

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: %	

