

CHILDREN MISSING from EDUCATION (CME)

SCHOOL FLOWCHART

DEFINITION: those children who do not arrive at school and there is no explanation for their absence

Within 10 school days that the child is missing, school carries out searches.

Contact made by school on day 1 via phone or text.

- Contact parents/carers
- Contact relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Contact other relevant schools

On Day 1 of absence, unless otherwise agreed, if a child has a Child Protection Plan, or school have safeguarding concerns, the school should notify the local social care team:

Ashtree House —01332 641172



BY DAY 11 LATEST:

Refer to **CME via form 50** <https://secure.derby.gov.uk/forms/?formid=50> on Derby City Council website.



- Record absence as unauthorised (Integris)
- If child not found by school by 20 school days, contact CME re Rolling Off advice



CME will:

Record on CME register

Carry out searches including alerting MAT to visit old address



If child found by CME:

MAT or CME will contact school and advice off roll date

If child FOUND by school

- If CME have not already informed you child is found, please inform CME on 01332 641448 or cme@derby.gov.uk