# Child Missing Education (CME) Referral Form

**CME refers to children of statutory school age that:**

* are not registered pupils at a school and
* are not receiving suitable education otherwise than at a school
* who have been out of any educational provision for a substantial period of time (usually four weeks or more).’

**Please complete section 1, 2 & 3** for all children leaving the school for whom a school destination is unknown.

**Please complete secton 4 in addition to 1, 2 & 3** for any overseas based moves with or without a forwarding living or school address.

Please complete (***typed*** *not handwritten*) and return in **Microsoft Word format** to [pupiltracking@slough.gov.uk](mailto:pupiltracking@slough.gov.uk) using the following text within the subject box of the email.

**‘CME - School Name** - **initials of pupil’** – e.g. CME - Slough Secondary - JB

## Section 1 - Details

| Referrer | Details |
| --- | --- |
| Name |  |
| Organisation  (Name of school / Service / LA) |  |
| Contact number |  |
| Email address |  |

| Pupil | Details |
| --- | --- |
| Child’s full name |  |
| Gender |  |
| Date of birth |  |
| Ethnicity |  |
| Last known Slough address |  |
| New address (moving to) |  |
| Date moved |  |
| Date of last attendance |  |
| Known siblings in other schools | Name and school: |
| Is the pupil known to children’s services? | Yes / No  If yes give details: |
| Does the child have an EHCP? | Yes / No  If yes give details: |
| Is the child eligible for FSM? | Yes / No  If yes give details: |
| Any other relevant information (SEND, safeguarding  concerns, poor attendance, parent non-engagement, communication) | Details: |

| Parent/Carer | Details |
| --- | --- |
| Parent / Carer 1  Full name: |  |
| Telephone number: |  |
| Email address |  |
| Parent / Carer 2  Full name: |  |
| Telephone number |  |
| Email address |  |
| Home address  (if different from pupil) |  |

## Section 2 - Reasonable Enquiries

Schools must carry out reasonable enquiries prior to a referral to the LA.

This would include:

* Making enquiries within school with class teachers, friends (if appropriate)
* Telephone calls made to all numbers held on school records
* Attempt telephone contact with all known emergency numbers
* Email parents and contacts on the school’s most up to date contact form
* Write to the address of both parents (if they live separately and is appropriate to do so)
* Contacting family, relatives known to the school, landlords and other significant adults
* Speak to other agencies that have been working with the family such as social care, early help, youth offending team
* Contact any schools known to have siblings or relatives on their roll
* Conduct a home visit if you have been unsuccessful in locating the pupil’s whereabouts and if safe to do so. Speak to neighbours if at all possible
* If you have been provided with a forwarding address in the UK, it is expected that you make enquiries with that Local Authority

The school has made the following reasonable enquires: Yes ☑ No 🗵

Please attach evidence within email or in the box below

| Please provide details of the reasonable enquiries undertaken by the school: |
| --- |
|  |

## Section 3 - Reason for Pupil Removal from School Roll

CME guidance 2016[[1]](#footnote-1) states schools ***must*** inform LA of all pupils removed from their roll. The possible 15 grounds for removing a pupil from the school are set out below – refer to the [DfE Children Missing Education document](https://www.gov.uk/government/publications/children-missing-education) for detailed information on each reason.

**Schools** should select (mark as X) the appropriate reason.

***NB: the shaded purple area is for LA use only.***

| *Reason* | *Selection* | *For LA use* |
| --- | --- | --- |
| LA approved change of education provision due to SAO |  | ***L*** |
| Pupil failed to return following authorised leave of absence |  | ***H*** |
| Child is not statutory school age |  | ***L*** |
| Pupil registered in another school |  | ***L*** |
| Pupil medically unfit to attend school |  | ***L*** |
| Pupil leaving independent school |  | ***H*** |
| Pupil on dual roll has ceased to attend |  | ***H*** |
| Pupil continuously absent at least 20 days and cannot locate child  ***Refer to section 1.9: what does the 20 day rule mean for schools?*** |  | ***H*** |
| Permanent exclusion |  | ***H*** |
| Pupil receiving Elective Home Education  ***refer to section 1.7*** |  | ***M*** |
| Pupil given custodial sentence for 4 months or longer |  | ***L*** |
| Nursery child not continuing to Primary School |  | ***M*** |
| Home school distance is unreasonable **(left area)** |  | ***H*** |
| Death of pupil |  | ***H*** |
| Pupil leaving boarding school, fees unpaid |  | ***H*** |

**No child should be removed from the school roll without approval from the attendance service - This approval will be given once statutory checks have been completed.**

**NB: refer to section 7.3 *What does the 20 day rule mean for schools?* for pupils that have not attended school for 20 days but still reside in Slough.**

***CTF:* Once the school has been notified that the child can be removed from roll the school should upload the CTF to Missing Pupils on S2S. This should include pupils that have moved abroad.**

## Section 4 - Children Leaving the Country

Please complete this section in the event of a child leaving the country. The following information should be gathered as best as possible as part of the school’s enquiries.

**NB:** Please give consideration to the possibilities of; forced marriage, that those presenting themselves as parents/family/carers are not genuine, child trafficking, child sexual exploitation, that the child(ren) may not be leaving the country as reported and any other potential safeguarding risks.

| Information to collect | Details |
| --- | --- |
| Proposed date of departure from UK: |  |
| Actual date of departure (if already left): |  |
| Point of departure – Airport, coach station etc: |  |
| Time of Departure: |  |
| Flight numbers and name of airline: |  |
| Have you seen copies of tickets? Please attach copies of tickets if possible: |  |
| What country are they travelling to? |  |
| Who is leaving the UK (please name) |  |
| If child is not leaving with parent(s) who is accompanying them when they do travel? |  |
| What is their relationship to the child? If applicable. |  |
| Why is/are the parent(s) not leaving with the child(ren)? If applicable. |  |
| Who will be caring/responsible for the child(ren)? |  |
| Address of where they plan to reside? |  |
| Name and contact details of the school they have enrolled their child/ren or plan to enrol their child/ren at? |  |

**Thank you**

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1. [↑](#footnote-ref-1)