

CME Flow Chart for Schools

Child fails to attend school – up to 10 schools days and no reason provided.

School Attendance Policy procedures should be followed during this time, including contact with parents and others by telephone and email and might have included a home visit, to establish the child's whereabouts and a reason for the absence. Please utilise the emergency contact list, speak to school friends, contact other agencies involved, Social Worker if at CP/CIN.

CME Home visit to be completed.

House appears empty, i.e. void of furniture or belongings, bins unemptied. Leave a calling card. Knock on neighbours and ask about the family's whereabouts and when they left, **but do not breach GDPR.**

No answer at the property, leave a calling card requesting contact from the home occupier. This will help to establish if a new tenant is living at the address.

Family is present at home. Follow non-attendance procedures, as this is an attendance issue.

The family are abroad for an extended period and have not returned as agreed OR a return date was not provided at the outset. Establish and maintain lines of communication with the family to confirm a return date. Speak to friends and relatives if the family do not return when expected. If a confirmed return date is provided or the delay is unavoidable, please retain on roll and review under Regulation 8 (1)(f). If no return date is provided, school can set a date of return and review. School to make a factual judgement about whether the family may have moved away permanently.

2nd CME home visit to be completed, and a further message left.

If after 20 school days and no confirmed destination school is known.

CME referral to be submitted to: cme@bury.gov.uk

Please provide details and outcome of the reasonable enquiries carried out above.

The pupil can be removed from school roll if grounds under **Regulation 8 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016** has been met. Please state grounds used for removal. A Deletion from School Roll Notification Form should also be sent to: onandoffroll@bury.gov.uk

***Any removal from school roll which does not adhere to Regulation 8 is unlawful and would be considered as illegal Off Rolling.**