

CME and Attendance

Organisation: Booth's Education Services and Tutoring, Ltd

Category: Policies and Safeguarding

Version: 1.0



Child Missing in Education (CME) Policy and Attendance

Business Name: Booth's Education Services & Tutoring, Ltd.

Reviewed: 03/12/25

Next Review: 12 months after approval

1. Purpose of this Policy

This policy sets out the procedures followed when a child or young person accessing tuition through this service is identified as *missing education*, as required by:

- **Keeping Children Safe in Education (KCSiE)**
- **Working Together to Safeguard Children (WTSC)**
- **SEND Code of Practice**
- **Education Act 1996 & 2002**
- **SET Procedures (Southend, Essex, Thurrock) 2023**
- **Suffolk County Council CME and AP QA requirements**
- **Essex County Council CME Guidance**

The policy ensures rapid identification, response, and escalation when a student is not engaging, is absent without explanation, or cannot be located.

2. Scope

This applies to all children and young people taught through the service, whether referred by:

- Suffolk County Council AP
- Essex County Council AP

- Schools
- Parents/carers
- Agencies (social care, medical teams, PRUs, etc.)

It includes face-to-face tuition, online learning, home tuition, community tuition, and tuition in approved public spaces.

3. Definitions

3.1 Child Missing Education (CME)

A child of compulsory school age who:

- is not registered at a school or approved education provider, **and**
- is not receiving suitable education otherwise, **and/or**
- has stopped attending without the local authority being notified.

3.2 Missing from Tuition

A child is considered missing from tuition when they:

- fail to attend a scheduled session without explanation,
 - cannot be contacted,
 - repeatedly disengage,
 - are not reachable by the tutor, referrer, or family,
 - disappear after a known safeguarding, family or contextual concern.
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4. Legal and Safeguarding Framework

The tutor acknowledges their duty under:

- **Section 175 Education Act 2002** (to safeguard and promote welfare)
- **KCSiE** (Annex B: CME requirements)
- **Working Together to Safeguard Children** (duty to respond to signs of harm or neglect)
- **Local authority CME teams** (Suffolk/Essex)

- **SET Safeguarding Procedures** (escalation, reporting, thresholds)

CME is recognised as a significant **safeguarding risk**, often linked with:

- exploitation
 - trafficking
 - criminal exploitation (CCE)
 - sexual exploitation (CSE)
 - neglect
 - family breakdown
 - domestic abuse
 - forced marriage
 - radicalisation
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5. CME Prevention

The business actively prevents CME by:

- Maintaining **up-to-date contact details** for parents/carers and professionals.
 - Confirming attendance at every session (face-to-face and online).
 - Reporting attendance and engagement as required by the referring school or local authority.
 - Providing daily or weekly updates to the commissioning body.
 - Keeping a robust safeguarding risk assessment for each child.
 - Recording all attempted contacts.
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6. Procedure When a Child Misses a Session

6.1 Immediate Procedure for a Missed Appointment

If a child does not attend:

0–10 minutes:

- Attempt contact with the student (if appropriate).
- Attempt contact with parent/carer.

10–20 minutes:

- Attempt second call to parent/carer.
- Send SMS/WhatsApp/email requesting an immediate update.
- Record all attempts.

20–30 minutes:

- Notify the commissioning body (school/LA/AP provider).
- Inform DSL or safeguarding contact for the commissioning body.
- Log as “unexplained absence”.

6.2 If child cannot be located within 1 hour:

- Inform LA CME officer (Suffolk or Essex depending on placement).
 - Follow the referrer’s safeguarding escalation procedure.
 - If there is an immediate risk of harm, **contact police via 101 or 999** if high risk.
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7. Repeated Absence or Disengagement

The following trigger a CME investigation:

- Two consecutive unexplained absences.
- Three attempted contacts with no parental response.
- Evidence that the family has moved address without informing services.
- Information from neighbours or professionals that the family has disappeared.
- Withdrawal of cooperation by parents/carers.
- Failure to attend online or community sessions consistently.

In these cases, the tutor will:

1. Notify the referrer and DSL immediately.
2. Complete a written safeguarding concern form.

3. Contact LA CME team using their reporting tool.
 4. Follow SET procedures for escalation (Levels 2–4).
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8. When to Escalate to Police or Children's Services

Immediate escalation occurs when:

- a child known to be vulnerable cannot be located
- there is a history of exploitation or missing episodes
- the home is found unoccupied
- parents refuse access without a valid explanation
- welfare concerns are present alongside non-attendance

The tutor will follow:

- **Suffolk Multi-Agency Safeguarding Hub (MASH)**
 - **Essex Children and Families Hub**
 - SET Procedures: Missing Children
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9. Recording and Reporting

The tutor will:

- Record every absence and attempted contact.
 - Store records securely under GDPR.
 - Provide attendance logs for schools/LA AP teams on request.
 - Report patterns of absence to the commissioning body.
 - Complete welfare check forms if required by Suffolk or Essex local authorities.
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10. Multi-Agency Work

The business cooperates fully with:

- CME Teams

- Education Access Teams
- Social workers
- Attendance officers
- Early Help practitioners
- SEN caseworkers
- Police

Information will be shared legally under KCSiE and WTSC.

11. Review

This policy will be reviewed annually or sooner if:

- legislation changes,
- Suffolk/Essex LA guidance changes,
- there is a serious incident or safeguarding learning.

Signed:

Charlotte Booth

Director

03/12/25

Attendance and Non-Engagement

Absence and Non-Engagement Policy

Business Name: Booth's Education Services & Tutoring Ltd.

Reviewed: 03/12/2025

Next Review: 12 months after approval

1. Purpose

This policy outlines procedures for managing absence, lateness, cancellations, and non-engagement for students receiving tuition through this service. The aim is to:

- safeguard children

- maintain consistent education
 - prevent children from becoming CME
 - meet duties under Suffolk and Essex AP contracts
 - ensure early help or safeguarding intervention where necessary
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2. Types of Absence

Absence will be categorised as:

2.1 Authorised Absence

- Illness (with parental confirmation)
- Medical appointments
- Pre-agreed family circumstances
- LA authorised exceptional circumstances
- SEN-related barriers that the tutor has been informed of

2.2 Unauthorised Absence

- No parental explanation
 - Refusal to attend without reason
 - Avoidance or concealment by parent/carer
 - Parent/carer unwilling to engage
 - Persistent lateness
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3. Responsibilities

3.1 Parents/Carers

Parents must:

- Ensure the child is available and ready for tuition.
- Inform the tutor at least 24 hours in advance where possible.
- Provide updates on illness or SEND anxiety-related absence.

- Provide accurate contact information.

3.2 Tutor

The tutor must:

- Accurately record attendance.
- Follow safeguarding procedures.
- Report patterns of lateness or absence.
- Escalate concerns within 30 minutes for unexplained absence.

3.3 Commissioning Body (School or LA)

- Provide safeguarding contact details.
 - Notify tutor of risk factors, SEND needs, or contextual safeguarding concerns.
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4. Procedure for Planned Absence

Parents/carers should notify the tutor in advance via text, phone or email.
The tutor will inform the commissioning body when required.

5. Procedure for Unplanned Absence

If a student does not attend at the agreed time:

Step 1 – First Attempt (0–10 mins):

- Contact student (if appropriate)
- Contact parent/carer
- Wait 10 minutes at the venue (home/community setting)

Step 2 – Second Attempt (10–20 mins):

- Contact parent/carer again
- Send written message requesting update
- Record all attempts

Step 3 – Escalation (20–30 mins):

- Inform the commissioning school/LA
- Inform DSL or safeguarding lead for referrer
- Record as “unexplained absence”

Step 4 – High-Risk Children

For children on CPP, CIN, Early Help, or with known vulnerabilities:

- DSL and/or social worker notified **immediately**
 - Police welfare check considered if no contact
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6. Patterns of Absence

If any of the following occur, the tutor must notify commissioners:

- More than two unauthorised absences in a fortnight
 - Irregular non-attendance
 - Withdrawn engagement or family avoidance
 - Repeated online non-attendance
 - Persistent lateness affecting progress
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7. Non-Engagement

Non-engagement includes:

- Refusal to participate
- Not being present at the agreed physical location
- Not logging into online sessions
- Parent blocking or avoiding contact
- Child repeatedly unavailable

Actions:

1. Report to school/LA immediately.
2. Record the non-engagement pattern.

3. Request multi-agency review or Early Help referral if appropriate.
 4. Consider CME procedures if the child may no longer be residing at the known address.
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8. Safeguarding and Thresholds

Repeated absence is treated as a **safeguarding concern**.

Thresholds for reporting follow:

- **KCSiE** – missing education duties
- **WTSC** – significant harm thresholds
- **SET Procedures** – missing episodes, early help, and escalation routes
- **Suffolk and Essex CME guidance**

If there is immediate danger:

- **Call 999**
If urgent welfare checks needed:
 - Suffolk MASH / Essex Children & Families Hub
 - Police 101
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9. Recording

The tutor will maintain:

- Attendance logs
- Records of all attempted contact
- Notes of discussions with parents, DSLs, or local authorities
- Reports for schools and LAs as part of AP QA
- Copies of safeguarding referrals

Records will be stored according to GDPR and retained for the period required by the commissioning authority.

10. Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- LA or SET safeguarding procedures update
- A serious incident occurs or a child is harmed

Signed:

Charlotte Booth

Director

03/12/25