Simply Sensory
Training and Support
Creating The Building Blocks For Learning

"Live, Laugh, Learn"

CHILDREN MISSING IN EDUCATION POLICY

September 2026 - 2027

Reviewed: September 2026

Next Review Date: September 2027

Children Missing in Education

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. All local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area and to act on this to ensure the best outcome for the child.

Keeping Children Safe in Education 2026 states:

All staff should be aware that children going missing or unexplainable and/or persistent absences particularly repeatedly, In outlining the signs that children may be at risk of harm, the guidance updates 'can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse, neglect and exploitation which may include sexual abuse or exploitation and can also be a sign of child sexual or criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

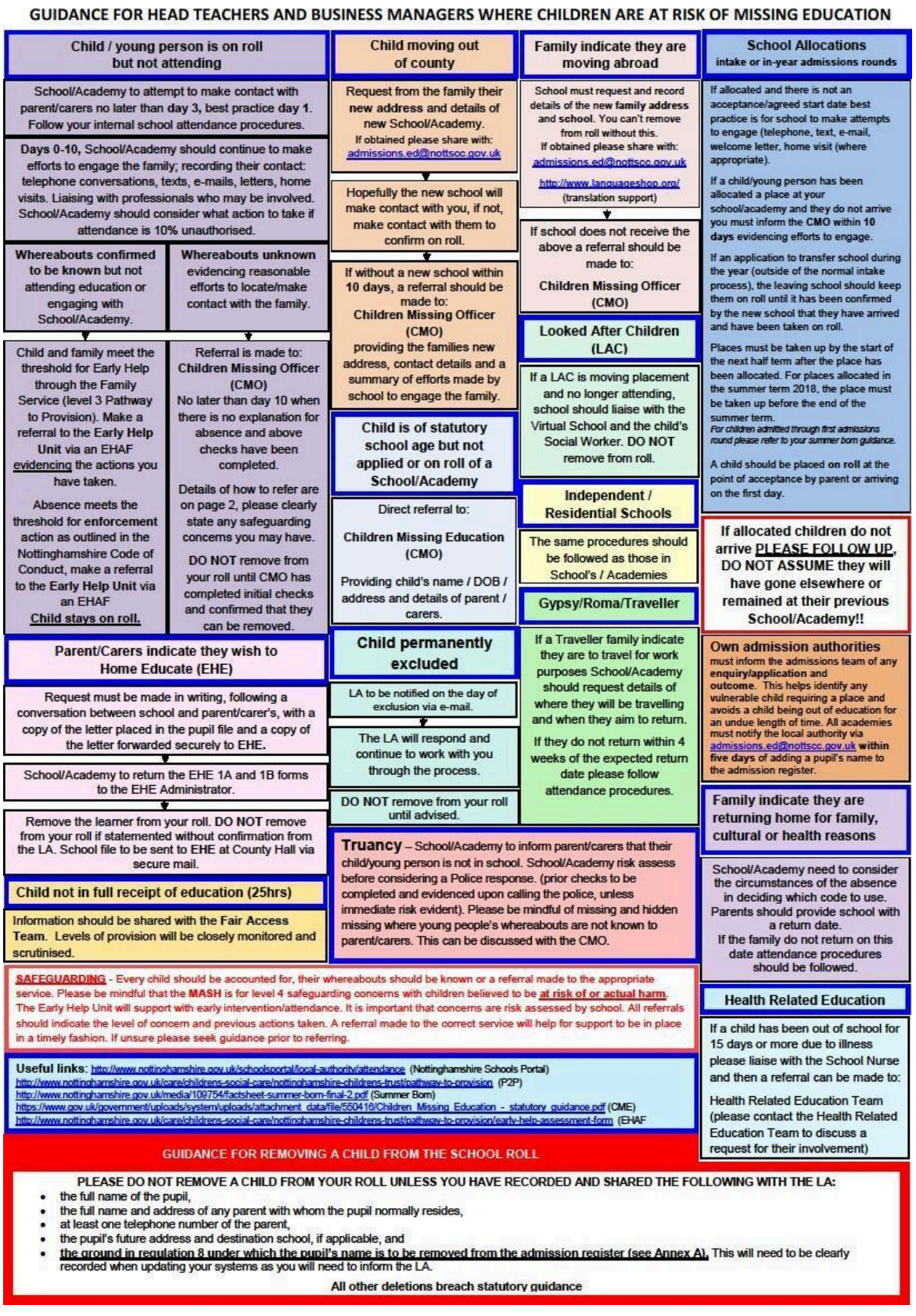
Simply Sensory recognises that a child going missing from education is a potential indicator of abuse or neglect and exploitation . When a child is absent from our provision without authority we at Simply Sensory will follow the procedures outlined below to safeguard the children in our care. All staff will be aware of these procedures.

Procedure for the monitoring of pupil attendance and reporting pupil absences

- The Alternative Providers Attendance Register is completed daily to accurately log attendance of pupils and record reasons for absence.
- Absence without prior permission (e.g. where a tutor attends at the scheduled time but no-one answers the door) will be reported by the tutor to Simply Sensory immediately. Simply Sensory will attempt to make contact via the telephone with the pupil's named carer, and if necessary the secondary point of contact. If contact is made successfully the reason for absence will be recorded on the register and logged. If no satisfactory contact can be made Simply Sensory will contact the relevant Case Worker at ICDS and actions agreed. In this instance all attempted contact with the pupil's carer must be recorded. If it is believed by the tutor or Simply Sensory that the child is at immediate risk of harm then the police will be contacted.

- Where a parent/carer cancels provision regularly, or has been absent without the provision's permission for a **continuous** period of 10 school days or more Simply Sensory will make an Early Help Referral (providing contact has been made with the carer). If in that ten day period of absence no contact is made with the pupil's carer then the pupil will be referred to the Children Missing Officer in accordance with Nottinghamshire County Council's Guidance for Head Teachers and Business Managers where Children are at Risk of Missing Education as detailed in Appendix A. For details of how to make the referrals see the Frequently asked Questions section of Appendix A.

Appendix A: School Attendance Guidance (flowchart)



GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending

School/Academy to attempt to make contact with parent/carers no later than **day 3**, best practice **day 1**. Follow your internal school attendance procedures.

Days 0-10, School/Academy should continue to make efforts to engage the family; recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.

Whereabouts confirmed to be known but not attending education or engaging with School/Academy.

Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the **Early Help Unit** via an EHAF evidencing the actions you have taken.

Absence meets the threshold for **enforcement** action as outlined in the Nottinghamshire Code of Conduct, make a referral to the **Early Help Unit** via an EHAF

Child stays on roll.

Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.

Referral is made to: **Children Missing Officer (CMO)** No later than day 10 when there is no explanation for absence and above checks have been completed.

Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.

DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.

Parent/Carers indicate they wish to Home Educate (EHE)

Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.

School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.

Remove the learner from your roll. **DO NOT** remove from your roll if statemented without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.

Child not in full receipt of education (25hrs)

Information should be shared with the **Fair Access Team**. Levels of provision will be closely monitored and scrutinised.

Child moving out of county

Request from the family their **new address** and details of new School/Academy.

If obtained please share with: admissions.ed@nottscc.gov.uk

Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.

If without a new school within **10 days**, a referral should be made to: **Children Missing Officer (CMO)** providing the families new address, contact details and a summary of efforts made by school to engage the family.

Child is of statutory school age but not applied or on roll of a School/Academy

Direct referral to:

Children Missing Education (CMO)

Providing child's name / DOB / address and details of parent / carers.

Child permanently excluded

LA to be notified on the day of exclusion via e-mail.

The LA will respond and continue to work with you through the process.

DO NOT remove from your roll until advised.

Family indicate they are moving abroad

School must request and record details of the new **family address** and **school**. You can't remove from roll without this.

If obtained please share with: admissions.ed@nottscc.gov.uk

http://www.languageshop.org/ (translation support)

If school does not receive the above a referral should be made to:

Children Missing Officer (CMO)

Looked After Children (LAC)

If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. **DO NOT** remove from roll.

Independent / Residential Schools

The same procedures should be followed as those in School's / Academies

Gypsy/Roma/Traveller

If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.

If they do not return within 4 weeks of the expected return date please follow attendance procedures.

School Allocations

intake or in-year admissions rounds

If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate).

If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the **CMO** within **10 days** evidencing efforts to engage.

If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.

Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term.

For children admitted through first admissions round please refer to your summer born guidance.

A child should be placed **on roll** at the point of acceptance by parent or arriving on the first day.

If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!

Own admission authorities

must inform the admissions team of any **enquiry/application** and **outcome**. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk **within five days** of adding a pupil's name to the admission register.

Family indicate they are returning home for family, cultural or health reasons

School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.

If the family do not return on this date attendance procedures should be followed.

Truancy

– School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.

Health Related Education

If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:

Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)

SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the **MASH** is for level 4 safeguarding concerns with children believed to be **at risk of or actual harm**. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.

Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal)
http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision (P2P)
http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME)
http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/pathway-to-provision/early-help-assessment-form (EHAF

GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL

PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:

- the full name of the pupil,
- the full name and address of any parent with whom the pupil normally resides,
- at least one telephone number of the parent,
- the pupil's future address and destination school, if applicable, and
- **the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).** This will need to be clearly recorded when updating your systems as you will need to inform the LA.

All other deletions breach statutory guidance

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Frequently Asked Questions

What do I need to consider and what information do I need to share when I refer a child/young person?

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, Family Service, ICDS, Health/School Nurse, School Admissions, CAFCASS
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)

Home visits:

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

What does a home visit involve? What do I need to do?
Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of life. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

If school do not wish to complete a home visit one can be purchased through the Family Service for £50. Please contact your linked Service Manager.

A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?
If a family has moved out of the area school should request from parent/carers the name of the child's new school and new family address. If a school place is not yet obtained please request the address and share this with CMO who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Notts. The pupil file can be transferred once a new school is identified. **Please do not phone admissions teams across the country waiting for children to arrive in a school, follow the flow chart**

What should I bear in mind if a parent/carer chooses to home educate?
Although a parent/carer has the legal right to electively home educate, this may not always be in the child's best interests, particularly if there are significant safeguarding, parenting, SEND or other issues. Some parents are not able to deliver a broad and balanced curriculum, others have fallen out with the school or have an older school-refusing child. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. It is sometimes possible that a more appropriate solution is found than home education. Please liaise with the EHE Team via EHE@nottscc.gov.uk . There is not a role for CMO or school admissions.

What do I do if a child is allocated a place at my school and does not arrive? (http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf)
If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made **please inform the CMO know within 10 days of allocations.**

A child is leaving my school and moving abroad, what do I need to record?
For children who move abroad, we would require the address that the child would be living at along with the school they will be attending, without this a referral would need to be made to CMO – we can't record "moved abroad", "left country", "Poland", "USA" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay.

School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

My young person is open to a social worker or attending a refuge do I still need to follow attendance procedures?
It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures, school should not rely on the child's social worker to inform CMO etc.

When can I remove the young person from my roll?
We would advise that children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Nottinghamshire and is living outside of a reasonable distance to travel to their previous school this should be communicated to the CMO.

For missing children please refer to: http://www.proceduresonline.com/nottinghamshire/scb/user_controlled_lcms_area/uploaded_files/Children%20Missing%20from%20Care%20and%20Home%20Joint%20protocol.pdf

We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!

MASH – Multi Agency Safeguarding Hub For children at risk of or actual harm. 0300 500 80 90 Mash.Safeguarding@nottscc.gcsx.gov.uk	**Virtual School – Looked After Children** (Sue Denholm) 0115 804 0644 virtual.schools@nottscc.gov.uk	**Children Missing Officer (CMO)** (Glen Scruby) 0115 804 1045 glen.scruby@nottscc.gov.uk	**Integrated Children's Disability Service (incl EHCP process)** 0115 804 1275 ICDS.Duty@nottscc.gov.uk
Traveller Advice (not referrals) safercommunities.cc@nottscc.gov.uk	**Exclusions** exclusions.ed@nottscc.gov.uk (perm) fixedterm.exclusions@nottscc.gov.uk	**Fair Access** 0115 977 3225 fairaccess@nottscc.gov.uk	**Register Queries (Family Service)** South: 0115 854 6438 North: 0115 804 1591 West: 0115 804 1578
Elective Home Education (EHE) 01159 772 573 EHE@nottscc.gov.uk	**Early Help Unit (EHU)** 0115 804 1248 early.help@nottscc.gov.uk	**School Admissions** (school use only) 0115 804 1237 admissions.ed@nottscc.gov.uk	**Health Related Education Team** 01623 799157 hretoffice@fountaindale.notts.sch.uk
Whole School Safeguarding and Designated Person Training safeguarding.training@nottscc.gov.uk	**Local Authority Designated Officer (LADO)** (Eva Callaghan) 0115 804 1272	**Customer Service Centre** including school apps, appeals, transport 0300 500 80 80	**Education Psychology Service** 0115 804 0828

Version 4 –
January 2018

Tackling Emerging Threats to Children (CSE, online grooming, internet safety, bullying, black and minority ethnic children, radicalisation)
0115 854 6440– (please note this is not a case management team and referrals should not be made for individuals, this is a themed education programme)

Appendix B: CME and PME Concern Flowchart 2018

CME pupils are those without a school roll, whilst PME pupils have a school roll but are prevented from, or unable, to access their school place effectively. In both cases the home address of these children will be known. This chart is not relevant to pupils who are simply refusing to attend (Family Service) or when the whereabouts of the child are unknown (Children Missing Officer).

LEVEL ONE **Any local authority officer, school, parent, external agency, concerned that a child is either CME or PME can refer the case.** E.g. This includes children who have no school role, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place, children registered as EHE but not accessing learning.	Refer the case to the Fair Access Team who may: • Provide advice and guidance • Refer the case to the weekly Children out of School meeting (COOS) Chair: FA Team Manager • Allocate the case to a Fair Access Officer or the Children Missing Education Officer. Contact details for referral: Fairaccess@notttscc.gov.uk
LEVEL TWO **Any local authority team manager** who believes that a child known to their service has • remained CME or PME for longer than 20 days and • that the current interventions made by the officers involved are not resolving the situation and • that the Local Authority may have a duty to provide interim education	Refer the case for consideration to the three weekly Vulnerable Children Education Commissioning Panel (VCEC). Chair: Group Manager SISPA. The VCEC panel may: • provide advice and guidance to services, schools and families. • provide support and challenge to services, schools and families. • Agree to fund interim education provision until appropriate long term education has been agreed. Contact details for referral: Gill.Bevington@nottscc.gov.uk
LEVEL THREE **Any Team Manager or Group Manager** who believes that a child or young person has had no education for an unreasonable period of time and that services or schools may be failing in their statutory duties.	Refer the case for consideration by the CME Board. Chair: Director Education, Learning and Skills. The Board will provide scrutiny and challenge and make recommendations as required. Contact details for referral: Amelia.mckenzie@nottscc.gov.uk

Appendix C: CME Action Plan 2026/27

Priority 1- Development and implementation of a revised Nottinghamshire CME strategy

Impact Evidence:

- A revised CME strategy to be developed in partnership with key internal partners.
- Through a process of public consultation the CME Policy will mediate with key stakeholders including Nottinghamshire residents, the Dioceses, school based teachers and senior leaders and internal teams such as HRET, Education Psychologists, Family Service. In addition, the policy will be mediated and discussed at Fair Access Locality Panel meetings with senior leaders in schools.
- The strategy to be agreed by the Children and Young People's and Policy Committee.

Priority 2- Strengthened locality knowledge of vulnerable children and processes to support them

Impact Evidence:

- Following public consultation SEND locality working arrangements are being implemented with the intention that decisions regarding support and High Needs funding are made on a more local level in order that needs are met clearly and effectively.
- CME referrals to the Fair Access Team are routinely raised at Fair Access Locality Panel meetings where appropriate.

Priority 3- More robust processes to support vulnerable children and young people who are without a school place or access to education

Impact Evidence:

- Children and Young People where Elective Home Education (EHE) is deemed unsuitable have been included in the revised Fair Access Protocol (February 2019)
- New recording and Data Management processes are being developed for the Fair Access Team to ensure consistent and timely monitoring of this group.
- 'Off Rolling' guidance has been developed and awareness continues to be raised with internal teams through mail out and briefing sessions. This guidance is also available to schools via the school's portal and awareness was raised at headteacher briefings.
- Development of a system for identifying all Looked After Children placed in Nottinghamshire by other Local Authorities and providing support from the Fair Access Team to ensure that actions are taken so that these children have access to education where they are identified as being without a school place.

Priority 4- Strengthening systems to track and review of pupils not accessing full time provision

Impact Evidence:

- Updated guidance regarding reduced timetables, including escalating referral routes, has been circulated to internal teams and briefing sessions continue to take place. Guidance has been made available to schools via School's portal and awareness raised at headteacher briefings.
- A system for 'live' return of the reduced timetable, alternative provision and Fixed Term Exclusion data is being developed in Capita One Education by the Information and Systems Team.
- The Information and Systems Team are responsible for analysing the data returns and raising cases where there are concerns with the Pupil Missing Education Practitioner within the Fair Access

Team. These cases are then followed up with schools and support and challenges given where needed. For Children who are subject to a Child Protection Plan or Child in Need Plan, a formal letter is sent to the headteacher, chair of governors and copied to the relevant social worker seeking assurances around the provision being commissioned

Priority 5- Processes for supporting children and young people who are registered as Electively Home Educated are reviewed in light of revised legislation

Impact Evidence:

- An EHE internal systems review is taking place and will report back on recommendations to ensure the offer of support to EHE learners and families is appropriate.
- The EHE policy will be reviewed in partnership with key internal and external partners following revisions in legislation. A process of public consultation will be undertaken before the strategy is presented to the Children and Young People's and Policy Committee for agreement

Appendix D: Local Authority service responsibilities

Virtual School team

- Nottinghamshire's Looked After Children (LAC), including those placed out of Nottinghamshire
- Previously Looked After Children
- Asylum seeking children in dispute over age assessments

Fair Access team

- Children on a school roll but not in full time education
- Children without a school place accessing interim NCC provision
- Fair Access pupils
- Children educated other than at school
- Children on roll of a school receiving NCC funded provision to ensure continued access
- to education
- Children out of school
- Children on managed moves
- Children who are known to be on part time provision
- Children where Elective Home Education is deemed unsuitable and who are required to return to school
- Other Local Authority LAC placed in Nottinghamshire.

Partnership Officers

- Permanently Excluded Children without an EHCP
- Children at risk of Permanent Exclusion

Children Missing Education Officer

- Children whose whereabouts are unknown but are on a school roll
- Children whose whereabouts are known but who are not on a school roll (i.e. moved into the area)

Youth Justice Coordinator

- Young offenders who are subject to a court order
- Young people in custody
- Young people on remand

Family Service

- Gypsy, Roma and Traveller (GRT) families not engaged with education
- Young people receiving education in FE settings dropping in and out
- New or returning Travellers to Nottinghamshire without a school place
- Eastern European migrants without a school place
- Children with a school place of statutory school age who are not attending regularly

Locality Coordinators for health related education

- Pregnant young girls and young mothers

- Children without a school place accessing health related education

Educational Psychology Service and officers in the Integrated Children's Disability Service (ICDS)

- Children with SEND accessing special, specialist and alternative provision within Nottinghamshire
- Children with SEND accessing provision outside of Nottinghamshire
- Children with SEND with an Education, Health and Care Plan (EHCP)
- Children with an EHCP receiving Elective Home Education
- Young people with SEND accessing post 16 alternative provision

Early years and Early Intervention Officers

- Vulnerable 2,3,4 year olds not accessing funded provision

Children's Social Care Officers

- Children in need and children on child protection plans
- Children and young people who are hospitalised long term
- Children at risk of sexual exploitation, human trafficking, female genital mutilation
- (FGM), forced marriage
- Children in homes experiencing domestic violence
- Young carers
- Children and young people who self-harm and/or misuse illegal drugs and alcohol

Access and Admissions Strategy Team Manager

- Children not transitioning between key stages