**CME Referral Form Guidance 201****7**

# What is meant by Children Missing Education?

Children Missing Education (CME) are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise (e.g. privately, electively home educated/EHE or in alternative provision).

All children, regardless of their circumstances, are entitled to a full time education that is suitable for their age, ability, aptitude and any special educational needs they may have.

# What are the Risks to Missing Children?

Children who are missing education are at greater risk than those who are seen regularly in school. These risks include:

|  |  |
| --- | --- |
| * Child Sexual Exploitation * Radicalisation * Female Genital Mutilation * Modern Day Slavery * Forced Marriage | * Domestic Violence * Honour Based Violence * Human Trafficking * Neglect |

# Leeds City Council Guidelines

Any child referred to CME **must not** be removed from a school roll without written authorisation from an Attendance Improvement Officer or a member of the Children Missing Education Team.

# When should school refer to CME?

Schools should make a CME referral as soon as possible, but **no later** than when the child has been missing from school for 20 days in the following circumstances:

* A child has left the country **regardless** of if a new address and/or new school information has been provided
* There is reasonable evidence to indicate a child has moved out of the Leeds local authority area and their whereabouts are unknown
* Where a child is reported or believed to have moved to a different Local Authority area but is not confirmed to be on a school roll in the new area
* Where a pupil has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for twenty consecutive school days, and reasonable enquiries have failed to establish the whereabouts of a child and the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

# Expectations Prior to Referral

Before referring a child to CME a school is expected to carry out the following investigations:

* Completing home visits including speaking to neighbours to confirm the family has left
* Telephoning all known contacts
* Speaking to school friends and/or their parents
* Requesting copies of flight information
* Asking for the address the family is moving to
* Checking which school a child is expected to attend
* Requesting working contact details for parents including email addresses

# Completing the CME Referral Form

## Part 1

This part should be completed by a member of staff with access to the following information:

* Pupil details
* Attendance information
* Information provided by the family
* Information about **all** enquiries made

It is **vitally important** that as much information as possible is included in this section so that the CME team can make appropriate enquiries. If you have letters or emails of communication from the family you **must** submit copies as well as the CME referral.

## Part 2

This must be completed by one of the school’s Designated Child Protection Officers. It is important that **any** concerns the school have had be recorded.

For Independent schools and academies please securely email the form to [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk)

For maintained schools please see the details below to email the form to the appropriate Team Managers for your area. (Please ensure this is done securely)

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Name** | **Telephone:** | **Email:** |
| East North East | Joy Fry  Tracey Black | 0113 3782480 | [ENEAttendance@Leeds.gov.uk](mailto:ENEAttendance@Leeds.gov.uk) |
| West North West | Azmina Ali (Syeda Ali)  Tracey Stanley | 0113 3782480 | [Azmina.Ali@leeds.gov.uk](mailto:Azmina.Ali@leeds.gov.uk)  [Tracey.Stanley@leeds.gov.uk](mailto:Tracey.Stanley@leeds.gov.uk) |
| South | Mandy Voller | 0113 3782480 | [Mandy.Voller@leeds.gov.uk](mailto:Mandy.Voller@leeds.gov.uk) |

**Part 3**

This part is to be completed by the Local Authority Attendance Improvement Officer (AIO) who has been allocated the case and should check that all other sections have been satisfactorily completed. Where a section is incomplete or further information is required the AIO should contact the member of staff who completed / should have completed that section.