully removed from roll, the previous school will be required to place this child back onto their roll immediately.**