PROCEDURES FOR CHILDREN MISSING EDUCATION

Stepping Stones is a Short Stay School in Lancashire. We follow the Local Authority and National guidance for Children classed as Missing Education.

Please also refer to the Attendance Policy and Procedures.

At Stepping Stones, we understand that all children who have been permanently excluded from school are placed on roll on or before day 6 of their exclusion. They should not be removed off their mainstream school roll until the appeals process is completed and directed to by Pupil Access Team (PAT).

Children on referral placements are dual registered. The mainstream school are not to take the child off roll. The aim of the placement is to return the child to their mainstream school or to a new mainstream school.

When a child leaves Stepping Stones then we ensure an appropriate provision has been identified and the child has been registered with that school and is on roll.

If a family do move area we encourage the parents/carers to inform us of the school and Local Authority that they are intending to move to. This is also followed up when they leave.

If we do not have this information we contact the Local Authority CME team for advice, guidance and support.

We recognise that there are groups of children at most risk of Missing Education

They are children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

If a pupil has a social worker, this should inform our LA's decision about them missing education where there are known safeguarding risks. This is set out in paragraph 162 of Keeping Children Safe in Education.

The Local Authority Team

The term missing education means a child who is not registered at a school (or an alternative arranged by the council), and who is not receiving a suitable education at home.

If you are aware of a child or young person who you think may be missing education you can use our online form to notify the Children Missing Team**.**

At The CME Team ensure the Local Authority fulfils its statutory duty under Education Act 1996/ Education & Inspections Act 2006 to make arrangements to enable them to identify children and young people in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school.

This is via notification to the team from schools, other agencies and members of the public, of children who are, or who are at risk of becoming CME.

A CME is defined as a child of compulsory school age who is not on a school roll and not receiving an education via other means - for example, via Elective Home Education or an alternative provider such as a college.

This includes but is not limited to situations where:

- A child/young person has been removed from roll after being permanently excluded and no alternative provision is in place
- A child/young person has not been attending school and a home visit reveals that the family may have moved away
- A child/young person has moved into the area but no arrangements have been made to access a new school
- A child/young person has moved out of the area (this includes moving outside of the UK) or is about to move out of the area but no arrangements have been made to access a new school
- A child/young person who has been offered a school place, but parents have refused the place offered and the authority is not aware of alternative arrangements for the child/young person's education

Pupils who are on roll but are not accessing their education are not classed as CME and should be reported to the Local Authority via CMOOE@lancashire.gov.uk.

In any circumstance where a school becomes aware of a pupil who is not registered with an education provider or in receipt of home education, they must notify CME via the normal process – even where the child is not currently their pupil. (Further Information on the Lancashire Portal)

Contacts

Address:	Children Missing Education Team
Phone	01257 517333
Email	cme@lancashire.gov.uk

Information Updated September 2026