

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

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

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

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| For CME / Pupil Tracking Referrals complete Parts A & B  For School 2 School transfers complete Part C only  For new starters complete Part D only  For non school attendance matters in cases where the whereabouts of the child is known (i.e. still at their home address) this form should NOT be completed -please refer using Attendance PA Referral or Enforcement Referral – please contact the Attendance Service on 01753 787670 for guidance |

**PART A CME / 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 | | Name of Social Worker: | | |
| 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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| **Additional information** |
| Please give details of any other relevant information that might help us locate this child or children |

**Schools please ensure these checks are completed before you send the referral.**

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| **School Action taken –** please provide information on actions school has taken to locate this pupil i.e. home visit, letter sent to home address, spoken to neighbours/other family members + emergency contacts, other schools contacted where any siblings attend; |

**PART B Pupil Removed from School Roll**

CME guidance 2016 states schools **must** inform LA of all pupils removed from their roll

**Please tick relevant box**

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| LA approved change  of education provision  due to SAO |  | Pupil failed to return  following authorised  leave of absence |  | Child is not statutory  school age |  |
| Pupil registered in  another school |  | Pupil medically unfit to  attend school |  | Pupil leaving independent  school |  |
| Pupil on dual roll has ceased  to attend |  | Pupil continuously  absent at least 20 days and  cannot locate child |  | Permanent exclusion |  |
| Pupil receiving Elective  Home Education |  | Pupil given custodial  sentence for 4 months  or longer |  | Nursery child not  continuing to Primary School |  |
| Home school distance is  unreasonable (left area) |  | Death of pupil |  | Pupil leaving boarding school,  fees unpaid |  |

**Date child will be removed from roll: …………………………………………………………………………………...............**

***(Education Pupil Regulations states that the pupil must be absent for at least 20 consecutive days before deleting from roll (on day 21) – contact Attendance Team for further guidance)***

**Date CTF is uploaded to Missing Pupils on S2S: …………………………………………………………………………….**

**(Including those 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)**

New CME guidance 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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|  |  |  |

**Completed form to be emailed 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.**