

HERTFORDSHIRE

CHILDREN MISSING EDUCATION (CME) TEAM

1 minute guide

Contact: csf.cme@hertfordshire.gov.uk

Complete the CME referral form [here](#)

Access the full web page [here](#)

What is meant by the term Children Missing Education (CME)?

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. This is not the same as children who are home educated.

Why this this an important area of work?

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. ([DFE Statutory Guidance for Local Authorities: Children Missing Education August 2024](#)).

What should partner agencies do?

Parents have a duty to ensure that their children of compulsory school age are receiving **suitable full-time education**. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. All schools must make a return to the local authority when a pupil's name is to be deleted from the admission register (a 'deletion return'). This duty does not apply at standard transition points – where the pupil has completed the school's final year e.g. Year 6 of primary school – unless the local authority has asked for such information to be provided. The Working together to safeguard children statutory guidance provides advice on inter-agency working to safeguard and promote the welfare of children ([DFE Statutory Guidance for Local Authorities: Children Missing Education August 2024](#)). If you suspect that a child of statutory school age is not on roll of a school and are not in receipt of suitable education, you should contact the CME team to make them aware. This can be done anonymously csf.cme@hertfordshire.gov.uk.

Who leads on this work in Hertfordshire?

The Children Missing Education Team sits with the Virtual School. There are two Children Missing Education Officers who share responsibility for monitoring, tracking, supporting parents and schools in ensure provision for education in place. This includes seeking School Attendance Orders, whereby parents/carers have not arranged provision, thus it remains the responsibility of the LA to name provision. This is a legal process, and parents can be prosecuted in local magistrates court.

Key contacts

Children Missing Education Officers (CMEO's):

- Wendy Hasler who covers DSPL 1, 2, 3, 4, 5
- Jacqui Ellis who covers DSPL 6, 7, 8, 9

Central team inbox csf.cme.hertfordshire.gov.uk

CME referral form [here](#)

