



Child Missing Education Policy

Prepared for:

Parkview Primary School & Redwood Primary School Federation

Date of policy publication: December 2023

Authors of policy: Derby City Council

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
December 2024	MJ	DCC policy – no changes made	08.12.24	09.12.24
December 2025	MJ	DCC policy – no changes made	01.12.25	02.12.25

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise". This is in line with [CME Guidelines 2016](#) - [Children Missing Education - Guidance for Local authorities](#)

Children Missing from Education are:

- not on a school roll
- not being educated in a school or anywhere else
- identified as being out of education for over 20 school days.

Children Missing from Education are not:

- children who are on roll of a school but are not in regular attendance. If a child is not attending their registered school or education provider, the school's attendance policy should be followed
- children who are being Electively Home Educated (EHE)
- children whose parent/carer has applied for a school place, and the application is being dealt with by the admissions procedure.

How do I refer a CME?

Anyone can refer a child as CME. If you are a member of the public or a professional working within the city, you should contact Derby City Council on:

- Email: cme@derby.gov.uk
- Telephone: 01332 641448
- Address: Education Welfare Service, Locality 3/4 Ashtree House, The Council House, Corporation Street, Derby, DE1 2FS

If you are a professional working in an external authority and believe this child has moved into the city, an online referral should be completed. Link is found below:

[Referral to Children Missing Education \(CME\) Officer \(form 50\) | Derby City Council](#)