



Children Missing Education (CME) Referral Form

CONFIDENTIAL

Please only complete for a child who has failed to attend school for 10 days or more and whose whereabouts is unknown.

If the whereabouts is known the school must follow attendance procedures working with relevant agencies to return the child to school.

For further information please read Guidance Notes at the end of this form.

Child's Details					
Surname:					
First name:					
UPN					
Gender:		Date of Birth:	e.g. 01/01/2011	Ethnicity:	
Year Group:		Date last attended:	e.g. 20/05/2016		
Current School					
Current Address:					
Future Address: (if applicable)					
Parents/carers contact details: Please include mobile, landline and email if known					

Referrer Details			
Date of Referral:			
Name:			
School/ Organisation:		Contact No:	
Designation:		Email:	

KEY INFORMATION THAT MUST BE PROVIDED BY SCHOOL TO SUPPORT REFERRAL

If the information below is not available then the referral CANNOT be processed. The school MUST carry out these actions before the referral can be considered.

SCHOOL CHECKS:	DATE(S)	OUTCOME	COMPLETED BY
Phone call(s) – parent/carer			
Letter sent			
Home visit (s)			
Sibling school contacted			
Phone call – Emergency contacts			
Contact with other services/agencies involved with family			

Please tick to indicate which of the following that apply:

Child looked after (CLA)	<input type="checkbox"/>	Child protection plan (CP)	<input type="checkbox"/>	Child in need (CIN)	<input type="checkbox"/>
Gypsy, Roma Traveller (GRT)	<input type="checkbox"/>	Child with SEN	<input type="checkbox"/>	Child has EHCP	<input type="checkbox"/>

Any other services/external agencies involved? (Please tick all that apply)

Warwickshire Attendance Service (WAS)	<input type="checkbox"/>	Flexible Learning Team	<input type="checkbox"/>
Admissions/Fair Access	<input type="checkbox"/>	Multi Agency Safeguarding Hub (MASH)	<input type="checkbox"/>
Child Sexual Exploitation (CE)	<input type="checkbox"/>	SENDAR	<input type="checkbox"/>
Early Help	<input type="checkbox"/>	Social Care Team	<input type="checkbox"/>
Ethnic Minority Traveller Service (EMTAS)	<input type="checkbox"/>	Youth Justice	<input type="checkbox"/>
Elective Home Education	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

Please specify other services or external agencies and nature of intervention:

SAFEGUARDING RISK APPRAISAL (to be completed by school DSL)	
Risk Assessment* (are there any known concerns/safeguarding risks; is this child known to Children's Social Care/subject to a Child Protection assessment/plan?)	
Date any concerns referred to MASH:	
Outcome of referral to MASH:	

OUTLINE CURRENT CIRCUMSTANCES
e.g. additional information relevant to this referral.

Please tick to indicate reason for referral and complete required actions if this applies.

Reason	Required Actions:
A child has failed to attend school for 10 days or more, their whereabouts is unknown. <input type="checkbox"/>	Complete all the required checks as appropriate. Email this form and any other relevant information securely to: cme@warwickshire.gov.uk
The child is <u>not</u> on a school roll (not including children going through the LA schools admissions processes) and there does not seem to be any planned education in place. <input type="checkbox"/>	Email this form and any other relevant information securely to: cme@warwickshire.gov.uk



GUIDANCE NOTES

- This form **should be** used for reporting pupils of statutory school age who are absent from school for 10 consecutive days without authorisation, **whose whereabouts is unknown**. See sections 8F and 8H of The Education (Pupil Registration) (England) Regulations 2006, as amended 2013.
- This form **should not** be used for reporting pupils who are absent from school without authorisation for 20 consecutive days **who remain resident at their known address or have moved to another known address**.
- Under the Education, Pupil Registration Regulations, schools and academies have a duty to carry out 'reasonable enquiries' into the whereabouts of pupils who meet the criteria for referral via this form. The enquiries schools and academies are expected to undertake are outlined in the checklist with their outcomes recorded on this form.
- **Schools (including academies and independent schools) will be informed by the Local Authority once the child can be taken off roll. Removing a child from roll (off rolling) without notifying Warwickshire County Council is potentially a criminal offence under Section 434 Education Act 1996.**
- **For urgent concerns about a child's safety or well-being which requires immediate action, call the Warwickshire Multi-Agency Safeguarding Hub (MASH) (and police if appropriate) without delay: T: 01926 414144 /T: 01926 886922 (Out of hours)**

CHECKLIST

In most circumstances, the school's enquiries will commence **from the first day of unauthorised absence**. Have you:

- ✓ Ensured that any safeguarding concerns have been promptly referred to the **MASH**?
- ✓ Tasked appropriate staff in your school to check who the pupil may have had contact with?
- ✓ Checked with the pupil's friends, siblings and known relatives at this school or other schools?
- ✓ Tasked appropriate school staff to conduct telephone calls to ALL numbers held on the pupil's file?
- ✓ Tasked appropriate staff to conduct home visit(s) to the last known address of the pupil and leave a calling card if no response is given.
- ✓ If possible, enquired of neighbours as to the location of the family?
- ✓ Sent a letter recorded delivery to the last known address and keep a record of this action?

Please now send all completed referrals that meet the above criteria to
cme@warwickshire.gov.uk.

Your information rights

To see how we use your personal data and what your information rights are, please read our overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights. For general enquiries, contact Warwickshire County Council customer services on 01926 410410.
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