



Children Missing Education (CME) Policy

Category: Statutory	Approved by: Teaching Learning & Care Committee
Last Approved: November 2023	Next Approval due: November 2026
Initial Review by: Head Teacher	Formal Review by: Teaching Learning & Care Committee
Linked Policies: Child Protection & Safeguarding Policy <i>When monitoring and reviewing we ensure compliance with the school's Equality Policy.</i>	

Adopted Model Policy from West Berkshire Local Authority

Our Christian vision:

Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed all and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.

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1. Summary

West Berkshire Council has statutory oversight for children and young people's education, employment and training up to the age of 18.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by otherwise. Young people aged 17 and 18 are expected to take part in education or training. This is not the same as being of 'compulsory school age' but these young people are expected to undertake educational activity, whether that be through attendance at college, an apprenticeship or in paid employment with a training/educational element. These young people are not classified under Electively Home Educated

Children can become missing from education for a variety of reasons and this policy, and related procedures, recognises that children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. This is linked to poorer outcomes later in life, such as unemployment, homelessness and health issues.

This policy ensures that there are robust procedures in place to quickly identify and locate children missing from education and therefore guarantee that appropriate action can be taken.

It is vital that the importance of effective information sharing between parents, schools and West Berkshire Council is understood to ensure that all compulsory school age children are safe and in receipt of full-time, suitable and effective education.

This policy and procedures should be followed to help ensure that children are identified at the earliest opportunity as not receiving a suitable education, that they are located and supported to return to full-time education as soon as possible.

2. Version Control

Date: June 2023

Review date: July 2024

Version: 2

Classification: Unclassified

Owner: Melissa Perry, Principal Education Welfare Officer

Version	Date	Description
Version 1	July 2016	Policy originally produced in July 2017.
Version 2	January 2023	Complete review of policies in line with statutory guidance and Elective Home Education policy review to improve operational processes

3. Policy Context

This policy is underpinned by legislation and guidance:

- [Children Missing Education, Department for Education Statutory Guidance \(September 2016\)](#)
- [Elective Home Education, Department for Education Guidance \(April 2019\)](#)
- [Children who Run Away or go Missing from Home or Care, Department for Education Statutory Guidance \(January 2014\)](#)
- [Common Transfer File, Department for Education Guidance \(March 2022\)](#)
- [Education Act 1996](#), sections 7, 8, 13, 19, 436A and 437
- [Education and Inspections Act 2006](#), sections 4 and 38
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [Children Act 2004](#)
- [Education Act 2002](#), section 175
- [Every Child Matters, HM Treasury Policy Paper \(2003\)](#)
- [Working together to improve school attendance, Department for Education \(May 2022\)](#)
- Working Together to safeguard children, Department for Education (July 2018)

It should be read in conjunction with other local procedures:

- Elective Home Education Policy
- In-Year Fair Access Protocol
- Exclusion Guidance for Schools
- [Berkshire West Safeguarding Children Partnership](#) – Procedures Manual

This policy applies to all West Berkshire schools and Council Officers who come into contact with children and young people of compulsory school age in order to identify children missing education and those at risk of becoming children missing education should adhere and cooperate within this policy

For the purpose of this guidance, a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

The term 'school' should be taken to mean educational settings where pupils are on roll.

The term "Children Missing from Education (CME)" refers to all children of compulsory school age who are neither on a school roll (CME1), not being educated

otherwise (e.g. privately or in alternative provision) and who have been out of any educational provision for a substantial period of time (usually agreed as four weeks or more) (CME2).

CME are recognised as a vulnerable group of children and can go missing from education for a number of reasons, including (but not limited to):

- Failure to start appropriate provision and, therefore, never enter the education system.
- Failure to return to school following a fixed term exclusion.
- Withdrawal from school by parents.
- Failure to complete a transition between educational settings (e.g. being unable to find a suitable school place after moving to another local authority area).
- Become caught in a variety of complex barriers to education including bullying, family crises such as eviction, homelessness, bereavement or being a carer.
- Cease to attend due to long-term medical conditions or disabilities.
- those at risk of sexual exploitation, including children who have been trafficked to, or within the UK.
- those at risk of criminal exploitation or radicalisation.
- those at risk of 'honour' based violence including forced marriage.

This policy aims to:

- Set out the procedures that should be followed in order to identify CME and take appropriate action.
- Highlight the importance of effective information sharing between parents, schools and West Berkshire Council to ensure that all children of compulsory school age are safe and in receipt of a suitable full-time education.

4. Introduction

This policy ensures that there are robust procedures in place to quickly identify and locate children missing from education and therefore identify what appropriate action can be taken.

Children Missing Education (CME) are recognised as a vulnerable group of children. They are defined as children of compulsory school age who are not registered pupils at a school (i.e. they are not on a school roll) and are not receiving suitable education elsewhere.

There is also recognition that pupils that have missed 20 days consecutive education are also at greater risk and schools have a duty to report them to the Local Authority so that joint plans can be made to support the young person back into education as swiftly as possible and to ensure that there is continuity.

The Local Authority, under section 436A has wider safeguarding responsibilities for children in its area, which should be considered alongside its obligations in relation to CME. This policy aims to support these duties alongside the [Working Together to safeguard children](#) statutory guidance to ensure inter-agency working and promote the welfare of children.

West Berkshire Council fulfils its statutory duty by appointing an officer with responsibility for children missing education, the CME Officer. The CME Officer maintains a list of children known to be missing from education and takes appropriate actions – working with partners where necessary.

5. Identification of CME

Identification of CME are usually identified in one of the following ways:

i. *Notification from an individual or agency*

A referral is received from an individual or agency advising that a child of compulsory school age may be missing education. Examples of when this type of referral may be made are:

- Notification from the Elective Home Education (EHE) Officer that education provided at home is not suitable or there is no evidence of education.
- Notification from another local authority of a child who has moved into West Berkshire.
- Notification from schools that a pupil has not attended for 10 days and again at 20 days.
- Contact from a member of the public.
- Notification via the [school2school \(s2s\) system](#). (a secure Department for Education database which allows schools and local authorities to securely share information)

For this type of referral, schools should complete *Education Welfare & Safeguarding Service Referral Form (Appendix 1)* with as much detail as possible to enable swift action. For individuals and agency referrals, the *Individual/Agency referral for Children Missing Education* form (*Appendix 2*) should be completed.

ii. *Reports from West Berkshire Council Educational Database*

This is where reports from the educational database identify children who are known to the Local Authority, but who do not have a school place. Examples of when this type of referral may be made are:

- Identification through the transition phase (Reception) application process, or first time admissions who have not started at the allocated school.
- Where a school place has been refused and no alternative place has been requested.
- Where parents have gone to appeal for a school place and no alternative place has been sought in the meantime.
- Where a child is not attending the named school in an Education, Health and Care Plan.

iii. *Pupils removed from School Roll at non-standard transition points*

This is where schools and West Berkshire Council Education Welfare Service identify children who have been removed from a school roll and do not have a current educational placement.

Schools may only remove a pupil of compulsory school age from the school roll in accordance with the grounds set out in the [Education \(Pupil Registration\) \(England\) Regulations 2006](#)

Schools must notify the Local Authority when a pupil is removed from roll as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the Local Authority requests for such information to be provided.

The pupil should not be removed from the school roll until the CME Officer or Education Welfare Service has confirmed they can be removed.

iv. *School Absence*

This is where schools identify pupils who have missed 20 consecutive school days, or 10 days following an authorised absence, and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or another unavoidable cause. In instances where there is no justifiable reason for the pupil's absence, the school notifies West Berkshire Council by completing the Education Welfare & Safeguarding Service Referral Form (*Appendix 1*)

6. Children at Particular Risk of Missing Education

Particular care and attention should be taken in relation to certain groups of pupils considered to be at higher risk of becoming missing from education, including:

v. *Pupils at Risk of Harm and/or Neglect*

Pupils may become CME because they are experiencing harm and/or neglect. Where this is suspected, schools should refer to the information in the [Berkshire West Safeguarding Children Partnership](#). Where there are concerns about the safety of a child, the following contact details should be referred to:

Agency	Contact
<i>If it is suspected that there is immediate danger/risk of harm to the child dial 999.</i>	
West Berkshire	Contact Advice & Assessment Service (CAAS) 01635 503090 child@westberks.gov.uk
Emergency Duty Team (out of hours)	01344 351 999 <i>After 5pm or on weekends and bank holidays.</i>
Thames Valley Police	0845 8505 505 www.thamesvalley.police.uk
NSPCC	0808 800 5000 24 <i>hour helpline</i>
Childline	0800 1111 <i>24 hour helpline</i>

vi. *Children in Care*

Pupils who are Children in Care may become missing from education – or at risk of being missing from education. Where schools become aware of this, they should follow the process outlined in *xvi* at page 16.

vii. *Children of Gypsy, Roma and Traveller (GRT) Heritage*

Children of GRT heritage are at higher risk of becoming disengaged from education, particularly during the transition between primary and secondary school. It is therefore vital that schools notify West Berkshire Council when a GRT pupil leaves the school without an identified new school, so that the Local Authority can attempt to facilitate continuity of education. Schools should contact Joanna.hassan@westberks.gov.uk for support and advice in relation to GRT pupils' education.

The Local Authority's school admissions department will also notify the CME Officer of pupils that have not identified or applied for a school following normal admissions rounds.

viii. *Families of Service Personnel and Crown Servants*

Families of members of the Armed Forces are likely to move frequently, both in the UK and overseas – sometimes at short notice. Where this applies to a pupil at a West Berkshire school, the school and/or West Berkshire Council should contact the [Ministry of Defence Children's Education Advisory Service \(CEAS\)](mailto:DCYP-CEAS-Enquiries@mod.gov.uk) by email - DCYP-CEAS-Enquiries@mod.gov.uk or telephone 01908 618244 for advice on making arrangements to ensure continuity of education for pupils when the family moves.

West Berkshire Council's School Admissions Team and/or Education Welfare Service will support families of Service Personnel and Crown Servants to ensure access to, and continuity of, education – taking into account relevant legislation and guidance.

ix. *Missing Children and Runaways*

Children who go missing or run away from home or care may be in serious danger and are vulnerable to criminal/sexual exploitation, abduction and missing education. Where schools have concerns about the safety or welfare of a pupil, they should refer to the contacts listed above.

x. *Children Supervised by the Youth Justice System*

Children who have offended, or who are at risk of offending, are also at risk of disengaging from education. West Berkshire's Youth Offending Service (YOS) is responsible for supervising those children and providing a holistic support package to help them adopt positive behaviours and fulfil their potential. Part of this involves the YOS working with the Education Welfare Service to ensure that children have access to appropriate full-time education.

The YOS has regular sight of the CME register and informs the CME Officer of any children known to not be at school or in receipt of education. A representative from the Education Welfare Service is also invited to attend the YOS's education pupil partnership, as required, to aid early identification of CME.

xi. *Children who cease to Attend School*

Where the reason for a child ceasing to attend school is not known (e.g. if a parent chooses to home educate and does not inform the school and/or Local Authority), West Berkshire Council's Education Welfare Service will investigate the case to ensure that the child is receiving suitable education.

xii. *Children of New Migrant Families*

Children from new migrant families may not have yet settled into a fixed address, or may have arrived into West Berkshire without the Local Authority becoming aware, therefore increasing the risk of CME.

Where agencies become aware of children of new migrant families who may not be in full-time education, they should make a CME referral (***Appendix 2***). This includes instances where staff from West Berkshire Council's Contact Advice & Assessment Service (CAAS) or the multi-agency Early Response Hub become aware of children who may not be in full-time education.

Following a CME referral, West Berkshire Council's Education Welfare Service will investigate the case to ensure that the child is receiving suitable education

7. Reducing Risk of CME

West Berkshire Council has a number of processes and procedures aimed at reducing the risk of children going missing from education. These include:

- Fair Access Protocol
- Regular monitoring of school attendance and audit of school registers by schools and the Education Welfare Service.
- Ongoing monitoring of school exclusions.
- Monitoring pupils' transition from Key Stage 2 to Key Stage 3.
- Monitoring of children on the Local Authority's EHE database.
- Monitoring of Children in Care through the Virtual School.
- Multi-agency meetings to discuss pupils where there are concerns.
- Links between the Education Welfare Service and the Gypsy, Roma and Traveller (GRT) community.
- Advice to schools (e.g. when a pupil's name can be removed from the school roll).
- Joint agency working with pupils at risk of Criminal Exploitation and/or Sexual Exploitation and radicalisation.

8. School Responsibility & Actions

Schools have an important and statutory role in identifying those at risk of missing education. Prior to a referral to the CME Officer schools should consider a number of actions to ensure children do not miss education such as:

- Regular attendance monitoring.
- Form good relationships with families and children.
- Ensure that data is recorded effectively including up to date contact details.
- Have robust procedures in place for first day absence monitoring.
- Have robust policies and procedures in place when concerns are raised that a pupil may be a child missing education and regarding attendance.
- Ensure that pupils are only removed from roll under ANNEX A (*Appendix 3*).
- Ensure leave of absence processes are clear and communicated to all.
- Carry out home visits.
- Ensure reporting to the Local Authority is timely.
- Communicate to parents regularly the importance of school attendance.
- Send letters and contact parents by telephone in the first instance.
- Where there are safeguarding concerns, report using the appropriate channels.

Schools have a statutory duty to notify West Berkshire Council when a pupil's name is added or removed from the admissions register at non-standard transition points.

Schools should notify the West Berkshire Council's School Admissions Service of starters and leavers at non-standard transition points via the school2school (s2s) system and by completing a School Exit Form (*Appendix 4*).

Schools ***must*** notify West Berkshire Council of pupils to be removed from the admission register at a non-standard transition point as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. The Council must be notified of pupils' names added to the admission register at non-standard transition points within 5 days of their addition.

Where a pupil leaves school at a non-standard transition point, schools should generate a Common Transfer File (CTF) via the s2s system within 15 days of the pupil leaving.

Schools ***must*** monitor pupils' attendance through their daily register from the first day on which it has agreed, or been notified that the pupil will attend that school,

and inform the Local Authority of pupils who fail to attend regularly, or have missed 10 days or more without permission.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, that pupil can only be removed from the admission register after the school and West Berkshire Council have jointly made reasonable enquiries to establish their whereabouts. *However, this does not apply where the school has reasonable grounds to believe that the pupil is unable to attend because of sickness or another unavoidable cause.*

xiii. *Transition times – Nursery, Reception, Year 7:*

When a pupil is expected to join the school either at a normal time of starting (Nursery, Reception or Year 7) or at any other time and does not arrive, the school should undertake reasonable enquiries – for example by telephone or letter – to establish the child's whereabouts. The school should contact the Local Authority's Admissions Department to find out if the child has been registered elsewhere. If these actions fail to locate the child, the school should complete a referral form (Appendix 1). The pupil should not be removed from roll until the CME Officer has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated elsewhere/alternative arrangements are being made.

9. CME REFERRAL PROCESS

West Berkshire Council's CME Officer is responsible for working with partner agencies and families to identify and track CME and ensure that children are receiving a suitable education – along with ensuring that the correct regulations and procedures in relation to CME are followed.

When a child of compulsory school age is identified as missing from education, schools should make a referral to the CME Officer using the *Education Welfare Referral & Safeguarding Form (Appendix 1)*. Individuals or agencies outside of school should make referrals using the *Individual/Agency form for reporting children missing education (Appendix 2)*. These forms should be fully completed with as much detail as possible and sent to cme@westberks.gov.uk.

When a referral is made, the child's name is added to the CME register, which is maintained by the CME Officer.

CME referrals are considered at half-termly CME meetings, chaired by the CME Officer. At that meeting, individual cases should be discussed and appropriate action plans agreed.

Where the location of a child is unclear or unknown, West Berkshire Council will make reasonable enquiries via parents; wider family, friend and community networks (which may involve home visits) and other local databases and agencies to establish the whereabouts of the child.

Where initial enquiries do not lead to establishing the location of the child, the Local Authority will use professional judgement to agree next steps. This may include a referral to the police, Children's Social Care, or where there is an international element, the Foreign, Commonwealth and Development Office (FCDO) and include posting the pupil to the s2s database.

If there is evidence to suggest the child has moved to a different local authority, the CME Officer will inform the officer responsible for CME in that area. West Berkshire Council will maintain a record of the child's details until they are either located or reach school leaving age.

In some cases, the Local Authority will issue a 15-day notice to parents in order to satisfy them that the child is receiving a suitable education.

In instances where it is determined that a child is not receiving a suitable education, the Education Welfare Service will work with families to facilitate the pupil's transition back into full-time education and, where appropriate, consider the use of enforcement measures such as issuing fixed penalty notices, School Attendance Orders or prosecution.

10. Elective Home Education

Where parents inform the school that they are removing their child to home educate, the school should contact West Berkshire's EHE Officer, who will take appropriate action as set out in the Local Authority's Elective Home Education Policy.

EHE Officer	Education Welfare & Safeguarding Service Council Offices Market Street Newbury RG14 5LD ehe@westberks.gov.uk
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Where education is not deemed suitable, the EHE Officer will make a referral to the CME Officer using the appropriate form (*Appendix 1*) and the CME Officer will issue a 15-day notice to parents requesting evidence of suitable education.

11. Risk of Not in Education, Employment or Training (NEET)

The CME Officer will send an up-to-date copy of the CME register to the Careers and Participation Officer on a half-termly basis. Where appropriate, the Careers and Participation Officer will attend the CME meeting.

Where the Careers and Participation Officer becomes aware of a child or young person of compulsory school age, but cannot locate them, they will make a referral to the Education Welfare Service to enable further investigations and intervention.

During the summer term of each school year, the CME Officer will identify any children missing education who will reach the end of their statutory schooling and refer them to the Careers and Participation Officer.

12. Considerations for Vulnerable Groups of Children

xiv. *Pupils with an Education, Health and Care Plan*

Where a child with special educational needs and disabilities (SEND) has an Education, Health and Care Plan (EHCP), and becomes missing from education, the Local Authority's SEND Team should be notified by the school and/or the Education Welfare Service, so that the case can be monitored and the child can transition back to full-time education as soon as possible.

xv. *Pupils who are Open to Children's Social Care*

Children's Social Care supports children, young people and families where the threshold for intervention is met. Where a child who is open to Children's Social Care becomes missing from education, the child's Social Worker should inform the CME Officer or Education Welfare Service and vice versa, depending on how this information comes to light.

Should a child who is open to Children's Social Care become missing from education, a representative from Children's Social Care (usually the child's Social Worker) should attend CME meetings and ensure that education is included in the child's Care Plan.

xvi. *Pupils who are Children in Care*

Where a pupil is a Child in Care, schools (particularly the Designated Teacher for Children Looked After) must make the child's Social Worker aware of any unauthorised absence from school. If a Child in Care is at risk of becoming missing from education, or becomes missing from education, the Designated Teacher for Children Looked After must inform the child's Social Worker and the Virtual School. The Designated Teacher for Children Looked After must also make a referral to the Education Welfare Service and an urgent Personal Education Plan (PEP) meeting must be convened.

Appendix 1

Education Welfare & Safeguarding Service Referral Form



Click here to select reason for completing this form

Please complete this form with as much detail as possible and return completed form for Educational Welfare referrals to ewss@westberks.gov.uk, for CME notifications and Pupil Exit notifications to cme@westberks.gov.uk or for De registration to Elective Home Education notifications to EHE@westberks.gov.uk

Pupil Details

Surname	Click or tap here to enter text		
Forename	Click or tap here to enter text		
Other Name(s)	Click or tap here to enter text		
Date of Birth (DD/MM/YYYY)	Enter date here	UPN	Enter text
Home Address	Address line 1		
	Address Line 2		
	Town		
	County		
	Postcode		
Gender	Select from dropdown		
Ethnicity	Click or tap here to enter text.		
Home Language	Click or tap here to enter text.		

Religion	Click or tap here to enter text.		
Primary Parent/Carer			
Name	Click or tap here to enter text.		
Tel Number	Click or tap here to enter text.		
Email	Click or tap here to enter text.		
Other Parent/Carer			
Name	Click or tap here to enter text.		
Tel Number	Click or tap here to enter text.		
Email	Click or tap here to enter text.		
School Details			
Name of school			
Contact Name			
Contact Email			
Education Details			
National Curriculum Year	Enter here	SEN status	Select from options
Currently on roll	Choose an item.		
Reason for removal or deletion from school roll **(Appendix A Regulation 8 of the CME Policy)**	Click or tap here to enter text.		
Date last attended	Click here to enter a date.		
New School (if applicable)			
Name of school	Click or tap here to enter text.		

Contact details	Click or tap here to enter text.
Start date	Click here to enter a date.
Attendance (Please attach registration certificate)	
Current Attendance %	Click or tap here to enter text.

Is this Child/Young Person Currently (Please tick all that apply)			
A looked after child	<input type="checkbox"/>	Refugee/Asylum Seeker	<input type="checkbox"/>
Subject to CP or CIN plan	<input type="checkbox"/>	From GRT Family	<input type="checkbox"/>
In temporary accommodation	<input type="checkbox"/>	Subject to Early Intervention	<input type="checkbox"/>
EAL	<input type="checkbox"/>	In receipt of Pupil Premium	<input type="checkbox"/>
Young carer	<input type="checkbox"/>	Current victim of bullying	<input type="checkbox"/>
Other Agencies Currently Involved with the child/family (Please provide a contact name and email/telephone number for each agency involved)			
Social Care	<input type="checkbox"/>	Education Psychology	<input type="checkbox"/>
Education Welfare	<input type="checkbox"/>	School Nurse/Health	<input type="checkbox"/>
CAMHS	<input type="checkbox"/>	Youth Offending Team	<input type="checkbox"/>
SEN Team	<input type="checkbox"/>	Other (please specify)	enter text

Details for Other Involved Agencies		
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.
Enter agency name	Contact Name	Contact email/Tel number enter text.

Details of Part Time Timetable (Maximum 6 weeks) (if applicable)	
Start date	Click or tap to enter a date.
Hours/days per week	Click or tap here to enter text.
Date back on full timetable	Click or tap to enter a date.

Details of Siblings		
Sibling Name	Date of Birth	School Name
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.
Click or tap here to enter text.	Select or type date	Click or tap here to enter text.

Action taken by school/referrer (Please include dates and details)		
<input type="checkbox"/>	Telephone Call	Click or tap here to enter text
<input type="checkbox"/>	Letter/email	Click or tap here to enter text
<input type="checkbox"/>	Home visit	Click or tap here to enter text
<input type="checkbox"/>	Other (please give details)	Click or tap here to enter text

Please attach the following documents to support this request		
Academic information	Please select	Click or tap here to enter text
Registration certificates	Please select	Click or tap here to enter text
Pastoral reports	Please select	Click or tap here to enter text

Chronology of meetings held, and plans agreed	Please select	Click or tap here to enter text
Other (please state)	Click or tap here to enter text.	

Relevant Personal or Home Circumstances

Please include details regarding parental involvement and family structure and any sensitive information that a worker should know before contacting or visiting the family.
Click or tap here to enter text

Referrer Details

Name	Click or tap here to enter text.		
Service	Click or tap here to enter text.	Position	Click or tap here to enter text.
Email	Click or tap here to enter text.	Tel Number	Click or tap here to enter text.
Date	Click or tap to enter a date.		

Please return completed form for CME notifications and Pupil Exit notifications to cme@westberks.gov.uk

Please return completed form for EHE notifications to EHE@westberks.gov.uk

Appendix 2

INDIVIDUAL/AGENCY REFERRAL FOR CHILDREN MISSING EDUCATION



Please complete with as much detail that is known to you

CHILD NAME		DOB		NC Y	
HOME ADDRESS					
POSTCODE					
CURRENT SCHOOL		DATE LAST ATTENDED			
PARENTS/Carer NAME					
HOME NUMBER		MOBILE NUMBER			
EMAIL ADDRESS					
PARENTS/Carer NAME					
HOME NUMBER		MOBILE NUMBER			
EMAIL ADDRESS					
SIBLINGS NAME				DOB	
SIBLINGS NAME				DOB	
SIGNIFICANT OTHER (e.g. aunt/uncle/grandparent) or EMERGENCY CONTACT DETAILS					
ADDRESS					
PHONE NUMBER					
EMAIL ADDRESS					
Do you know if the child is vulnerable?	YES / NO				
Please outline your concerns:					

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NEW ADDRESS	HOME ADDRESS		POSTCODE:
CONTACT NUMBER			
NEW SCHOOL NAME & ADDRESS			POSTCODE:
CONTACT NUMBER			
REASON WHY YOU THINK THAT THE CHILD IS MISSING EDUCATION – please provide evidence if possible			
Does the parent know that you are making this referral?			

FOR OFFICE USE:

DATE RECEIVED:

Appendix 3 – Annex A

Annex A: Grounds for deleting a pupil from the school admission register	
Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended	
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not, on completing such education, transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix 4

SCHOOL EXIT FORM – For non-standard transfer points



Please complete in FULL

PUPIL NAME		DOB		NC Y	
HOME ADDRESS					
POSTCODE					
CURRENT SCHOOL		DATE LAST ATTENDED			
PARENTS/Carer NAME					
HOME NUMBER		MOBILE NUMBER			
EMAIL ADDRESS					
PARENTS/Carer NAME					
HOME NUMBER		MOBILE NUMBER			
EMAIL ADDRESS					
SIBLINGS NAME				DOB	
SIBLINGS NAME				DOB	
SIGNIFICANT OTHER (e.g. aunt/uncle/grandparent) or EMERGENCY CONTACT DETAILS					
ADDRESS					
PHONE NUMBER					
EMAIL ADDRESS					
Is this child PPG? YES / NO					
NEW HOME ADDRESS				POSTCODE:	

Woolhampton Church of England Primary School
Enabling All To Flourish

CONTACT NUMBER			
NEW SCHOOL NAME & ADDRESS			POSTCODE:
CONTACT NUMBER			
ANNEX A GROUNDS FOR REMOVAL (please specify)		OUTLINE REASON FOR LEAVING	
ADDITIONAL INFORMATION			

FOR OFFICE USE:

DATE RECEIVED: