

## CHILDREN MISSING EDUCATION (CME)

**To be completed for all pupils missing from school roll for the last 20 school days** and for whom you have not received a CTF request from a new school. Not to be used to remove pupils with poor attendance.

### **BEFORE TAKING THE PUPIL OFF ROLL**

#### **Checklist of action to be taken by school staff to locate the pupil(s)**

##### **Week 1**

- Check internal school records, class teacher, SENCO, HOY, Health, Learning Mentor etc
- Check with friends, siblings and relatives of the child.
- Telephone calls made/letters sent.
- If other agencies involved; notify as soon as concern arises.

##### **Weeks 2/3**

- Home visit must be completed by school or other agency instructed by the school.

##### **End of Week 4 (20 school days)**

- Submit form to LA and complete CTF.

**Please give details of action taken before signing and submitting this form**

Name of school:		
UPN N°:		
Name of pupil:		Date of birth:
Last known home address (including postcode):		
Year Group:	Pupil Ethnicity:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Full name of parents/carers:		
Parents contact telephone numbers:		
Date last attended school:	Percentage school attendance: %	

<p><b>Date the pupil has been deleted from the school roll:</b></p> <p>Date taken OFF Roll:  ...../...../.....</p>	<p>What grounds * have been used for the deletion. (See Annex A below)</p> <p>ITEM NO:  .....</p>
<p><b>* In accordance with Regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016 which specifies the grounds under which schools can lawfully remove a pupil's name from their admission register.</b></p>	
<p>New address/location area (if known):</p>	
<p>Details of home visit: (this must be completed prior to referral)</p>	
<p>Outcomes of enquiries made by school:</p>	
<p>Are there safeguarding concerns? If yes, have you referred these to MASH?</p>	
<p>Any other relevant information:</p>	

- (a) The school must still maintain ownership of the pupil's records until advised by CME Officer. Removal from roll must comply with DfE Registration Regulations and the LA's procedure.
- (b) Non traded schools can request a CME home visit at a fixed charge of £25
- (c) The school must create a Common Transfer File (CTF) and upload electronically onto the 'Lost Pupil database' via the (S2S) website.
- (d) Once completed this form should be submitted by e-mail to: [cme@bury.gov.uk](mailto:cme@bury.gov.uk)

Signature of Head Teacher: ..... Date: .....