

CME Referral Form Guidance 2016

What is meant by Children Missing Education?

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated (EHE) or in alternative provision).

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

What are the Risks to Missing Children?

Children who are missing education are at greater risk than those who are seen regularly in school. These risks include:

- Child Sexual Exploitation
- Radicalisation
- Female Genital Mutilation
- Modern Day Slavery
- Forced Marriage
- Domestic Violence
- Honour Based Violence
- Human Trafficking
- Neglect

Leeds City Council Guidelines

The local authority must be notified when a school is to delete a pupil from its register. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this statutory duty as defined in **Keeping Children Safe in Education May 2016, Page 12**.

A child **must not** be removed from a school roll without written authorisation from an Attendance Improvement Officer or a member of the Children Missing Education Team.

When Should School Refer?

Schools should make a CME referral as soon as possible but no later than when the child has been missing from school for 20 days in the following circumstances:

- A child has left the country **regardless** of if a new address and/or new school information has been provided
- A child is rumoured to have moved out of the area
- A child has moved to a different Local Authority and is not on the roll of a new school **within 20 days** of leaving your school

Expectations Prior to Referral

Before referring a child to CME a school is expected to carry out their own investigations. The following may form part of these investigations:

- Completing home visits including speaking to neighbours
- Telephoning parents
- Speaking to school friends and/or their parents
- Requesting copies of flight information
- Asking for the address the family is moving to
- Checking which school a child is expected to attend

Completing the CME Referral Form

Part 1

This part should be completed by a member of staff with access to the following information:

- Pupil details
- Attendance information
- Information provided by the family
- Information about **all** enquiries made

It is **vitaly important** that as much information as possible is included in this section so that the CME team can make appropriate enquiries. If you have letters or emails of communication from the family you **must** send copies with the referral.

Part 2

This must be completed by one of the school's Designated Child Protection Officers. It is important that **any** concerns the school have had be recorded.

For Independent schools and academies please securely email the form to cme@leeds.gov.uk

For maintained schools please see the details below to send the form to the appropriate Attendance Improvement Officer for your area.

Area	Name	Telephone:	Email:
East North East	Joy Fry Tracey Black	0113 2475648 0113 2146250	ENEAttendance@Leeds.gov.uk
West North West	Azmina Ali (Syeda Ali) Tracey Stanley	0113 3782480	Azmina.Ali@leeds.gov.uk Tracey.Stanley@leeds.gov.uk
South	Hedge Thurston Mandy Voller	0113 3951120 0113 3782480	Hedge.Thurston@leeds.gov.uk Mandy.Voller@leeds.gov.uk

Part 3

This part is to be completed by the Attendance Improvement Officer (AIO) who should check that all other sections have been satisfactorily completed. Where a section is incomplete or further information is required the AIO should contact the member of staff named as completing the section.