

## Children Missing Education Policy

### 1. Purpose

Liminal Education East Anglia is committed to safeguarding and promoting the welfare of all pupils. This policy outlines the procedures followed where a pupil is absent unexpectedly, fails to attend, or may be considered at risk of becoming missing from education.

### 2. Scope

This policy applies to all pupils attending the provision and should be read alongside safeguarding, attendance, behaviour, and child protection procedures.

### 3. Key Principles

- Safeguarding always remains the priority.
- Unexplained absence will always be taken seriously.
- Concerns will be shared promptly with commissioning schools and relevant agencies.
- Attendance information will be monitored appropriately.
- Pupils will be supported to engage positively with education.

### 4. Definition

A child missing education (CME) refers to a child of compulsory school age who is not registered at a school or not receiving suitable education otherwise than at school.

### 5. Attendance Monitoring

Daily attendance will be monitored for all pupils attending the provision.

Unexpected absence, patterns of poor attendance, or sudden disengagement will be followed up promptly with parents/carers and commissioning schools where appropriate.

### 6. Response to Unexplained Absence

Where a pupil is absent unexpectedly and no explanation has been received, the provision will:

- Attempt to contact parents/carers
- Inform the commissioning school where appropriate
- Record actions taken
- Escalate concerns if a pupil's welfare cannot be confirmed

Where safeguarding concerns exist, immediate action may be taken in line with safeguarding procedures.

### 7. Safeguarding Concerns

Children missing education may be at increased risk of harm, including neglect, exploitation, mental health concerns, criminal exploitation, or other safeguarding risks.

Any concerns regarding a pupil's safety or welfare will be referred appropriately in line with the Safeguarding and Child Protection Policy.

## 8. Working with Commissioning Schools

Commissioning schools retain overall statutory responsibility for pupils placed at the provision.

The provision will communicate attendance concerns, safeguarding issues, and disengagement promptly with the referring school or local authority where appropriate.

## 9. Pupils with SEMH or SEND Needs

The provision recognises that pupils with SEMH or SEND needs may experience barriers to attendance and engagement.

Supportive and proportionate approaches will therefore be used wherever possible to encourage participation and maintain positive relationships.

## 10. Recording and Information Sharing

Attendance concerns, contact attempts, safeguarding actions, and communications with commissioning schools will be recorded appropriately.

Information sharing will take place in line with safeguarding and data protection requirements.

## 11. Monitoring and Review

This policy will be reviewed annually or sooner where guidance changes, safeguarding concerns arise, or operational arrangements change.

## 12. Linked Policies

- Safeguarding and Child Protection Policy
- Attendance Policy
- Behavior Policy
- Online Safety Policy
- Data Protection and Privacy Policy

## 16. Review

This policy will be reviewed annually or sooner if guidance or circumstances change.

Approved by: **Richard Henwood** (Head of Centre)

Date: 01/09/25

Next Review: September 2026