

CHILDREN MISSING FROM EDUCATION (CME) POLICY

Responsible:	The Principal
Reviewed:	January 2019
Date Approved by Full Governing Body:	Spring Term 2019
Next Review:	January 2020

CHILDREN MISSING FROM EDUCATION (CME) POLICY

A child missing education from Watford UTC (WUTC) due to repeated or unexplained absence, or by leaving the WUTC unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

Watford UTC has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave WUTC without clear indications of where they will be continuing their education.

CONTEXT

This policy should be read alongside the WUTC's **Attendance Policy** and in particular with the WUTC's **Safeguarding Policy** of which it is an integral part.

The policy has regard to the DfE guidance: **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2018** and Hertfordshire County Council (HCC) guidance: **Children Missing From Education (CME) Guidance -**

http://www.thegrid.org.uk/info/welfare/documents/cme_guidance_referral_form_oct16.doc

POLICY AND PROCEDURES

The WUTC will carry out daily registration and absences will be dealt with in accordance with the WUTC's **Attendance Policy**.

This policy covers those instances where:

- there is a repeated pattern of absence:
- the reason for absence is unclear or unexplained;
- a member of staff has concerns about the nature of a student's absence;

In these instances the WUTC's Designated Safeguarding Lead (DSL), Lisa Williams, or the deputy DSLs, Paul Quinn and Deborah Williams should be consulted and, if appropriate, a *CME Referral Form* - http://www.thegrid.org.uk/info/welfare/documents/cme_guidance_referral_form_oct16.doc should be completed.

The WUTC's DSL will then follow the procedure detailed in the WUTC's **Safeguarding Policy** and a *Welfare Concerns* file will be established, where the form will be stored and any responses and outcome will be recorded. This file will be kept separate from the child's other records.

When a student leaves the WUTC, the WUTC will make contact with the receiving school to ensure the child is registered at the school and has started to attend. If a Welfare Concerns file has been

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created, the DSL will then forward the appropriate records to the receiving school, in line with the HCC LSCB's guidance: ***Children Missing From Education (CME) Guidance***.

When a student leaves our WUTC without clear indication of a receiving school, the WUTC will contact **the Hertfordshire County Council Children Missing Education Team** to advise them of the situation and to start their tracking procedures.

In case of serious concern the DSL will contact the Duty and Assessment Team, in line with the **Safeguarding Policy and Procedures**, for further advice.

Monitoring and review

This policy is monitored by the Principal of the WUTC and will be reviewed annually or in the light of changes to legislation.