

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 to carry out searches.**

Prioritise to **day 1 or 2** of absence depending on level of concern for family or if there is knowledge of a move:

- Contact parents/carers
- Contact relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Contact other relevant schools
- Visit address (not mandatory)

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.

By Day 11 latest:

refer to CME via [SR1a referral form](#) on Derbyshire Schools Net found under Keeping Children Safe in Education/Children Missing from Education

- Record absence as unauthorised (UA).
- If child not found by school by 20 school days, contact CME re off rolling advice.

CTF

Please upload to Lost Pupil Database (destination XXXXXXXX) when you refer to CME.

NOTE that if school simply place the CTF in the LPD without also referring the child to CME, this does not constitute a referral to CME

CME will:-

- record on CME register
- carry out searches including alerting MAT to visit old address

If child FOUND by school

- **If CME have not already informed you child is found, please inform CME on 01629 536520.**
- Create new CTF, send to the receiving school and contact Information Enquiries to delete CTF on Lost Pupil Database.

If child found by CME

MAT or CME will contact school and advise off roll date