

CME Guidance & Checklist for Schools

Timeline	NAME OF PUPIL.....Year Group CLASS	Date sent or done	Date reply/ no reply
	First Day of unexplained absence.....		
From; DAY 1 Of Absence	Normal School Attendance Action to be Undertaken : First day/daily calling is advised for any child who is absent without communication from parent. If the child is subject to a Child Protection Plan, a LAC or a known vulnerable child, Children's Social Care, must be informed at once or in line with agreed CP/LAC or CIN plans. A Child Missing Their Education is a Safeguarding Concern . If a child attends school erratically or ceases to attend school, for 'whatever reason', Schools are expected to undertake action to address this, following School Attendance Action and Safeguarding Procedures, as detailed in the Education Act 1996 and Subsequent Statutory Guidance (Documents Accessible via www.legislation.gov.uk); 'Keeping Children Safe in Education'. 'Working Together to Safeguard Children'. 'Children Missing Education'. Any danger factors and/or the possibility of the child(ren) being exposed to CSE/FGM/Radicalisation and Gang Relations should always to be considered. Schools should undertake liaison with Children's Social Care and or the Police as appropriate.		
From; DAY 2	The school should seek information from all available sources; For example; Emergency contacts previously supplied by the family, staff, other parents, pupils. Other schools where siblings are known to attend, who may be aware of the family's circumstances as they may know, for example, that the family were intending to move or go on holiday. (Admissions can provide sibling information). Use all forms of communication as possible and 'keep records' (e-mails/telephone calls/letters). If applicable, use translation services.		
From; DAY 3	Where no communication has been received and/or no information has been obtained: Home visit to be undertaken by school staff to ascertain 'child is safe'. - If no response, a letter should be hand delivered, requesting contact and advising that if necessary, liaison with Children's Social Care and the Police will be initiated. - If schools are aware of any siblings at other schools, ring siblings schools to check for updated contact phone numbers and to see if they have any additional information.		
Between Day 3 & 10	School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try and establish the whereabouts and safety of the child (ren) School's to contact known involved agencies, seeking information; - School's to contact Children's Social Care (MASH Team) advising of concern and requesting any known information. - SEN, School Nurse, Health visitors, GP, Internal/external partner agencies & Housing etc....		
DAY 11	If there is no response to letters/email/phone messages and home visits - The school must liaise with their AAO (where applicable) or the CME Officer. Joint reasonable enquiries should be undertaken School must send a letter to last known address advising of the possible removal from roll of the pupil, following 'twentieth' day of unauthorised absence. (Advising the parent/carer of that date). - School to request parent/carer makes contact with the school. Where appropriate seek advice & assistance from the Greenwich Child Missing Education Officer.		
Between day 11 & 20	School to continue with their actions and enquiries adhering to School Action/CME and Safeguarding Procedures, to try and establish the whereabouts and safety of the child (ren). - School to Continue to undertake school action to address absence. - School to discuss with their AAO (where applicable) whether a referral to the AAS would be appropriate, ie... In the case of 'Extended Leave of Absence' - AAO/CME Officer to support school in undertaking 'Joint Reasonable Enquiries'.		

Between day 15-& 20	If no communication received from parent/carer and/or child(ren) has not returned; School to communicate (via Telephone/Email) with the CME Officer advising that the school intend to remove the pupil from roll on the identified date, should the pupil not return before-hand, seeking any additional advise/support.		
DAY 21	Whereabouts still unknown/child has not returned: Pupil(s) can lawfully be deleted from the Schools Admission Register as at the end of the 20th day as long as the ‘Grounds for Deletion’ under Regulation 8 of the Education Regulations 2006 as amended (Education Act 1996), have been met’. - The Head teacher/Proprietor of the Educational Establishment with responsibility for the contents of the Admissions Register, authorises the decision to remove the child(ren) from roll. - School to send a letter to the last known address informing parent/carer that pupil is now off roll and referred to the Greenwich CMEO as a ‘Child Missing Education’. - School to inform parent/carer that Children’s Social Care and the Police will be notified. - School to advise parent/carer of school place re-application process, should the family return to area (UK).		
DAY 21	Referral to be sent to the CMEO via e-mail cc’d to schools AAO (if appropriate) children-missing-education@royalgreenwich.gov.uk ❖ Schools are to attach a copy of this checklist, all correspondence/communications and an attendance certificate for the current and previous academic years, to the referral.		
Upon Receipt Of the CME Referral	School (copy to Schools AAO) receive confirmation from the CMEO that the referral has been accepted and that the pupil(s) will be placed on the CME database. Please Note; ❖ If the CME procedure has not been followed appropriately and in accordance with legislation/regulations and statutory guidance, the referral will be returned to the school, with the requirement that the pupil’s name is reinstated on the school roll.		
DAY 21 Onwards	School Administrator to undertake within 5 days : - Royal Greenwich On/Off roll webpage form to be completed http://www.royalgreenwich.gov.uk/schoolreportingform School Administrator to undertake within 15 days : - Upload on to CTF & S2S websites, entering (appropriate code) into the destination field, ‘Lost Pupils’ Database, so any new school will be able to make contact.		

Exceptions to making a ‘Greenwich’ CME Referral

Pupil advised to have moved to another Local Authority in England

- If you are made aware that a child is moving to another Local Authority, will not be returning to your school and you have the new address and/or school, please complete schools pupil files/database with all relevant information and advise the appropriate receiving Local Authority.
 - Schools AAO or the CME Officer can assist with contact details of the appropriate LA.
 - Once you have confirmation that information has been put on to their database, you may remove the child from roll and complete the Royal Borough of Greenwich ‘On/Off roll – School Reporting’ web form.
 - Upload the pupil details, normally via School2School/CTF.
- If the pupil moves to a new address in another Local Authority, without an identified school and the distance to travel is deemed too far, then the parent should be advised to contact the Admissions Department of the new authority to establish a school place.
 - The above actions would still be followed
 - A CME referral is completed and sent to the new Local Authority.

Pupil believed/advised to moving abroad;

- If you are aware of a child who is relocating abroad, you need to obtain a forwarding address, name of the school and any proof you can get regarding the relocation ie... proof of flight/ferry details.
 - Once this information has been obtained, the school are required to e-mail/contact the school named, for confirmation that the pupil(s) are on roll/to be offered a school place.
 - Proof of the pupil/family relocating abroad, is required before they can be removed from roll.
 - As long as whereabouts established, follow action for removal from roll, as above.
- ‘Gone abroad’ is not enough to warrant off rolling without checks being made beforehand.
- If information/proof regarding the whereabouts of the family having moved abroad, is not provided/made available, please follow the CME guidelines.

If Pupil Located Following a CME Referral

- If the school subsequently receives information as to the whereabouts of a pupil, previously referred as a CME, they are requested to contact the CME Officer immediately, advising them accordingly, so that investigations can cease and records amended.