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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****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) |