

**Children Missing Education (CME)**

**CME School Referral Form**

**Referral to CME & Pupil Tracking Team to enable the Local Authority to**

**undertake Reasonable Enquiries on a child’s whereabouts.**

When schools should use this form

* Where pupils have stopped attending, attempts to make contact have not been successful, and where the destination of the child is not known.

When schools should NOT use this form

* Pupils who have stopped attending but have not moved are non-attenders NOT CME; they must remain on the school roll and be dealt with as non-attenders.

When is it appropriate to take a pupil off the school roll?

* 20 continuous unauthorised days absence, after both the school and local authority have tried to locate the pupil and Reasonable Enquiry has been undertaken. School to liaise with the CME & Pupil Tracking team at the Local Authority.

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| **Child’s Details:** |
| Name of Child: | Date of Birth: |
| Address: | School Year: |
| Gender:  |
| First Language:Is an interpreter required (please highlight): Yes / No |
| **Family Relationships/Siblings:** |
| Name of Parent (s): |  |
| Home Telephone: |  |
| Mobile Telephone: |  |
| Email address: |  |
| Any emergency contacts: |  |
| Have parent/Carers been informed of this referral? (please highlight): Yes / No |
| Other Family Members: |
| Name | DOB | Relationship | Location (home, alternative address) | School (if known) |
|  |  |  |  |  |
|  |  |  |  |  |
| **School Details:** |
| Name of School: | Current % attendance:Please enclose a copy of current attendance register |
| Name of Referrer: |  |
| Referrer Role: |  |
| Referrer Telephone Number: |  |
| Referrer Email address: |  |
| **What is the primary reason for referring this child to your CME & Pupil Tracking Team? Please indicate where appropriate:** |
| Child has failed to take up a place at your school [ ]  |
| Child’s whereabouts are unknown [ ]  |
| Parent is fleeing domestic violence [ ]  |
| Child/family is reported to have left the area [ ]  |
| Child is reported to have left the UK with parents/carers [ ]  |
| Child is reported to have left the UK without parents [ ]  |
| Child has failed to return from an agreed holiday in term time [ ]  |
| Child has failed to return from an unauthorised holiday in term time [ ]  |
| Parents have taken child out of school for an extended period without school agreement [ ]  |
| Child has failed to return after summer holidays and whereabouts are unknown [ ]  |
| Other (please detail): |
| Please provide details of any specific safeguarding concerns you have: |
| Is there any known reason for not visiting the home alone? (please highlight): Yes/NoIf Yes please give reasons: |
| **Details of enquiries made**: |
| Phone calls: |
| Dates:  | Outcomes: |
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| Home Visits: |
| Dates:  | Outcomes: |
|  |  |
|  |  |
|  |  |
| Correspondence: |
| Dates :  | Outcomes: |
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| Friends and Family contacts/Social Media: |
| Dates:  | Outcomes**:** |
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| **Any other relevant information:** |
|  |
| **Signed by Referrer:** | **Date form completed:** |
|  |  |
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| **Completed forms should be sent to the CME & Pupil Tracking Team at:**childrenmissingeducation@solihull.gov.uk or cme@solihull.gcsx.gov.ukTel: 0121 704 6663 or 0121 779 1767 |