



Glendower Preparatory School

ESTABLISHED IN 1895

Children Missing from Education (CME)

2025-2026

Reviewed: September 2025

Next Review: September 2026

Introduction:

Glendower Preparatory School is committed to ensuring that every pupil receives a full-time education and is safeguarded against risks associated with missing education. This policy outlines the procedures for identifying, monitoring, and addressing instances of children missing education (CME) to ensure compliance with the statutory guidance issued by the Department for Education (DfE).

Scope:

This policy applies to all staff, governors, parents, and pupils at Glendower Preparatory School. It covers all pupils of compulsory school age (5–11) and those on the school roll or applying for admission.

Legal Framework:

This policy complies with the following legislation and guidance:

- The Education Act 1996 (s. 436A)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- Children Missing Education – Statutory Guidance for Local Authorities (updated 2024)
- Keeping Children Safe in Education (2024)

Definition of Children Missing Education

A child is considered "missing education" if they are of compulsory school age and:

- Are not on a school roll.
- Are not receiving a suitable education through home education or other approved means.
- Have ceased attending school without notification.

Aims and Objectives:

- To identify children missing education at the earliest opportunity.
- To ensure appropriate action is taken to locate, safeguard, and re-engage pupils missing education.
- To comply with statutory duties and local authority protocols.

Roles and Responsibilities

Headteacher

The Headteacher is responsible for ensuring the effective implementation of this policy, including:

- Overseeing attendance monitoring.
- Ensuring that the school liaises with the local authority and other relevant agencies.

Designated Safeguarding Lead (DSL)

The DSL must:

- Monitor attendance patterns and identify pupils at risk of becoming CME.
- Report concerns about CME to the local authority and coordinate safeguarding interventions if required.

Teachers and Staff

All staff are responsible for:

- Accurately recording attendance daily.
- Reporting any unexplained absences or concerns to the DSL immediately.

Parents

Parents are required to:

- Ensure their child attends school regularly and promptly.
- Inform the school of any planned absences or changes in circumstances (e.g., change of address or school transfer).

Procedures

Admissions and Leavers

- The school maintains a comprehensive admissions register.
- Parents must notify the school in writing if a pupil is leaving, providing details of the new school or educational provision.
- The school will inform the local authority of any child removed from the admissions register under non-standard circumstances (e.g., relocation).
- A 'Starters and Leavers' protocol and database is in place and managed by School Admissions. The new updated regulations require all schools, state maintained and independent, to notify the maintaining Local Authority of all children placed on a school roll and when they are removed. The protocol is attached (Appendix 2).

Daily Attendance Monitoring

- Attendance is recorded twice daily.
- Unexplained absences are followed up on the same day by contacting parents or guardians.
- If no contact is made within 24 hours, the school may conduct a home visit or escalate the concern to the local authority.

Identifying CME

The school will identify a child as potentially CME if:

- The child has 10 consecutive school days of unauthorised absence without explanation.
- The family cannot be contacted or located.
- There are safeguarding concerns linked to the child's disappearance.

Reporting CME

The school will report cases of CME to the Royal Borough of Kensington and Chelsea within 10 working days of identifying the issue. Reports will include:

- Pupil details (name, address, date of birth).
- Parents' or guardians' contact information.
- Attendance history and interventions undertaken.

(See appendix 3- Admission and Access to Education Services).

Safeguarding Actions

Where CME is linked to safeguarding concerns (e.g., neglect, exploitation), the DSL will:

- Follow the school's safeguarding and child protection policy.
- Refer to social care services or the police if immediate action is needed.

Multi-Agency Collaboration:

The school will work with local authorities, health services, housing providers, and other agencies to locate and support CME. This may include:

- Sharing data to track pupil movements.
- Coordinating intervention plans for at-risk pupils.

Training and Awareness

- Staff will receive regular training on attendance monitoring and safeguarding protocols related to CME.
- Parents will be informed about their responsibilities regarding school attendance.

Monitoring and Review

The Headteacher and Governors will review this policy annually to ensure it remains effective and compliant with statutory requirements.

Contacts

- **Designated Safeguarding Lead (DSL):** Kemi Ehilebo, ehilebok@glendowerprep.org
- **Local Authority CME Contact:** See Appendix

Appendix 1

Admissions and Access to Education	<p>Wendy Anthony, Head of School Place Planning and Access to Education 020 7745 6432 / 6433 wendy.anthony@rbkc.gov.uk</p> <p>Douglas Shaw, Admissions Manager 020 7745 6445 douglas.shaw@rbkc.gov.uk</p> <p>James Cox, In-Year Admissions/CME Lead 020 7745 6435 james.cox@rbkc.gov.uk</p> <p>Paul Worts, Senior Exclusions and Fair Access Officer 020 7745 6614 paul.worts@rbkc.gov.uk</p> <p>Filiz Bayram, Children Missing Education and Elective Home Education Officer 020 7745 6448 fbayram@westminster.gov.uk</p> <p>Gideon Mpalanyi, Elective Home Education Fieldworker 020 7745 6439 Gideon.Mpalanyi@rbkc.gov.uk</p> <p>Angela Williams, Children in Entertainment & Employment Officer (RBKC) 020 7745 6441 childlicensing@rbkc.gov.uk</p>
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	Latoya Dyett, Children in Entertainment & Employment Officer (WCC) 020 7745 6612 childlicensing@westminster.gov.uk
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Admissions and Access to Education Service

children missing education

**Do you know
of a child*
who you
believe is
not receiving
education?**

If so, please contact the Admissions and Access to Education Service who can offer parents and carers advice on school placements and monitor progress in placing children. The team can be contacted on 020 7745 6448

Every child has a right to an education and in this country, it is illegal for a parent/carer to fail to provide a child, of compulsory school age, with an education. Apart from the vital contribution education can make to the life chances of young people, school attendance is a unique opportunity to monitor all children and to detect early warning signs of possible difficulties or concerns, both educational and social.

- * A child is of compulsory school age from the beginning of the term immediately following their 5th birthday, when he/she should be legally receiving education.
- * A child ceases to be of compulsory school age on the last Friday in June of the academic year in which the child has their 16th birthday.
- * A parent/carer can decide to educate their child at home but they should notify the local authority of their intention to enable the local authority to assess the provision and offer support as necessary.
- * The academic year runs from 1 September to 31 August.

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City of Westminster



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Protocol for schools located in Kensington and Chelsea and Westminster Council to identify children missing education

This document sets out the new requirements for identifying children missing education (CME) and is for the attention and action of all schools with pupils of statutory school age (5 – 16). This includes Independent schools and Alternative Provision providers.

Background

With effect from 1 September 2016, all schools will be required to notify the maintaining local authority of starters and leavers. This does not include those starting at the school at the first point of entry in reception or Year 7, or those leaving Year 11.

The government consulted on amendments to the Education (Pupil Registration) (England) Regulations 2006 ("the Regulations") to improve communication and co-ordination between schools and LAs. This includes independent schools. The consultation took place from 19 January to 7 March 2016. The outcome was circulated on 21 July 2016 and can be found on their website:

<https://www.gov.uk/government/consultations/identifying-children-who-are-missing-education>.

Legal Requirements

The following applies to non-standard transition points, also referred to as 'in-year'. All schools will be legally required to:

- Inform the LA when they are about to delete a pupil's name from the admission register under the permitted grounds relevant to children of statutory school age (these are shown on the 'starters and leavers' form attached);
- Record details of the pupil's residence, the name of the person with whom they reside, the date from which they will reside there, and then name of the destination school (where they can reasonably obtain this information);
- Inform the LA of the pupil's destination school¹ and home address if the pupil's moving to a new school; and
- Provide information to the LA when registering new pupils within five days, including the pupil's address and previous school (where they can reasonably obtain this information).

System of notification

All schools will be required to notify the LA of all starters and leavers as set out in the legal requirements above. The attached 'starters and leavers' form is provided for completion each Friday in school term-time. This will only need to be returned if there are starters and/or leavers to notify. For Alternative Provision providers, including the Hospital School, new starters must still be notified if the child remains on a roll of a school and it is a dual roll arrangement. This is to ensure the child/young person is tracked by the LA and both establishments fulfil their safeguarding duty.

The majority of schools will need to return their notifications to the Admissions team using the [LGfL Document Exchange](#). For Independent schools, returns will need to be made via the [s2s website](#).

¹ In the case of refusal to disclose the name of the destined school, please contact then admission team key contact who will advise and assist.

Notifications must not be returned by email unless it is encrypted.

The Admissions Team has designated officers that will be checking and monitoring the information returned and will be the key contact for any enquires.

RBKC State schools contact – Marcia Gibbs - mqibbs2@westminster.gov.uk

WCC State schools contact – Vida Yamini - vyamini@westminster.gov.uk

RBKC and WCC Independent schools contact –

Filiz Bayram - fbayram@westminster.gov.uk

Hospital School contact – Filiz Bayram - fbayram@westminster.gov.uk

Alternative Provision (TBAP) contact – Paul Worts - paul.worts@rbkc.gov.uk

It is the responsibility for each school to ensure that notifications are sent to the LA's Admissions Team. Reminders will not be sent but the designated officer will contact you if notifications have not been submitted for a period of 4 weeks.

Requirements at standard transition points

Systems are already in place between schools and the LA to identify children that either do not accept a school offered to their child or do not turn up to the school for which they have been accepted and been placed on roll.

The Admissions Team will monitor cases where a school place has not been secured at the standard point of entry (Reception and Year 7).

The Early Help service are the point of contact for schools where pupils placed on a school roll have not arrived on their given start date.

Independent schools do not currently notify the LA of children that do not arrive on their given start date. To ensure the safeguarding responsibly is consistent with state maintained schools, it is requested that Independent schools use the 'starters and leavers' form to notify the LA of children that have not arrived as expected. The school must have carried out their own checks before passing to the LA.

Useful contacts:

The Admissions and Access to Education Team – tel. 020 7745 6432 / 6433

Email contacts are the designated notification officers as provided above.

Early Help Service:

Early Help Service in Westminster: AcesstoChildrensServices@westminster.gov.uk

Early Help Service in Kensington and Chelsea: earlyhelp@rbkc.gov.uk

Appendix 3

Appendix 1 - The Legal Context

Responsibility of parent/carer

Section 7 of the Education Act 1996 states

- *"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable: (a) to his age, ability and aptitude, and (b) to any special educational needs he may have, either by regular attendance at school or otherwise."*

In England the law specifies that parents have a responsibility to ensure that any child of compulsory school age is in receipt of an education: education is compulsory but school is not. Parents therefore have a legal right to elect to home educate their children.

Local Authorities Responsibilities

- The Local Authority has a duty under section 436A of the Education Act 1996, inserted by the Education and Inspections Act 2006, to make arrangements to establish the identities, so far as it is possible to do so, of the children of compulsory school age in their area who are not registered at a school and are not receiving a suitable education otherwise than being at school.
- Under Section 437 (1) of the Education Act 1996 the Local Authority has a duty to intervene *if it appears that a child is not receiving a suitable education*. The Local Authority may serve a *School Attendance Order under Section 437 (3) of the Education Act 1996*
*"If –
a parent on whom a notice has been served under subsection (1) fails to satisfy the local education authority, within the period specified in the notice, that the child is receiving suitable education"*

Safeguarding and Child Protection

Working to resolve CME cases is part of the wider remit of the Local Authority to safeguard and promote the welfare of all children living in the Royal Borough of Kensington and Chelsea and the City of Westminster. The LA has a duty under the section 175 (1) of the Education Act 2002 to safeguard and promote the welfare of children:

"A local authority shall make arrangements for ensuring that the functions conferred upon them in their capacity as a local authority are exercised with a view to safeguarding and promoting the welfare of children"