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**People Directorate for Early Start, Prevention & Sufficiency Service - Education Welfare**

**Children Missing Education Form (CME)**

**(Appendix B Regulation 8 - Point 6 and 8)**

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| **PLEASE COMPLETE ALL SECTIONS OF THIS FORM** | | | | | | | | |
| **Date referral made**: | | | | | | | | |
| **Pupil Surname:**  **Alias:** | | | | | **Pupil First Name :**  **Pupil Middle Name:** | | | |
| **Date of Birth:** | | | | | **UPN No :** | | | |
| **Full Postal Address where the pupil normally resides**    **Pupils Future Address :** | | | | | **Names of parents / guardians** **with whom the pupil normally resides full names and DOB if known.**  **1…………………………………..………….**  **Relationship to pupil:**  **2..…………………………………………….**  **Relationship to pupil:** | | | |
| **Contact No Home:** | | | |
| **Contact No Mobile:** | | | |
| **Are there any known concerns related to staff safety in visiting this family/address: YES / NO**  **Please enter any details over the page** | | | | | | | | |
| **Ethnicity / EAL :** | **Gender:** | | | | | **Year Group:** | | |
| **Name of School:**  **Contact name in school:**  **Current % attendance:**  **Please enclose a copy of current attendance register** | | | | | | | | |
| **On Roll:** **YES / NO** | | | **Reason for Removal / Deletion from Roll** (Appendix ARegulation 8 of the CME Policy ) | | | | | |
| **Date last attended school:** | | | | | | | | |
| **Is this child / young person currently: please tick all applicable** | | | | | | | | |
| A Looked After Child | |  | | A Refugee/ Asylum Seeker | | | |  |
| Subject to a Child Protection plan | |  | | From a Travelling Family | | | |  |
| In Temporary Accommodation | |  | | Subject to a EHA | | |  | |
| In a Refuge | |  | | On a Statement of SEND / EHC Plan | | |  | |

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| **Are any of the following agencies known to be currently involved with this child / family please tick if known and provide any contact names and telephone numbers on the additional comments box overleaf** | | | | | |
| Social Care | |  | | Education Psychology |  |
| Education Welfare | |  | | School Health / Nurse |  |
| CAMHS | |  | | Youth Offending Team |  |
| Any other service | |  | |  |  |
| **Please provide** **details of any siblings/family relationships below ~ please ensure to liaise with sibling schools/academies and nursery placements where appropriate** | | | | | |
| **Name** | **DOB** | | **School** | | |
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| ***Please complete this check list below***  ***What is the primary reason for referring this child to your CME? Please indicate where appropriate:***  *Child has failed to take up a place at your school*  *Child’s whereabouts are unknown*  *Parent is fleeing domestic violence*  *Child/family is reported to have left the area*  *Child is reported to have left the UK with parents/carers*  *Child is reported to have left the UK without parents*  *Child has failed to return from an agreed holiday in term time*  *Child has failed to return from an unauthorised holiday in term time*  *Parents have taken child out of school for an extended period without school agreement*  *Child has failed to return after summer holidays and whereabouts are unknown*  *Please provide details of any specific safeguarding concerns you have:*  *Is there a CSE risk? Yes/No/Unknown*  *Please add any other comments* |

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| **Evidence of reasonable enquires In line with the CME policy – page 3** | | | | |
| **Details of recent action taken by school/ referrer** | | | | |
|  | **YES** | **NO** | **Dates / Details** | |
| **Telephone calls made** |  |  |  | |
| **Correspondence**  **- please attach copies of emails/ flight and travel documentation /letters/cpoms messages etc** |  |  |  | |
| **Home visits made**  **- please confirm if the home has been vacated by the family** |  |  |  | |
| **Name of referrer :** | **School / Service :** | | | **Contact no :** |
| **Signed ……………………………………………… Date …………………….…** | | | | |
| **Please send this CME referral form to the Education Welfare Service by E-mail to**  [**CME@barnsley.gov.uk**](mailto:CME@barnsley.gov.uk)  **The Children Missing Education policy can be found at** [**https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/children-missing-education/**](https://www.barnsley.gov.uk/services/children-families-and-education/schools-and-learning/children-missing-education/)  **Barnsley Council/Education Welfare’s privacy statement is available to view at** [**https://www.barnsley.gov.uk/media/8746/early-start-prevention-and-sufficiency-education-welfare-service.pdf**](https://www.barnsley.gov.uk/media/8746/early-start-prevention-and-sufficiency-education-welfare-service.pdf) | | | | |