

Children Missing from Education

Brooke House College

2025/26 Version

1. Introduction

The College takes its responsibility for the safeguarding and health & safety of its pupils extremely seriously. As such, this policy relates to 'Children missing from Education', which needs to be seen as a separate, but related, set of policies relating to 'Missing Children', attendance, safeguarding and other child protection policies.

1.1 This policy needs to be read along with

- 1.1.1 Attendance Policy.
- 1.1.2 Supervision Plan.
- 1.1.3 Child Protection and Safeguarding Policy.
- 1.1.4 Educational Visits Policy.
- 1.1.5 Health and Safety Policy.
- 1.1.6 Missing Pupil Policy.
- 1.1.7 Safety and Supervision on School Journeys.

1.2 The policy also considers the College's legal responsibility with due reference to

- 1.2.1 The Education Act 1996.
- 1.2.2 The Education (Pupil Registration) (England) Regulations 2006.
- 1.2.3 The Children Act 2004.
- 1.2.4 Department for Education document "Working Together to Safeguard Children" published in March 2010 (updated 2018).

2. Definition

2.1 All children of compulsory school age, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

2.2 'Children Missing Education' (CME) are _

2.2.1 Those children who become missing from education and their whereabouts are unknown.

2.2.2 Those not registered at a school; and are not receiving a suitable education otherwise (i.e., Elective Home Education or alternative provision),

2.2.3 Children on part-time timetables or those who cease to attend the school where they are a registered pupil.

2.3 These children can be at significant risk of underachieving, being victims of harm, exploitation or radicalisation and in later life becoming NEET (not in education, employment, or training).

3. Purpose

3.1 The policy has been designed to help the College meet its statutory duties in relation to the provision and the safeguarding and the welfare of children. It does not replace any of the current child protection procedures or existing safeguarding procedures.

3.2 There are certain vulnerable groups who are more likely than others to become children missing education. They are as follows:

- 3.2.1 young people who have committed offences.

- 3.2.2 children living in domestic abuse refuges.
- 3.2.3 children of homeless families perhaps living in temporary accommodation.
- 3.2.4 young runaways.
- 3.2.5 children with long-term medical or emotional problems.
- 3.2.6 looked after children.
- 3.2.7 children with a Gypsy/Roma/Traveller background.
- 3.2.8 young carers.
- 3.2.9 children from transient families.
- 3.2.10 teenage mothers.
- 3.2.11 children who are permanently excluded from school.
- 3.2.12 migrant children whether in families seeking asylum or economic migrants.
- 3.2.13 children moving out of independent schools/academies/free schools.
- 3.2.14 children whose parent(s) are in the Armed Forces

3.3 It should be noted that pupils from several of the categories listed above would not be in a position to be pupils at the College given it is an independent fee-paying school.

3.4 However, for those who do fall into the relevant category, we are committed to ensuring that:

- 3.4.1 All pupils who may be missing from the College are located without delay.
- 3.4.2 Support is given to other Local Authorities and schools to locate missing children who may have moved into our region.
- 3.4.3 Use is made of the DfE's central School2School (s2s) database Public.
- 3.4.4 Joint reasonable enquiries are made with schools and designated Local Authority (LA) staff to locate children who are missing from school as soon as possible.
- 3.4.5 All children living in the College are safeguarded and their welfare promoted.

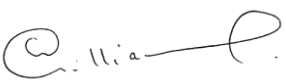
4. Tracking and Monitoring

- 4.1 The College accepts the advice and guidance given by LCSP.
- 4.2 The College would report the children as missing to the appropriate authorities as soon as the regulations require.
- 4.3 The College makes use of the DfE Sign-In facility to share information via the S2S function.
- 4.4 The College completes the LCSP referral forms (see appendix 1) when pupils transition at non-standard age groups.
- 4.5 The College communicates with the local authority CME staff and engages in any multi-agency processes required to ensure the safety and wellbeing of all children missing from education.

5. Children Missing for whom there are child protection and other serious welfare concerns.

- 5.1 The College's designated safeguarding lead (DSL) for Child Protection will immediately contact the LCSP LADO/First Response Team and/or the Police using the Multi-Agency Referral Form [MARF] if any of the below apply to a child who may become missing:
 - 5.1.1 has a Child Protection Plan.
 - 5.1.2 is subject to serious concerns about their health, safety, or welfare.
 - 5.1.3 is living in a family where there are concerns about domestic abuse, substance abuse, mental health problems or learning difficulties.
 - 5.1.4 may be in contact with a person who poses a risk of harm to children and young people.

- 5.1.5 may be at risk of criminal or sexual exploitation.
- 5.1.6 is subject to a Care Order.
- 5.1.7 is looked after by the local authority.
- 5.1.8 may be the victim of or involved in a crime.
- 5.1.9 may be taken out of the country illegally (e.g., abducted).
- 5.1.10 may be taken out of the country for an illegal act (e.g., forced marriage, female genital mutilation, child trafficking).
- 5.1.11 is privately fostered.

Authorised by	resolution of the Board of Directors
Signed  On behalf of the Board of Directors Date August 2025	

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
February 2021	MCO	Written to distinguish between 'Missing Pupils' and CME	Dropbox – SMT – Policies Final
July 2021	MCO	Updated following LCSP meeting between Principal & First Response Team	Dropbox – SMT – Policies 2021-2022
August 2023	IMS		MS Teams

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
February 2021	MCO	July 2021
July 2021	MCO	July 2022
July 2022	IMS	July 2023
July 2023 Aug 2024	IMS IMS	July 2024 July 2025
August 2025	IMS	July 2026

Appendix 1

Notification of addition to a school register			 Leicestershire County Council
Name of Pupil (s) <i>(Include any 'known as' names)</i>		Address <i>(Where the child normally resides)</i>	
Date of Birth		UPN	
Previous School/College			
Date placed on roll			
Parents'/Carers' Names <i>(Include all individuals with parental responsibility)</i>			
Any other address the child may spend part of the week at <i>(in cases of split families/separated parents)</i>			
Telephone Number (s)			
Email address			

Please password protect the completed form and email to cme@leics.gov.uk

Notification of removal from a school register



**Leicestershire
County Council**

Name of Pupil (s) <i>(Include any 'known as' names)</i>		Address <i>(Where the child normally resides)</i>	
Date of Birth		UPN	
School/College			
Date Last Attended		Date removed from register	
Parents'/Carers' Names <i>(Include all individuals with parental responsibility)</i>			
Any other address the child may spend part of the week at <i>(in cases of split families/separated parents)</i>			
Telephone Number (s)			
Email address			

Child's new address	
Child's new school	
Address of new school	

Annex A regulation number used	
Brief explanation of reason for removal	

Please password protect the completed form and email to cme@leics.gov.uk

Appendix 2

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	<p>8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted.</p> <ul style="list-style-type: none">(i) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and(ii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8	<p>8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —</p> <ul style="list-style-type: none"> (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2). (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	<p>8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.</p>
10	<p>8(1)(j) - that the pupil has died.</p>
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <ul style="list-style-type: none"> (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	<p>8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.</p>
13	<p>8(1)(m) - that he has been permanently excluded from the school.</p>
14	<p>8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.</p>
15	<p>8(1)(o) where -</p> <ul style="list-style-type: none"> (i) the pupil is a boarder at a maintained school or an Academy. (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix 3

Contacts

The named CME person for Leicestershire Local Authority: Chairman Paul Harrison

Pupil Services Manager,
Leicestershire County Council,
Room 100b,
County Hall,
Glenfield,
Leicester,
LE3 8RF

Tel. (0116 305207107966 111081

E-mail cme@leics.gov.uk

Inclusion Service

Tel. 0116 305 2071

E-mail inclusionpupilsupport@leics.gov.uk

Inclusion Service,
Leicestershire County Council,
County Hall,
Glenfield,
Leicester,
LE3 8RF.

Head of Service - Safeguarding and Performance Service

Kelda Claire Tel: 0116 3059084 / 07507686100

LADO / Allegations:

Tel: 0116 454 2440

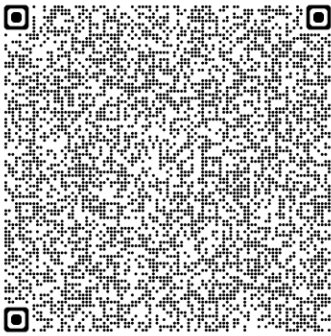
lado-allegations-referrals@leicester.gov.uk.

Designated Officer(s) of the Local Authority:

Names:	Jude Atkinson and Lesley Booth
Address:	Safeguarding and Improvement Unit Room 500 County Hall Glenfield LE3 8RA

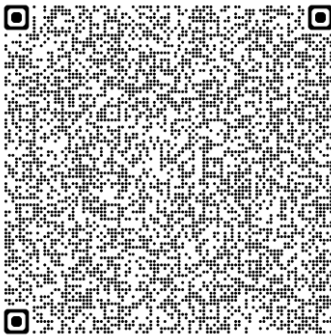
Leicester City Council:

- **Designated Officers:** Jude Atkinson and Lesley Booth.
- **Contact:** 0116 454 2440.
- **Email:** lado-allegations-referrals@leicester.gov.uk.



Leicestershire County Council:

- **LADO Contact:** 0116 305 4141.
- **Email:** lado-allegations-referrals@leicester.gov.uk



First Response Team and out of hours:

Referral Desk	Tel: 0116 305 0005
Advice phone number for professionals	Tel: 0116 305 5500
wendy.collins@leics.gov.uk	
donna.smalley@leics.gov.uk	

Early Help queries and Consultation Line	Tel: 0116 3058727
---	--------------------------

Leicestershire and Rutland Children's Social Care department:

Leicestershire	Tel: 0116 3050 005
Email: childrensduty@leics.gov.uk	
www: www.lrsb.org.uk	
Rutland	Tel: 01572 758 407
Email: childrensduty@rutland.gcsx.gov.uk	

The local police non-emergency contact number for FGM reporting is 101.

The Local Authority Prevent Partner / Lead is:

Will Baldet
St Philip's Centre Limited
2A Stoughton Drive North
Leicester
LE5 5UB

Tel: 0116 273 3459
Mobile: 07403 727727
Email: prevent@stphilipscentre.co.uk

Leicestershire Police Prevent Engagement Team: 0116 248 6726 or
preventengagement.team@leicestershire.pnn.police.uk.

1.1

Channel Referral Prevent Engagement Team] 0116 248 6726

Non-emergency DfE advice 020 7340 7264
counter-extremism@education.gsi.gov.uk

The NSPCC whistleblowing helpline can be contacted on:

National Society for the Prevention of Cruelty to Children (NSPCC)
Weston House
42 Curtain Road
London
EC2A 3NH
Tel: 0808 800 5000
Email: help@nspcc.org.uk

Safeguarding Development Officers, Children and Family Services:

Simon Genders; email: simon.genders@leics.gov.uk;
tel: 0116 3057750

Ann Prideaux; email: ann.prideaux@leics.gov.uk;
tel: 0116 3057317

Appendix 4 Multi-Agency Referral Form

To download the MARF, use the link to: -

<https://lrsb.org.uk/uploads/marf-form.pdf>

When completing the MARF, as much detail as possible needs to be provided to support the First Response Team who in turn will require the details to aid the pupil being referred.

Examples: -

- If pupil is self-harming, describe the nature of the harm, frequency of incidents and how serious you feel it is.
- State the College's view...the College knows the pupil far better than children's social services.
- Is the pupil looked after? Is the pupil unkempt? Does the pupil smell of urine? Has the College seen the pupil's home?
- Has the pupil been hit? Was it a punch or slap? Give a timeline if possible and what was the cause of being hit.
- Are there any siblings involved?
- Influencing factors: - Has something happened recently or is there a long-term issue?

Consent may be required from the family for children's social services to be involved via MARF.

- If the College suspects a safeguarding issue, consent is not required.
- What sort of support would benefit the pupil/family?

Take into consideration the thresholds for section 47 of the Children Act 1989 (the pupil has been harmed or is in danger of being harmed) and section 17 of the Children Act 1989 (the pupil is in need)

Pupils U16 who use a homestay option are deemed to be in private foster care and as such a referral needs to be made to allow the authorities to conduct the appropriate checks prior to the homestay.