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 Nº: | | | | | |
| Name of pupil: | | | Date of birth: | | |
| Last known home address (including postcode): | | | | | |
| Year Group: | Pupil Ethnicity: | | Gender: | | |
| | | | Male 🔙 | Female 🔙 | |
| Full name of parents/carers: | | | | | |
| Parents contact telephone numbers: | | | | | |
| Date last attended school: | | Percentage school attendance: | | | |
| | | % | | | |

| Date the pupil has been deleted | What grounds * have been used for |
|--|--|
| from the school roll: | the deletion. (See Annex A below) |
| Date taken OFF Roll: | ITEM NO: |
| // | |
| * In accordance with Regulation 8 of the (England) (Amendment) Regulations 20 which schools can lawfully remove a puregister. | 016 which specifies the grounds under |
| New address/location area (if known): | |
| Details of home visit: (this must be com | pleted prior to referral) |
| Outcomes of enquiries made by school: | |
| Are there safeguarding concerns? If yes, | , have you referred these to MASH? |
| Any other relevant information: | |
| Removal from roll must comply with Df (b) Non traded schools can request a CM (c) The school must create a Common T Pupil database' via the (S2S) website. | ership of the pupil's records until advised by CME Officer. E Registration Regulations and the LA's procedure. E home visit at a fixed charge of £25 Transfer File (CTF) and upload electronically onto the `Lost submitted by e-mail to: cme@bury.gov.uk |

Signature of Head Teacher: Date: