

MISSING LEARNER POLICY AND PROCEDURE

Children missing education (CME) are defined as those of compulsory school age who are either not registered at a school or are not receiving suitable education otherwise than at a school. CME are at significant risk of underachieving and not meeting their academic potential. (Updated for compliance with DfE statutory guidance 2025)

1. Policy Statement

1.1 Policy Aims

Through the operation of this policy we aim to:

- 1.1.1 protect the health and safety of students at Century Training Academy;
- 1.1.2 ensure that Century Training Academy staff know how to respond if a student goes missing or is at risk of becoming a child missing education (CME);
- 1.1.3 comply with statutory guidance on children missing education (DfE, Sep 2025) and attendance regulations.

1.2 Scope

- 1.2.1 applies to staff (including volunteers), students and parents at Century Training Academy;
- 1.2.2 should be read with the Child Protection Policy, Safeguarding Policy, and Attendance Policy;
- 1.2.3 is a mandatory requirement of *Keeping Children Safe in Education* and *Children Missing Education: statutory guidance for local authorities and schools* (DfE). (Updated references for compliance)

1.3 Policy Responsibility

The procedures in this policy may be adapted as necessary. Reference to the Director includes anyone to whom the responsibilities of the Director have been delegated.

1.4 Publication

Policy held in main office, all staff have access. Parents and learners may request a copy.

2. Responsibility

2.1 The Director of Century Training Academy delegates appropriate responsibilities for the day-to-day management of Century Training Academy to the staff.

2.2 In practice, all members of staff contribute to the safety of students at

Century Training Academy by providing appropriate supervision in accordance with the directions of the Director and Senior Management Team.

2.3 Schools/Alternative provision are under a general duty to supervise students to the standard of a prudent or careful parent.

2.4 All staff must monitor attendance daily through the attendance register and identify any unexpected or unexplained absences promptly, making reasonable enquiries to establish the child's whereabouts.

2.5 Any member of staff who notices a student is missing or whose absence is unexplained has a duty to inform the relevant Tutor immediately.

2.6 Where a student fails to attend on the agreed date, Century Training Academy must undertake reasonable enquiries to establish the child's whereabouts and notify the local authority where required.

3. Procedure for Missing Student

3.1 If a member of staff or volunteer notes that a student is missing, he/she should contact the student's Personal Tutor immediately.

3.2 The Tutor will then:

- Notify the Designated Safeguarding Lead (DSL) or Deputy DSL without delay.
- The Tutor does not undertake any further action in locating the missing student.

3.3 The DSL/Deputy DSL is responsible for:

- Checking attendance records to confirm whether the absence is authorised or unexplained.
- Contacting the student's parents/guardians or carers using all known contact details.
- Instigating a search of the Century Training Academy building and outside areas using available staff.
- Contacting the student's school where appropriate.
- Making reasonable enquiries in collaboration with the local authority where a CME situation is suspected.
- Contacting the police if appropriate and following their advice.
- Making a referral to children's social care if there is a risk of significant harm.

- Maintaining a full written record of all actions taken in accordance with statutory guidance.

3.4 If the student is found on site or in the vicinity, staff will make a concerted effort to persuade the student to return. If the student refuses, staff will continue to monitor the student's whereabouts and inform the DSL/Deputy DSL.

3.5 If the student is not found after reasonable enquiries and an initial search, the DSL/Deputy DSL will contact the student's school and/or parent/guardian to report the situation and gather information on possible whereabouts.

3.6 Where a child who is on the Academy register is absent and the absence is unexplained, Century Training Academy must continue to make enquiries to ascertain the child's whereabouts and notify the local authority if the child's education status remains unknown.

3.7 If a student has been absent for 10 consecutive school days without explanation and reasonable enquiries have been made, the Academy must notify and work with the local authority CME team in accordance with statutory guidance.

- Norfolk CME Team: <https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/children-missing-education/contact-the-cme-team>
- Suffolk CME Team:
<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/service.page?id=kc4-BmKHGe8>

4. Procedure for Students Missing During Trips or Journeys

4.1 If a student is missing from a Century Training Academy trip or has not arrived following a Century Training Academy journey, the member of staff in charge will:

- Attempt to contact the student's parents/guardians or carers.
- Check whether there were any delays or changes to the journey.
- Check with other students and staff for information.
- Contact the venue or the people that the student had visited, if applicable.

4.2 If the student is not found, the staff member must contact the DSL/Deputy DSL. The DSL/Deputy DSL will advise on the appropriate course of action, including contacting the student's school, parents/guardians, hospitals and the police.

5. Information to be Provided to the Police

5.1 When informing the police (via 999 if there is immediate danger, or the non-emergency number if appropriate), the following information is required:

- Full name and any nicknames.
- Date of birth.
- Physical description, including any distinguishing features.
- What they were wearing and carrying when last seen.
- Time when last seen.
- Home address, parents'/guardians' contact details.

5.2 It is also useful to consider additional contextual information, such as whether anything is missing from personal belongings or whether there are any relevant indications of why the child might have left.

5.3 Century Training Academy activities will continue as normal unless advised otherwise by relevant authorities.

6. Review Policy

6.1 This policy shall be reviewed every year as part of Century Training Academy's annual review of safeguarding and updated as necessary.

6.2 In undertaking the review the DSL will consider any incidents that indicate problems with supervision, attendance monitoring or student support.

7. Incident Records

7.1 Century Training Academy must keep a full written record of any incident of a missing student including:

- The student's name.
- Relevant dates and times.
- The action taken to find the student.
- Whether the police or children's social care were involved.
- The outcome of the incident.
- Any concerns about how the incident was handled.
- A record of staff involved.

7.2 A full written record will be kept on the student's file and provided to the student's school, and where relevant to the local authority CME team.

Key References:

- *Children Missing Education: statutory guidance for local authorities and schools* (DfE, last updated 8 September 2025)
- *Keeping Children Safe in Education* (statutory safeguarding guidance)
- *School Attendance (Pupil Registration) (England) Regulations 2024*