School Improvement Team
Attendance Service

Attendance Policy

Children Missing
Education
and
Missing Pupils
(family whereabouts unknown)

Guidance and supporting information for schools and partner agencies with Peterborough City Council

September 2014
Contents

Introduction

Advice for schools and other professionals about CME

Definitions

The Legal Framework

Identifying CME

Children most at risk of missing education

Purpose of CME procedures

Who might report a child as CME?

Procedures in response to a CME referral

Common Transfer File (CTF)

Registers: circumstances for removal from school roll

Useful contacts

Flowcharts

Children who have gone missing from a Peterborough School

Children who have gone missing following a leave of absence request

Non-appearance at allocated school following transition offer

Non-appearance at allocated school following in year offer

Children believed to have arrived in Peterborough

Appendices

External LA Referral Form
Introduction

This policy was written by the School Improvement Team (Attendance Service) to:

- Make schools aware of the Local Authority's (LA) responsibilities regarding children missing from education;
- Provide additional information about Peterborough City Council's (PCC) procedures relating to Children Missing from Education (CME);
- Provide a framework for schools and the LA to work together to identify children missing from education and get them back into education.

This document describes the procedures implemented in Peterborough to identify, monitor and track children who are missing from education. Local circumstances and the structure of the LA dictate how functions are delivered and these procedures have been written to assist all professionals who work with children and families in meeting their responsibilities with regards to children missing from education.

Adopting these procedures will also ensure that Children’s Services in Peterborough:

- Meet statutory duties relating to the provision of education and safeguarding the welfare of children missing from education;
- Have robust multi-agency systems in place to identify and track children missing from education or at risk of being so;
- Establish monitoring and reporting systems in respect of children missing from education.

The guidance does not replace any part of the existing Child Protection or Safeguarding procedures that already exist within PCC and they should be followed as appropriate.

If, at any time in the procedures detailed in this document, a child is considered to be at risk of harm, the person with the concerns must make an immediate referral to Children’s Social Care in line with Peterborough Safeguarding Board Procedures.

These can be found at:

http://peterboroughscb.proceduresonline.com/chapters/xscb_contents.html
Advice for schools and other professionals about CME

The LA has a named CME Officer within the School Improvement Team (Attendance Service) who has strategic responsibility for the work of the team in respect of CME. The Strategic Lead (a Senior Attendance Officer), a CME Tracking Officer and a CME Monitoring Officer manage CME cases and advise schools and other professionals about:

- The legal framework for CME;
- Procedures for identifying and reporting CME.

The CME Tracking Officer

- Collates information on all reported cases of CME of statutory school-aged children in PCC maintained schools, academies, free schools, alternative provision academies, special schools, pupil referral units and other settings as appropriate;
- Records all cases on the Capita One database;
- Prepares CME reports including analysis of referrals by source, gender, age etc along with outcomes of CME casework completed by the wider School Improvement Team (Attendance Service) and presents to the Head of School Improvement / Children’s Services Departmental Management Team and / or Peterborough Safeguarding Children’s Board as appropriate;
- Liaises with partner agencies (eg health, housing, DWP etc) and other LAs and schools across and beyond the UK to track pupils who may be missing from education.
Definitions

Statutory guidance means that the LA should follow this guidance, unless there is an exceptional circumstance and reason not to in a particular case.

Statutory guidance on identifying children not receiving suitable education 2013 relates to;

- The Education Act 1996;
- The Education (Pupil Registration) (England) Regulations 2006;
- The Education and Inspections Act 2006;
- The Children Act 2006;
- School Admissions Code 2012 and

Children Missing Education (CME) refers to ‘any child of compulsory school age who is not registered at any formally approved education activity (eg school, alternative provision, elective home education) and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)’.

‘Suitable and efficient’ education refers to an education that achieves what it sets out to achieve and is suitable for the child’s age, ability and aptitude and any other special educational needs that the child may have.

Compulsory school age

A child reaches compulsory school age on or after their fifth birthday. If they turn five between

- 1 January and 31 March, they are of compulsory school age on 31 March;
- 1 April and 31 August, they are of compulsory school age on 31 August;
- 1 September and 31 December, they are of compulsory school age on 31 December.

A child continues to be of compulsory school age until the last Friday of June in the year that they reach sixteen years.

Parent is defined in Section 576 of the Education Act 1996 as:

- All natural parents, whether they are married or not;
- Any person, who, although not a natural parent has parental responsibility for a child or a young person;
- Any person who has care of a child (having care of a children or young person means that the child lives with and is looked after by that person, irrespective of their relationship).

School – for the purposes of this policy school is used to refer to all maintained schools, academies, free schools, independent schools, alternative provision schools or any education provision where a child is registered as their main education base.
The Legal Framework

The Out of School Report (Ofsted 2004) estimated that there are approximately 10,000 Children Missing from Education (CME) in the UK. These children either fail to start in appropriate education provision or simply become lost from school rolls or fail to re-register at a new school when they move area.

‘Missing’ children are amongst the most vulnerable and it is vital that practitioners in all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible.

Children who remain disengaged from education provision are potentially exposed to higher degrees of risk in terms of safeguarding and may also be vulnerable to engagement in antisocial or criminal behaviour, social disengagement and/or sexual exploitation. There is also a higher risk of road traffic accidents for children out of school.

Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006) requires Local Authorities “to establish the identities of children in their area who are not registered pupils at a school, and are not receiving suitable education otherwise than at a school. The LA should consult the parents of the child when establishing whether the child is receiving suitable education.”

Local authorities can use other duties and powers to support their work on CME.

These include:

• Providing suitable full-time education to permanently excluded pupils from the sixth school day of exclusion;

• Safeguarding children’s welfare, and their duty to cooperate with other agencies in ensuring children’s safety;

• Serving notice on parents requiring them to satisfy the LA that their child is receiving suitable education when it comes to the local authority’s attention that a child might not be receiving such education;

• Issuing School Attendance Orders (SAOs) on parents who fail to satisfy the LA that their child is receiving suitable education, and in the opinion of the authority it is appropriate that the child should attend school;

• Prosecuting parents that do not comply with an SAO;

• Prosecuting or fining parents who fail to ensure their school-registered child attends school regularly;

• Applying to court for an Education Supervision Order for a child.

Identifying CME

Some children who are missing from education can be identified and supported back into education quickly; others who have experienced more complex problems face tougher obstacles to getting back into suitable education.

Children can go missing either when they fail to register with a school, or when they fall out of the education system and there is no systematic process in place to identify them and ensure they re-engage with appropriate provision. Their personal circumstances or those of their families may contribute to the withdrawal process and the failure to make a successful transition.

A child is classed as CME if they are;

- Of compulsory school age and
- not on a school roll and
- not receiving a suitable education otherwise than being at school, eg, at home, privately or in alternative provision.

This might be;

- a child who has arrived into PCC from another LA, another country or after leaving a custodial establishment;
- a child who has left private schooling or Elective Home Education (EHE) and wishes to enter the school system;
- a child who is deemed not to be receiving a suitable education whilst EHE.

CME also includes those children who are missing (family whereabouts unknown) and are usually children who are registered on a school roll/alternative provision.

This might be:

- a child who has not taken up an allocated school place as expected;
- a child who has 10 or more days of continuous absence from school without explanation;
- a child who is not at their last known address;
- a child who has left school suddenly and the destination is unknown.
Children most at risk of missing education

Some children who experience certain life events may be more at risk of being missing from education. These might include:

- Children of homeless families, perhaps living in temporary accommodation, houses of multiple occupancy or Bed and Breakfast accommodation;
- Children living in women’s refuges;
- Children subject to a Child Protection Plan;
- Children in new immigrant families who are not yet established in the UK and may not have fixed addresses;
- Children from transient families, i.e. who have experienced high levels of mobility between different education providers;
- Children from a Gypsy / Roma / Traveller background;
- Children for whom English is an additional language;
- Children taken off roll following a lengthy absence due to an extended family holiday in term time;
- Children excluded from school;
- Looked after children / children in care / children who go missing from care;
- Young people who have committed criminal offences;
- Children with long-term medical or emotional health problems;
- Children in private fostering arrangements;
- Unaccompanied asylum seekers and refugees, or the children of asylum seeking families;
- Young runaways;
- Young carers;
- Teenage parents;
- Children entering or leaving the independent schools sector;
- Children who do not receive a suitable education whilst being educated at home;
- Children who have been bullied;
- Children affected by substance and/or alcohol misuse;
- Children with parents/carers with mental health problems;
- Children being sexually exploited/trafficked.
Purpose of CME procedures

These procedures have been designed to help Peterborough City Council to meet its statutory duties relating to the provision of education and the safeguarding and welfare of children.

The implementation of these procedures will be endorsed by all schools in Peterborough, the Peterborough Safeguarding Children Board and partner agencies to ensure that ALL children within Peterborough achieve the Children’s Services vision of “Helping Children to be their Best”, through achieving our key priorities:

- Providing children and families with early support;
- Helping families with problems and keeping children safe;
- Giving the best opportunities to children and young people in care;
- Working in partnership with schools and others to make sure that children succeed;
Who might report a child as CME?

Anyone concerned that a child is missing from education can make a CME referral to the School Improvement Team (Attendance Service) at Peterborough City Council.

Most referrals come from:

**Admissions:**

- If a parent refuses an offer of a school place and no alternative provision is available.

**Schools:**

- If a child has failed to register following an offer of a school place
- If a child has missed 10 or more days of school without suitable explanation or
- If a child has suddenly disappeared and attempts to contact the family have failed.

**CME Officer from another LA:**

- It is believed a child has moved into PCC from their LA.

**Parent/carer:**

- If their child has been permanently excluded and not placed in other provision from the sixth day of exclusion or
- If they feel their child has been subjected to an illegal/informal exclusion.

**Social Worker:**

- If a child is new to the area and there are concerns about the family’s ability to secure suitable education provision.

**Peterborough NHS Trust:**

- If a child is treated and no educational provision is indicated by the parent/carer.
Procedures in response to a CME referral

Referrals should be made using the CME Referral form (Appendix CME2a).

For every referral the CME Tracking Officer will run checks on education/social care databases and liaise with relevant professionals regarding potential child protection/SEN concerns.

Referrals from Schools

Child is on a school roll and has:

- stopped attending and no contact can be made with the parent to establish a reason for the absence (flowchart CME1);

  OR

- ceased to attend the school and the forwarding address/new school is not known (flowchart CME1);

  OR

- has been absent for 10 continuous school days (flowchart CME1);

  OR

- not returned from holiday within 10 school days of the expected date of return (flowchart CME2);

  OR

- informed the school that they are leaving the city (flowchart CME1).

The school should try to establish the family’s whereabouts within 5 school days and carry out all actions in section 1 of the CME referral form before making a referral to the CME Tracking Officer.

The school should ask parents, wherever possible to complete ‘Leaving City Form’ Complete CME referral form and attach Leaving City Form.

Once referred the CME Tracking Officer will:

- Open an involvement on Capita One database;
- liaise with the CME Monitoring Officer;
- liaise with the referrer, if applicable.

Make further enquiries and attempts to locate the family including:

- Checking all relevant databases, including a CAF check where relevant;
- liaising with social care, health, housing and other agencies;
- making contact with other LA’s and CME Officers.

Once the whereabouts of the child are known and education provision has been established, the CME Tracking Officer will contact the school where the child was originally registered, if applicable, to confirm off-roll arrangements.
In cases where the child cannot be located (and there are no immediate safeguarding concerns), the CME Tracking Officer will publish the message on the national school2schools website and Lost Pupils database.

**Child has not registered at a school following an offer of a place:**

There are two separate issues regarding the non-attendance following an offer:

- Non-appearance at allocated school following a transition offer ([flowchart CME3]).
- Non-appearance at allocated school following an in year offer ([flowchart CME4]).

Once referred the CME Tracking Officer will:

- Open an involvement on Capita One database;
- Check social care database;
- Liaise with the relevant Attendance Officer;
- Check all other relevant databases.

**Referrals from other LA’s:**

When another LA contacts PCC believing a child has moved into the authority, the CME Tracking Officer will ([flowchart CME5]):

- Open an involvement on the Capita One database;
- Check social care database;
- Check to see if an application for a school place has been submitted to the Admissions Team or a school place has been offered.

If the child is known to be accessing education or an application has been received the CME Tracking Officer will inform the referring LA who can remove the child from their CME database.

If the child is not known to the Admissions Team, but an address has been given indicating that the family are in the authority, the CME Tracking Officer will liaise with the Admissions Team to ensure that the family know how to apply for a school place. Unless concerns justify an immediate home visit, the initial contact with the family can be by telephone or letter.

If no address is provided by the referring LA and no contact has been made through the Admissions team, the referring LA will be informed so that they can continue to investigate the child as missing education.

**Referrals to other LA’s:**

If a child leaves a PCC school and provides an address in a new authority but no school is known, then the CME Tracking Officer will contact the new authority’s CME Officer using the LA Referral Form.

If the new authority confirms that they have an application from the family regarding the child, or a school place has been offered or the child has been admitted to school, the case can be closed to PCC.

If the new authority is unable to confirm location of the family, the case will remain open to PCC and the CME Tracking Office will continue to investigate the child as missing in education.

**Cases which are more than 2 years old, and where the CME Tracking Officer has completed all appropriate checks, will be closed as CME.**
Common Transfer File (CTF)

The statutory requirement to send the Common Transfer File (CTF) from the previous school to the new school ensures that specific information about a pupil is transferred with them.

The Education (Pupil Information) (England) Regulations 2005 state that information must be sent within 15 school days of the pupil ceasing to be registered at the previous school and, where possible, should be sent to the next school before the pupil leaves their existing school unless the new school is unknown.

When to create a “full” CTF:

- At the point of normal transfer between school phases a separate file should be generated for each school that at least one pupil is transferring to. This file should group together all pupils known to be leaving and then joining the same school;
- A CTF may be generated for a single pupil who transfers schools between school phases;
- A single CTF may be generated to send details of all leavers to the maintaining LA for onward transmission;
- Where a pupil is leaving the school and no destination is known, a file should be generated for each pupil and the destination shown as LA number XXX and school number as XXX;
- Where a pupil is leaving the school and the destination is known to be a school outside of the maintained sector in England and Wales, a file should be generated for each pupil and the destination shown as LA number MMM and school number as MMMM. However, where the pupil is a child whose parents are in the ‘Forces’ and are posted abroad, the pupil is likely to be transferring to a Service Children’s Education School and a CTF should be sent to that school in the normal way;
- There will be occasions when a CTF has to be created for a pupil after they have left the school. This could be on receipt of a request from a subsequent school because a pupil has arrived at that school.

Common Transfer Files for XXX and MMM are loaded onto S2S in the same way as files for schools – the only difference is that these files can only have the details of one pupil to enable individual pupil information to be retrieved.
Registers: circumstances for removal from school roll

A pupil of compulsory school age CANNOT be deleted from the admissions register when:

1. The pupil’s whereabouts are known and the pupil is refusing to attend or the parent/carer is preventing attendance eg on grounds of distance;
2. The pupil has been absent for less than 20 days.

The contents and maintenance of the school registers is governed by the Education (Pupil Registration) (England) Regulations 2006.

If there is in any doubt as to whether a removal from roll is permitted by law, or whether the LA should be informed, please consult the School Improvement Team (Attendance Service) before removing.

Deletions from registers

Regulation 8 enables schools to delete compulsory school-age children from registers only in the following circumstances:

- The school is replaced by another school on a School Attendance Order;
- The School Attendance Order is revoked by the LA;
- Completion of compulsory school age;
- Permanent exclusion;
- Death of the pupil;
- Transfer between schools;
- Pupil withdrawn to be educated outside of the school system;
- Failure to return from an extended family holiday after both the school and local authority have tried to locate the pupil;
- A medical condition prevents their attendance and return to the school before ending compulsory school age;
- In custody for more than four months;
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil;
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

Regulation 12 requires schools to inform the LA of the following deletions of compulsory school age pupils as soon as they become aware of the circumstances and before the deletion is made:

- The pupil’s parents have advised in writing their intention to withdraw their child to Electively Home Educate;
- A pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school;
- The school medical officer has certified that the pupil’s health means they will not return to the school before reaching the end of their compulsory school age: and
- Permanent exclusion.

All schools must provide in line with current legislation any deletions from their register by completing, each month the LA’s ‘Monthly Pupil Absence and Movement Return’ and email to the CME inbox
Long term absence

Unless one of the circumstances in the regulations applies, schools cannot delete pupils if their absence is authorised. They can delete pupils who have at least 20 continuous school days of unauthorised absence; it is not mandatory but both the school and the LA must try to trace the pupil before the deletion is made. It is good practice for schools to commence initial investigation into pupil absence in accordance with their individual attendance policy and procedures.

Regulation 12 requires schools to provide the LA with details of pupils who fail to attend regularly or have 10 days of continuous unauthorised absence and schools should refer to their Local Authority Attendance Officer to commence further enquiries.

The pupil must remain on the school roll until all reasonable enquiries are completed even if this means that the pupil will amass more than 20 days absence.

The outcome of both the school and the LA attempts to trace the pupil will dictate their next steps. Where they are unable to find the pupil, cases must be referred to the appropriate agencies. In agreement with the LA, the school should delete the pupil from the school registers and if it does so, must transfer the pupil’s information to the Lost Pupil Database via the S2S website to safeguard against the child missing his/her education.

When enquiries by either party locate the pupil, action should be taken according to the pupil’s circumstances at the time. This could mean, for example, accessing specialist services, dealing with a transfer between schools, keeping the pupil on the roll and treating the case as one of persistent absence.

If this process is not followed, schools will be required to reinstate pupils back on to their school roll.

For more guidance, please refer to:

Keeping Pupil Registers: Guidance on applying the Education (Pupil Registration) (England) Regulations 2006 – Department for Education

Absence and Attendance Codes: Guidance for Schools and Local Authorities – Department for Education

CME procedures do NOT replace safeguarding procedures for the reporting of Child Protection concerns, which must be observed at all times.
Useful Contacts

School Improvement Team (Attendance Service)
3rd Floor, Bayard Place, Peterborough, PE1 1FB

CME Tracking Officer
Tel: 01733 864028
Attendance Service Business Support
01733 863681

Email: cme@peterborough.gov.uk

Admissions Team
3rd Floor, Bayard Place, Peterborough, PE1 1FB

Tel: 01733 864007

Email: admissions@peterborough.gov.uk
**Children who have gone missing from a Peterborough school:**

**Note:** If there are any child protection concerns or concerns regarding the immediate safety or well-being of a child, social services and police need to be informed **immediately.** In such cases CME procedures should be completed after the referral to social services and police has been made.

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**Possible ‘missing/lost pupil’**

- All relevant checks such as telephone contact, email contact, home visit, contact with new LA* (if known) etc. undertaken by nominated person in school.

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**Pupil not found**

**School to:**

- Letter to last known address advising removal from roll at 20 days
- Common Transfer File to School2School site
- Send any other relevant documents (ie Leaving City Form) to the CME Tracking Officer.

**CME referral form fully completed and referred to CME Tracking Officer.**

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**Pupil found**

- If located in Peterborough, pupil’s name remains on school register until a new education place is secured.
- If pupil located in another LA, deletion from school register can be made following discussion with the Attendance Service.

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**What happens next?**

The CME Tracking Officer registers the child on Capita One database as a ‘Missing’ child. Investigations will continue to try to locate the pupil, engaging the support of other agencies as appropriate e.g. police and social services.

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**IMPORTANT NOTE**

If a school is subsequently informed about the location of a missing child they **must** inform the CME Tracking Officer.

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*It is good practice to make contact with any agency ie new LA etc, that may be able to assist with the location of a child. It also speeds up the removal of the child from the school roll.*
**Children who have gone missing following a leave of absence request:**

**Note:** If there are any child protection concerns or concerns regarding the immediate safety or well-being of a child, social services and police need to be informed immediately. In such cases CME procedures should be completed after the referral to social services and police has been made.

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**Flowchart CME2**

- **Parent requests leave of absence/extended leave**
  - **Leave of absence approved**
    - Child returns on date agreed – no further action
    - School makes reasonable efforts to locate the child
      - If the child does not return within 10 school days of the agreed return date the parent/carer must be informed in writing that their child will be removed from school roll on the 20th school day of absence (20 school days from date of return proved by parent/carer).

  - Child does not return on date provided
    - School makes reasonable efforts to locate the child

- **Leave of absence refused**
  - Child goes on leave
    - Child does not return within 10 school days – school make reasonable efforts to locate the child
  - Child does not go on leave – no further action
    - Child returns on requested date.
      - School may consider a penalty notice

Within 10 working days the school to refer child to CME Tracking Officer
Non-appearance at allocated school following a transition offer:

**Note:** During a normal transition phase (e.g. Reception, Y2-Y3 for separate Infant/Junior Schools, Y6-Y7), a child becomes the responsibility of the new school when the child has been ‘allocated’ a place. All schools need to adopt this principle to prevent children from ‘falling through the net’ and becoming missing/lost.

**Flowchart CME3**

**Child not arrived at allocated school**

- **School to:**
  - Contact family by phone and/or letter
  - Check SAM for current school and liaise with current school re attendance
  - Undertake home visit if no contact or no current school

**5 working days**

- **Pupil arrives at school – no further action**
- **Pupil attending another school**
- **School informs Admissions to remove offer**

**No response from contact or home visit – possible CME**

- **CME referral form completed ensuring all checks completed before referral to CME Tracking Officer**

**5 working days after completion of school checks**

- **Response received but pupil refusing to enrol and/or attend**
  - Attendance Service to pursue School Attendance Order if pupil is of compulsory school age

- **If below compulsory school age inform school and Admissions Team. Admissions are responsible regarding the decision whether to remove the offer or not.**

**IMPORTANT NOTE**

If the child is admitted to the school following a referral they **must** inform the CME Tracking Officer as soon as possible.
Flowchart CME4

Non-appearance at allocated school following an In Year Offer:

Admissions Team offer school place

Child not arrived at allocated school and/or place declined by parent

School to:
- Contact family by phone and/or letter
- Check SAM for current school and liaise with current school re attendance
- Undertake home visit if no contact or no current school

Pupil arrives at school

Pupil attending another school

Response received and alternative provision identified

School informs Admissions of outcome of contact/investigations and request offer to be removed

No response from contact or home visit – possible CME

Response received from contact or home visit. Pupil refusing to enrol and/or attend and no alternative provision identified

CME referral form completed ensuring all checks completed before referral to CME Tracking Officer

Attendance Service to pursue School Attendance Order if pupil is of compulsory school age and no alternative provision identified

CME referral form completed ensuring all checks completed before referral to CME Tracking Officer

If below compulsory school age inform school and admissions offer can be removed

IMPORTANT NOTE
If the child is admitted to the school following a referral they must inform the CME Tracking Officer as soon as possible.

5 working days

5 working days after completion of school checks
Children believed to have arrived in Peterborough LA:

- Notification received from other authority or agency that a pupil may have moved into Peterborough

- Name of child placed on Capita One database by CME Tracking Officer and all checks carried out by CME Team.

- **Child not found**
  - Depending on information received, local checks may continue over next two months

  - Child found
    - Referrer informed that child has not been located in Peterborough by Children Missing from Education Team
  - Child not found
    - Capita One database updated accordingly

- **Child Found**
  - If not on school roll and resident in Peterborough, referral made to the Admissions Team and case remains open until on roll.

- Close

- 5 working days
# CHILD MISSING EDUCATION (CME) Referral Form and Check List

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<thead>
<tr>
<th>Referrer's Name:</th>
<th>Signature:</th>
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### Child Details

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**Does the Child have a statement of Special Educational Need**

- Yes/No

### School Details

### Sibling Details

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### Parent/Carer Details

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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current/Last known Address:</th>
<th>Telephone Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reasons for Referral

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child/Pupil has not taken up offer.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child/Pupil is a no show (new academic year) he/she did not turn up for school on first day.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child/Pupil has not returned from half term break or holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child/Pupil has stopped attending mid-term with no reason - No contact has been made by parents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Other, please provide information:                                                            |
|                                                                                             |
School/Education Provider Checklist*

In all cases the actions in Section 1 must be completed where relevant, prior to referral to Child Missing in Education Officer (CMEO).

**SECTION 1**

<table>
<thead>
<tr>
<th>Absence</th>
<th>Days 1 - 10</th>
<th>Date of Contact</th>
<th>Outcome</th>
<th>Name and Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st day contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have contacted all emergency contacts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informed CSC (CP/LAC) where relevant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiries of wider school community e.g. staff, pupils, friends</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check pupil records</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmed pupil is not attending current school shown on SAM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked with siblings’ schools</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit to last known address by PCSO or School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiries to neighbours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written to parent informing of referral as CME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaving City Form completed and attached if relevant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 2**

<table>
<thead>
<tr>
<th>Absence</th>
<th>Days 10</th>
<th>Date of Contact</th>
<th>Outcome</th>
<th>Name and Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter notifying of removal from roll if no further contact (20 day letter)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send completed CME form to AO/CMEO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CTF Uploaded**

<table>
<thead>
<tr>
<th>CTF uploaded onto S2S Website</th>
<th>Date</th>
<th>Destination = Independent School/Scotland Code: MMMMMM</th>
<th>Destination = Unknown Code: XXXXXXXX</th>
</tr>
</thead>
</table>

*After all enquiries by the school and the LA have been exhausted; removal from the school roll **MUST** be discussed and agreed with the allocated LA Attendance Officer/CME Officer. Removal from roll should comply with the Education (Pupil Registration) (England) Regulations 2006.

*Pupil records **MUST** be retained by the last registered school until requested by a new education provision and archived until the pupil’s 25th birthday.

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