



EXECUTIVE MEMBER DECISION

REPORT OF:	Executive Member for Children, Young People and Education
LEAD OFFICERS:	Strategic Director of Children & Education (DCS)
DATE:	Friday, 25 October 2024

PORTFOLIO/S AFFECTED: Departments

WARD/S AFFECTED: (All Wards);

SUBJECT: Children Missing Education Policy (CME)

1. EXECUTIVE SUMMARY

The Children Missing Education (CME) Policy aims to clarify for schools and other stakeholders the definition of children missing education and the steps that will be taken to identify and track children. It also sets out for schools when a child can be removed from the school roll

2. RECOMMENDATIONS

That the Executive Member:
Agrees the CME Policy as set out in Appendix 1

3. BACKGROUND

The local authority (LA) has been reviewing existing policies and procedures in light of revised statutory guidance 'Working together to improve school attendance' and other associated guidance issued by the Department for Education

4. KEY ISSUES & RISKS

There are no specific risks associated with this policy.

5. POLICY IMPLICATIONS

There are no policy implications arising from this report

6. FINANCIAL IMPLICATIONS

There are no financial implications arising from this policy

7. LEGAL IMPLICATIONS

Each local authority is required to have effective policies and procedures in place to identify children missing education. This policy sets out the definition of CME and the legal ways in which children can

be removed from the school roll. Adopting this policy will assist the Local Authority in complying with the requirements of the statutory guidance “Children Missing Education” issued in August 2024.

8. RESOURCE IMPLICATIONS

Arrangements have been made to identify a resource to help track and record CME.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council’s Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Andrew Hutchinson
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DATE:	07 October 2024
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BACKGROUND PAPER:	CME Policy
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