



North Tyneside Local Safeguarding Children Board



North Tyneside Council

## Children Missing Education (CME) Revised arrangements

In order to meet statutory obligations and safeguard pupils missing or at risk of going missing from education.

This information is intended to inform Local Authority (LA) officers, schools, governing bodies about the policy and procedures to be followed in order to prevent children from going 'missing from education'. It is a statutory requirement placed on local authorities by the Department for Education and Science (DfES). Implemented 01-09-06.

The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure children are safely on school rolls.

In the context of 'Every Child Matters' and the Children Act 2004, North Tyneside LA acknowledges that "education protects" and that it is a key responsibility of the LA and its schools to safeguard all the children resident in North Tyneside or attending North Tyneside schools. The best way for the LA and its schools to ensure the welfare of all children is to ensure that they are all on a school roll and that children do not get 'lost' off school rolls and become 'missing'. Children who are not on a school roll will be registered on the Lost Pupil Database. This document sets down the procedures to be followed.

The Principal Officer of the Attendance and Education Welfare Service (PEWO) is the LA designated officer for children missing from education, Linda Sadler EWO is the named officer is responsible for the day-to-day tracking and tracing of all pupils notified as being taken off a school roll or without a school place, and for liaising with other authorities, LA EWO's linked to first, primary and special schools are

**It is essential to inform the Education Welfare Service** of any child/ young person removed from a school roll, make the report through the SIMS Migration reports, which then can be e-mailed directly to AEWS Admin, *at the end of each month. Send to [val.currie@northtyneside.gov.uk](mailto:val.currie@northtyneside.gov.uk).*

Please ensure that these reports are emailed via the main school email address ([schoolname@northtyneside.gov.uk](mailto:schoolname@northtyneside.gov.uk))

### **Find out more**

Further information on CME and links to all the documents mentioned can be found at:

[www.ecm.gov.uk](http://www.ecm.gov.uk)