

**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.**

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| **Child’s Details** | | | | | |
|  | | | | | |
| **Surname:** |  | | | | |
| **First name:** |  | | | | |
| **UPN** |  | | | | |
| **Gender:** |  | **Date of Birth:** | e.g. 01/01/2011 | **Ethnicity:** |  |
| **Year Group:** |  | | Date last attended: | e.g. 20/05/2020 | |
| **Current School** |  | | | | |
|  | | | | | |
| **Current Address:** |  | | | | |
| **Future Address: (if applicable)** |  | | | | |
| **Parents/carers contact details: Please include mobile, landline and email if known** |  | | | | |

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

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| **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 |  |  |  |

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| **Please tick to indicate which of the following that apply:** | | | | | | |
| Child looked after (CLA) |  | Child protection plan (CP) |  | Child in need (CIN) | |  |
| Gypsy, Roma Traveller (GRT) |  | Child with SEN |  | | Child has EHCP |  |

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| **Any other services/external agencies involved?** (Please tick all that apply) | | | |
|  | | | |
| Warwickshire Attendance Service (WAS) |  | Flexible Learning Team |  |
| Admissions/Fair Access |  | Multi Agency Safeguarding Hub (MASH) |  |
| Child Sexual Exploitation (CE) |  | SENDAR |  |
| Early Help |  | Social Care Team |  |
| Ethnic Minority Traveller Service (EMTAS) |  | Youth Justice |  |
| Elective Home Education |  | Other (please specify below) |  |
| Please specify other services or external agencies and nature of intervention: | | | |

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| **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:** |  |

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| **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.

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| **Reason** | **Required Actions:** |
| A child has failed to attend school for 10 days or more, their whereabouts is unknown. | Complete all the required checks as appropriate. Email this form and any other relevant information **securely** to:  [cme@warwickshire.gov.uk](mailto:cme@warwickshire.gov.uk) |
| The child is not 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. | Email this form and any other relevant information **securely** to:  [cme@warwickshire.gov.uk](mailto: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) Regulations2006, 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](tel:01926%20414144) /**T**: [01926 886922](tel: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**](mailto: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](http://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.

[www.warwickshire.gov.uk/privacyedu](http://www.warwickshire.gov.uk/privacyedu)