Children Missing from Education (CME)

School identifies possible missing pupil.

Are there safeguarding concerns?

No

School commences checks: contact emergency numbers, conduct home visits. Establish if family have moved away.

Pupil cannot be removed from school roll until they are located in another school or they have been missing for 20 school days and they cannot be located.

Yes

Contact the family's designated Social Worker where applicable. If your concern needs immediate action, **call the First Contact Service on 03000 267979 or dial 101 if there is an urgent child welfare or safeguarding concern.**

Also contact Margot Bland on 03000 265902.

Pupil located and has transferred schools.

No home visits able to be carried out and family not located.

Home visits carried out and family still not located.

School to inform Margot Bland (CME Officer) 03000 265902 **if pupil cannot be located,** by sending a CME notification form to: **missingeducation@durham.gov.uk**

Remove pupil from school roll. Upload CTF using the secure s2s site.

Is the pupil's ethnicity Gypsy, Roma or Traveller?

Yes

Contact the Equalities & Gypsy, Roma, Traveller Education Team on 03000 267800 who will carry out further checks.

No

Information is passed to CME Officer. National checks are undertaken.

School creates CTF using:

- The establishment number of the new school as destination code.
- Seven "M"s (MMMMMMM) as destination code for a child moving to a school outside England and Wales, to a Private School or into Elective Home Education.

Only if no member of school staff is able to visit, school to call one of the **CME contacts: Clare Nicholls 265535 or Margot Bland 265902.** School to share any known risks which may impact on a home visit, and steps already taken to trace the child.
If agreed, CME contact to email **earlyhelp@durham.gov.uk** with subject title of **Child Missing from Education** and provide relevant information**.**

Early Help Triage Worker to email relevant One Point Family Centre TM (cc IFSTM/SKW) and task an Early Help Practitioner to undertake up to 3 home visits within a 2-week period to try to locate child/young person. **Outcome to be discussed with FCTM**

CME Officer fails to locate child after 20 school days.

Inform school that pupil can be removed from roll.

School creates CTF using seven "X"s (XXXXXXX) as destination code.
File will be uploaded to the lost pupil database and retained.

Where there are 5 consecutive days or more of unauthorised absence school also make telephone referral to Attendance Improvement Officers (Education) to consider if attendance enforcement action may be required.

If located and still at current address, One Point Service to inform school in order for school to follow up as non-attendance issue. School to make a 'Request for Early Help' if additional needs identified.

If the child is subsequently located by the school, CME officer must be informed so that the case can be closed.