

CHILDREN MISSING from EDUCATION (CME) SCHOOL FLOWCHART

Those children who do not arrive at school, there is no explanation for their absence and you suspect that the child is no longer at their home address.

Within **10 school days** that the child is missing, **school should carry out the following searches.**

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

- Contact parents/carers/ relatives/friends
- Contact siblings including in other schools
- Alert relevant school staff
- Check/review the S2S website
- Contact other relevant schools/professionals
- Visit home address

On Day 1 of absence, unless otherwise agreed, if a child has a Child Protection Plan, school should notify Social Care.

If school have safeguarding concerns, they should contact Starting Point.

By Day 11 latest:

Refer to CME via [SR1a referral form](#) on Derbyshire Schools Net and record absence as unauthorised (UA)

CME will:

- Record on CME register
- Carry out searches
- Liaise with school

If child is found and the CME team have not contacted you, please let them know.

If child found by CME within 20 school days

- CME will contact school to advise off roll date and reason (if applicable)

If child is still missing after 20 school days

- Contact CME for off rolling advice.
- Once discussed and agreed with CME, send CML as per their instructions.
- At the point of off-rolling, send CTF to the Lost Pupil Database (destination XXXXXXX)

When child is found after sending CTF to the Lost Pupil Database

Please contact Management Information Officers
jennie.swift@derbyshire.gov.uk 01629 536440 or carrie.wood@derbyshire.gov.uk 01629 538846
who will retrieve the CTF from the Lost Pupil Database and forward to new school.

CS.CMECoordinators@derbyshire.gov.uk

01629 535741