

# CHILD MISSING EDUCATION CHECKLIST FOR SCHOOLS



Actions to be taken by schools when:

- A pupil has gone missing (for 10 consecutive school days) and **no contact** can be made with parent/carer to establish reason for absence;
- A pupil has ceased to attend the school and forwarding address of the family / New school details are not known;
- When a child has not returned from holiday within 10 schools days of the expected date of return and there has been no contact with the family.

**If there are any safeguarding concerns or this child is known to Childrens Social Care a referral to 'Access and Referral' (0300 300 8585) should be made immediately**

Within the first 10 school days schools are **required** to carry out 'reasonable enquiries':-

## **Within the first 5 days:**

- Check with all members of staff who the child/young person may have had contact with;
- Check with the pupil's friends;
- Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually);
- Attempt telephone contact with all known emergency numbers;
- Speak to other agencies that have been working with the family;
- Check with any schools known to have siblings or relatives on their roll.

## **Within days 5-10:**

- Write to address of emergency contact if known;
- Speak to your School Attendance Officer for advice;
- Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to CME may be required if no contact is made;
- Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so;
- Submit the following documents to the CME officer at Central Bedfordshire Council:
  - completed referral E-form including a CME Tracking Sheet  
<https://www.centralbedfordshire.gov.uk/officeforms/ChildMissingEducation.ofml>
  - registration certificate
  - copies of any letters/emails sent to the parents and any other relevant documentation

**Please note: a referral will not be accepted without ALL of the above documents.**

A Child Missing Education referral must be made (if the child is not found) after 10 schools days of missed education & no contact.

**Following a CME referral being made, schools should remain vigilant and contact the named CME Officer should any further information come to light, including contact from another school or Local Authority.**

## **CME Officer contact details:**

Samantha Barrington / Victoria Kesseru - Children Missing Education and Elective Home Education Officer,  
Access and Inclusion Service Direct Dial: 0300 300 6479 | Email: [cme@centralbedfordshire.gov.uk](mailto:cme@centralbedfordshire.gov.uk)