

**Child Missing Education (CME) / School 2 School Referral Form**

**REFERRAL FROM (School Name/Local Authority)……………………………………………………………………………..**

**CONTACT NAME & NUMBER ………………………………………………………………………………………………………**

**PART A CME / Pupil Tracking**

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| **Pupil Details** | | | | |
| Child’s Full Name |  | | Gender |  |
| Current Address |  | | Date of Birth |  |
| New Address  (moving to) |  | | Date Moved |  |
| Date of Last  Attendance |  | | Ethnicity |  |
| Known Siblings in  Other Schools | Name/s:    School Name/s: | | | |
| Is the pupil known to Children’s Services? Yes/No  Does the child have an EHCP? Yes/No  Is the child eligible for FSM? Yes/No | | Name of Social Worker:  Name of SEND Case Worker: | | |
| Any other relevant information ( SEND, safeguarding concerns, poor attendance, parent non-engagement, communication) | | | | |

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| **Parent/Carer Details** | | | |
| Parent / Carer 1  Full Name: |  | Telephone  Number |  |
| Email Address |  | | |
| Parent / Carer 2  Full Name: |  | Telephone  Number |  |
| Email Address |  | | |
| Home Address  (if different from pupil) |  | | |

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| **Reasonable Enquiries** |
| Please give details of the reasonable enquiries undertaken by the school -Schools must carry out reasonable enquiries  prior to a referral to the LA – please refer to section 1.3 of the referral guidance for information on what reasonable  enquiries should be undertaken by the school; |

**PART B Reason for Pupil Removal from School Roll**

CME guidance 2016[[1]](#footnote-1) states schools **must** inform LA of all pupils removed from their roll. The possible 15 grounds for removing a pupil from the school are set out below – refer to the attached DfE Children Missing Education document for detailed information on each reason.

**Schools** should select (mark as X) the appropriate reason;

***NB: the shaded grey area is for LA only use.***

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| LA approved change  of education  provision  due to SAO |  | **L** | Pupil failed to return  following authorised  leave of absence |  | **H** | Child is not statutory  school age |  | **L** |
| Pupil registered in  another school |  | **L** | Pupil medically unfit to  attend school |  | **L** | Pupil leaving independent  school |  | **H** |
| Pupil on dual roll has  Ceased to attend |  | **H** | Pupil continuously  absent at least 20 days and  cannot locate child  ***refer to section 1.9: what does***  ***the 20 day rule mean for schools***  ***?*** |  | **H** | Permanent exclusion |  | **H** |
| Pupil receiving  Elective Home  Education  ***refer to section 1.7***  ***Parents who have***  ***opted to EHE their child***  ***Complete sections A,B***  ***And E of this form*** |  | **M** | Pupil given custodial  sentence for 4 months  or longer |  | **L** | Nursery child not  continuing to Primary  School |  | **M** |
| Home school  distance is  unreasonable (left area) |  | **H** | Death of pupil |  | **H** | Pupil leaving boarding  school,fees unpaid |  | **H** |

**NO CHILD SHOULD BE REMOVED FROM THE SCHOOL ROLL WITHOUT THE APPROVAL FROM THE ATTENDANCE SERVICE – this approval will be given once statutory checks have been completed.**

**NB: refer to section 1.9 What does the 20 day rule mean for schools? for pupils that have not attended school for 20 days but still reside in Slough.**

**CTF: Once the school has been notified that the child can be removed from roll the school should upload the CTF to Missing Pupils on S2S. This should include pupils that have moved abroad.**

**PART C School to School Transfer**

Schools can complete this section for any pupil moving from your school to another school. 10 days notice is not required to be given to the LA for school to school transfers as long as the new school start date has been confirmed.

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| Child Name: | DOB: |
| Address: | |
| Parents Name and contact number: | |
| New School: | Start Date: |
| Reason Taken off roll: Pupil registered in another school | Date taken off roll: |

**PART D New Starter (In-year)**

DfE guidance for CME (September 2016) states schools must inform LA within 5 days of all pupils taken onto their roll.

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| **Child’s Full Name** | **DOB** | **Start date** |
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**PART E Elective Home Education**

Please complete this section (E) in addition to section A and B for the purpose of EHE pupils;

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| Reason for Elective Home Education:  i.e. bullying allegation, religious/cultural beliefs,  short term measure i.e.COVID, awaiting preferred  school place, dissatisfied with the system |  |
| Information regarding any concerns the pupil had  whilst attending the school |  |
| Confirm the school has discussed the parents  responsibility in respect of EHE and the outcome of  this discussion i.e. parent still intends on EHE for  their child |  |
| **Please ensure a copy of the parents written notification to Electively Home Educate their child is**  **Included with this CME referral form** | |

**Completed referral form to be emailed securely via Egress to** [**pupiltracking@slough.gov.uk**](mailto:pupiltracking@slough.gov.uk)

**It is mandatory to complete the form accurately. Failure to do so will result in the form being returned and the referral being declined.**

1. <https://www.gov.uk/government/publications/children-missing-education> [↑](#footnote-ref-1)