

## **Children Missing Education (CME)**

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.' (Children missing education: statutory guidance for local authorities September 2016).

At Sacred Heart we monitor attendance closely and positive measures are in place to encourage excellent attendance. Attendance is monitored daily, weekly, monthly and termly. E-returns are completed each month for the LA and the attendance officer informs the Senior Leadership Team) of the record of attendance. Parents of children whose attendance falls below expectation and for whom we have no knowledge of why, are contacted either by phone or, more formally, by letter. Where further action is required, parents are called in for a meeting and/ or a referral made to the Participation Officer. Regular reminders about the importance of attendance at school are included in the schools' newsletter. This includes a statement regarding unauthorised absences (holidays) during term time. For some pupils, referrals are made to other agencies who support the family.

Parents are requested to ensure that the school holds at least two emergency contacts for their child.

(from Sacred Heart Safeguarding Policy, reviewed annually)