

Children Missing Education Policy and Procedure

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1 Introduction

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

This policy and procedure document sets out key principles that enable the London Borough of Camden to adhere to the Department for Education (DfE) Children Missing Education (CME) guidance in identifying children who are not registered pupils at a school and are not receiving suitable education otherwise.

At the London Borough of Camden, the CME work is undertaken by the Attendance & Children Out of School Team (ACOS). There is a named CME Lead Officer as per the DfE guidance that is placed within this team.

This policy is in line with the CME DfE statutory guidance (August 2024)
<https://www.gov.uk/government/publications/children-missing-education>

This duty only relates to children of compulsory school age (5-16).¹

Arrangements made under section 436A also play an important role in fulfilling the local authority's wider safeguarding duties. This guidance does not replace any Child Protection procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns are to be observed at all times.

2 Children Missing Education (CME) Definition

CME are children of compulsory school age who are not:

- registered pupils at a school
- receiving suitable education otherwise than at a school

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation (including travel to conflict zones), and becoming NEET (not in education, employment or training) later in life.

3 Children at particular risk of missing education

There are many circumstances where a child may become CME, therefore it is vital that each CME case is judged on its own merit. Although not exhaustive, the list below presents some of the circumstances where children are at particular risk of missing education:

- Pupils at risk of harm/neglect
- Children of Gypsy, Roma and Traveller (GRT) families
- Children of Service Personnel
- Missing children and runaways
- Children and young people supervised by the Youth Justice System

¹ A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

- Children who cease to attend a school
- Children of new migrant families
- New arrivals in the borough, either from another Local Authority (LA) or from abroad
- Failure to start appropriate provision and never enter the system
- Stopped attending, due to illegal exclusion or withdrawal by parents/carers
- Failure to complete a transition between schools
- Children experiencing mental health problems/ Medical Needs
- Children at risk of a forced marriage
- Children at risk of Female Genital Mutilation (FGM)
- Children experiencing abuse and neglect
- Unaccompanied asylum seekers
- Looked after Children (LAC)
- Young Carers

4 Roles and responsibilities

4.1 Local Authorities

LAs have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise.

The LA should consult the parents of the child when establishing whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision (AP). Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving a suitable education.

LAs should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. As stated in the Introduction, this role is fulfilled by the Children Missing Education Lead Officer within ACOS.

Some children who are missing from education can be identified and supported back into education quickly; other children who have experienced more complex problems face tougher obstacles to getting back into suitable education. When developing policies and procedures for children not receiving a suitable education, LAs should consider the reasons why children go missing from education and the circumstances that can lead to this happening.

LAs should have in place arrangements for joint working and information sharing with other LAs and agencies. Individual LAs can determine the specific detailed arrangements that work best in their area that not only meet this statutory duty but also enable them to contribute to a range of work aimed at improving outcomes for children.

Where there is concern for a child's welfare, the LA's safeguarding procedures should be followed. If there is reason to suspect a crime has been committed, the police should also be involved. **Where there is a concern that a child's safety or well-being is at risk, there is an obligation to take immediate action.**

4.2 Parents

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may [elect to educate their children at home](#) and may withdraw them from school, unless they are subject to a [School Attendance Order](#)

Further information regarding School Attendance Orders can be found on the link below <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>

4.3 Schools

[DfE Statutory Guidance](#) states that “**All schools** (including academies and independent schools) must notify their local authority when they are **about** to remove a pupil’s name from the school admission register under any of the fifteen grounds listed in the regulations ([Appendix 1](#)). This duty does not apply when a pupil’s name is removed from the admission register at standard transition points”

*“All schools must also notify the local authority **within five days** of adding a pupil’s name to the admission register at a non-standard transition point”*

“Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil’s name from the register”

Schools must notify the LA of children that have been added or removed from the school register, in line with the DfE timescale, by submitting the returns form “Statutory On/Off Roll Return at Non Transition Points” ([Appendix 2](#))

It is the responsibility of the home school to confirm with the destination school that the child is on their roll. The home school must only remove the child’s name from the admissions register once the child has been added onto the destinations school register. The off roll date must not be backdated.

For CME that have moved an unreasonable distance, it is the responsibility of the school to obtain the new address and notify the CME Lead Officer. Children must only be removed from roll once the destination LA has confirmed receipt of notification. The off roll date must not be backdated.

DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

CME notifications do not apply for children who have left the country, unless the school has reason to believe this may not be the case. If there are safeguarding concerns, then a referral to MASH must be made.

If a child is absent from school and their whereabouts is unknown, their name must only be removed from the school admission register once the school and Attendance and Children Out of School Team (ACOS) have failed, after **jointly** making reasonable checks, to establish the whereabouts of the child ([Appendix 3 and 4](#)). Schools must notify the CME Lead Officer of any such cases immediately, by completing and returning the [CME notification form](#) together with [Evidence of Checks Undertaken form](#).

As stated in the [School Attendance Guidance](#) “schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.”

If a child fails to attend on the expected first day, the school must follow their non-attendance procedures to trace the child. The school can seek advice from ACOS. **Cases such as these are not deemed CME.**

4.4 Children Missing Education Lead Officer

As recommended in the DfE CME Statutory Guidance, the London Borough of Camden has a named Local Authority CME Lead Officer. Their responsibilities include:

- Receiving all CME notifications
- Maintaining a register of all children reported as missing from education
- Tracking children until they are placed into suitable education ([Appendix 5](#))
- Receiving and monitoring statutory on/off roll returns

5 Notification Sources

Established CME notification routes in the borough include:

- CME notification form, which captures the core information about a child who is residing in the LA. ([Appendix 6](#))
- Direct notifications from parents/family members
- Weekly Out of School report from the in-house database – identifies children that key stakeholders in the authority have marked as CME
- Returns for “Statutory On/Off Roll Return at Non Transition Points” form
- DfE S2S Database/ Lost Pupil Database

6 Tracking Processes

CME tracking processes include:

- A CME register with core information of children who are not currently in suitable education, including the monitoring of children where an EHCP * application has been made
**Camden’s SEN service leads on monitoring and placing children with an EHCP*
- A live report of CME which includes a RAG rating system for known vulnerabilities and length of time out of education
- Returns from Camden schools giving details of children who have been added and deleted from the school register
- Regular contact with families until the CME is in receipt of suitable education

- Where there is evidence to suggest that the child has moved to a different LA, the named CME Lead Officer in the destination LA will be notified. ACOS will maintain a record of the child's details until receipt of notification is confirmed.
- A process with agreed timeframes for untraceable CME ([Appendix 7](#))

Most CME will reintegrate back into mainstream education. For those unable to be placed through the usual In Year Admissions process, the following routes are available:

- Fair Access Panel
- Primary Inclusion Forum
- School Inclusion Panel (Medical Needs)
- Camden Centre for Learning Referral Panel
- Camden Pathways (Alternative Provision)

7 Key stakeholders and agencies (statutory and non-statutory)

In line with the DfE CME guidance, there is a requirement that the following stakeholders share information about CME:

Camden Services

- Housing Department
- Schools/School Admissions
- MASH (Multi Agency Safeguarding Hub)
- Early Help
- SEND
- Elective Home Education (EHE)
- Attendance and Children Out of School Team (ACOS)
- Youth Offending Service (YOS)

Other

- Parents/Carers/Family Members/Friends
- Out of Borough Schools
- Local Authorities
- General Practitioners/Medical professionals
- Specialist Agencies/Charities

8 Enquiry Systems

To assist with the tracing of a CME, ACOS has access to the following:

- Impulse In-House Database
- Camden Resident Index
- MOSAIC Database/MASH
- Housing information (on written request)
- Council Tax information (on written request)
- Youth Offending Service (YOS) (on written request)
- Health/NHS Spine Database (on written request)
- DfE Get Information about Pupils (GIAP) database
- Home Office Movement Search and HMRC Search

9 DfE S2S Database/ Lost Pupil Database

[The DfE School to School](#) (S2S) database is a secure way to electronically transfer the common transfer file (CTF) to any other maintained school.

S2S contains a lost pupil's report of pupils who either move outside the English maintained system or leave a school without providing information about their new school. This database gives the functionality for local authorities to search for information on pupils arriving into their local authorities for whom no CTF has been received.

The Children Missing Education Lead Officer regularly accesses this database to check and follow up on CTF transfers that are pending.

10 Untraceable CME

Most CME are located and placed in educational provision. For those that remain untraceable, reasonable checks are carried out in a timely manner and recorded on the LA database (Impulse). Case closures are agreed with line managers. ([Appendix 7](#))

11 CME Promotion

In line with the DfE CME Statutory Guidance, ACOS regularly raises awareness to promote their CME policies, procedures and notification routes to key stakeholders and agencies. In addition, the named officer promotes CME practice and procedures via school forums.

The Children Missing Education Lead Officer attends the London CME Network meetings to reflect on current issues and share best practice.

12 Children who remain out of education

ACOS aims to reintegrate CME into suitable education within 8 weeks. However, on the rare occasion where there are no vacancies in Camden schools, CME may be referred to the Fair Access Panel (FAP) for secondary aged children or Primary Inclusion Forum (PIF) for primary aged children. The panel would make a collective decision on naming a suitable school for the child.

13 Safeguarding

It is important that all agencies and practitioners working with children recognise their responsibilities regarding CME and the implications for safeguarding children. It is the responsibility of every individual to ensure that children are re-engaged back into education provision as a matter of priority. Processes include:

- Effective information sharing between parents, schools and local authorities
- Cross checking CME cases with MASH
- Uploading of a weekly report of CME onto a secure database for MASH to cross check
- An immediate referral to MASH (or [police](#) if necessary) if any known or new safeguarding concerns arise

Removal from School Roll Explanation

Prescribed grounds under which pupils can be taken off-roll and notification to the Local Authority Education (Pupil Registration) (England) Regulations 2006.

Regulation 8 sets out the criteria under which compulsory school-aged children can be removed from school roll, summarised as follows:

Ground A - The pupil has been registered at another school

Where a pupil has been registered at another school, unless:

- a school attendance order naming the school is in force in relation to the pupil
- the pupil is a mobile child and the school is their main school
- the school has agreed with a person with control of the pupil's attendance at the other school that the pupil should be registered at more than one school
- the school itself has control of the pupil's attendance at the other school and has decided that the pupil should be registered at more than one school

Ground B - The pupil has not continued at the school following completion of nursery education

Where a pupil has been admitted to the school to receive nursery education and on completing nursery does not continue into reception (or more senior class).

Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Where a pupil is registered at one or more other schools, and:

- the school does not have reasonable grounds to believe that the pupil will attend the school again, each school where the pupil is registered has given consent to the deletion
- there is no school attendance order naming the school in force in relation to the pupil
- the pupil is not a mobile child, or if they are, the school is not their main school

Ground D - The pupil has a school attendance order which has been changed to name another school

Where the pupil is the subject of a school attendance order that previously named the school, but another school has now been named on that order instead.

Ground E - The pupil had a school attendance order which has been revoked

Where the pupil was the subject of a school attendance order naming the school, but the order is revoked because the local authority that made the order is satisfied that arrangements have been made for the child to receive suitable full-time education for their age, ability and aptitude and special educational needs somewhere other than at a school.

Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Where the pupil's parent has informed the school in writing, that the pupil will no longer attend the school after a certain day and will receive education otherwise than at a school and that day has passed, and there is no school attendance order naming the school in force in relation to the pupil.

It would not be appropriate for school staff to encourage EHE as a solution to difficult issues as this is unlikely to be in the best interests of the child). The school - not the parent - has a legal duty to notify the local authority when deleting a child from roll under this criterion. An EHE notification must be sent by the school to EHE@camden.gov.uk

[Educating your child at home - Camden Council](#)

Ground G - The pupil no longer normally lives a reasonable distance from the school

Where a pupil no longer normally lives a reasonable distance from the school, the school does not have reasonable grounds to believe the pupil will attend the school again, and the pupil is not a boarder at the school.

In circumstances where parents are moving away and withdrawing their child but are unable to say how their child will continue with their education, for example, the family are relocating but have not been able to secure a place at a new school in advance, once the pupil has completed their final day at school and moved out of the area, the school must delete the pupil's name from the admission register and the pupil's information should then be transferred to the Lost Pupil Database via the S2S system.

School must obtain details of the child's new address and refer to the CME Officer to enable a CME notification to the destination local authority and reduce the risk of the child falling out of the education system. Children must only be removed once the destination LA has confirmed receipt of notification.

Where a parent has notified the school that the child is leaving the country and the school has reason for concern under safeguarding then a referral to MASH must be made. Children who leave the county are not deemed as CME.

Reasonable distance

DfE does not define reasonable distance because each case depends on the family situation and the geography of the area for example, the parent's ability to get the child to the school, a safe walking route or the accessibility of local transportation.

Ground H - The pupil has not returned following a leave of absence

Where a pupil has been granted a leave of absence and:

- the pupil has not attended school within the ten school days immediately after the end of the period that the leave was granted for,
- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but they have not succeeded, or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps that could be taken (either jointly or separately) to secure the pupil's attendance.

Ground I - The pupil has been continually absent from school for 20 school days

At no time was the absence during that period authorised by the school.

- the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause, and
- the school and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances, but they have not succeeded, or they have succeeded but they agree that there are no reasonable grounds to believe that the pupil will attend the school again, taking into account any reasonable steps they could take (either jointly or separately) to secure the pupil's attendance.

Pupils who have been located but have not returned to school.

Where a pupil has been located and their circumstances discovered but they have not returned to school, a joint decision is required between the school and the local authority before this ground is used. Both must agree that there are no reasonable grounds to believe the child will return to the school, even with reasonable support and/or enforcement to try to cause their return to school. This means the final criterion will be met very rarely, usually when a pupil has been out of the country for a prolonged period and there are no signs of the pupil returning.

This ground cannot be used in any case where the pupil could reasonably be supported to return to school regardless of whether that support has been provided. It cannot be used where a pupil is absent because of a health reason. It also cannot be used in cases where attendance legal action to cause the pupil to return to school could reasonably be taken instead. In such cases, the appropriate support or enforcement should be taken rather than the pupil's name being deleted from roll.

Ground J - The pupil is detained under a sentence of detention

Where a pupil is found guilty of a crime and detained under a sentence of detention, before the pupil's name can be deleted from the admission register the school must have reasonable grounds to believe the pupil will not return to the school once they are released. This must be decided on a case by case basis after considering whether the pupil will return at the end, or part way through their sentence (e.g. where part is served on licence in the community).

In determining whether there are reasonable grounds to believe the pupil will return to the school following their detention, it is expected that schools will discuss this with the pupil's youth offending team worker.

Pupils who are remanded to custody awaiting trial or sentencing cannot be removed under this ground.

Ground K - The pupil has died

A pupil's name should only be deleted from the admission register when the school is informed of the death. This would normally come from the pupil's parent but it is possible that notification comes from another source, such as relatives or the police.

Once the school receives the information, it is particularly important to delete the pupil's name as quickly as possible to prevent inadvertent and unnecessary contact with the family about the child

Ground L - The pupil will be over compulsory school age and will not continue into the sixth form

Where a pupil will be over compulsory school age by the school next meets, and:

- the school does not have reasonable grounds to believe the pupil will attend the school again, or
- the pupil does not meet the academic entry requirements to be transferred to the school's sixth form

Compulsory school age

A pupil ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Ground M - The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid

Where a pupil is a boarder at the school and:

- the school is maintained by a local authority or is an academy
- charges for the pupil's board and lodgings are payable by the pupil's parent, and
- those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

Ground N - The pupil has ceased to be a pupil at an independent school or non-maintained special school

Where a pupil has ceased to be a pupil at the school and the school is not maintained by a local authority or an academy (including a city technology college or a city college for the technology of the arts).

Ground O - The pupil has been permanently excluded from the school

Where a pupil has been permanently excluded from the school

A pupil's name cannot be deleted from the admission register until the outcome of any consideration of reinstatement and independent review (in the case of a disciplinary exclusion from a maintained school, pupil referral unit, or academy) or appeal (in the case of a city technology college or city college for the technology of the arts) is known.

Not yet compulsory school age – The LA requests returns for all children at non transition points, including children below compulsory school age. Although this is not a statutory requirement, it ensures the LA has clear visibility of all children.

Statutory On/Off Roll Return at Non Transition Points
(This form must include details of children residing in ANY borough)



Please complete the following: Name of your School:
 Submission Date:

Please return the form by email to rollreturns@camden.gov.uk

Pupils who have been added on school roll at a non-standard transition point. Please return this information within 5 school days of placing the pupil on the register

Unique Pupil Number	First Name	Surname	Date of Birth	Year Group	Gender	Date on Roll	Parent/Carer First Name	Parent/Carer Surname	Contact Number	Address of whom the pupil will be living with	Name and address of the last school the pupil attended, if any

Pupils removed from school roll at a non-standard transition point. Please return this information no later than the time at which the pupil's name is removed from the register

Unique Pupil Number	First Name	Surname	Date of Birth	Year Group	Gender	Date taken off roll	Parent/Carer First Name	Parent/Carer Surname	Contact Number	Address of whom the pupil will be living with	Destination School Name	THIS DATA WILL NEED TO BE ADDED MANUALLY Which grounds of regulation 8 of the Education (Pupil Registration (England)) Regulations 2006 that the pupil is being removed from the school roll	Destination School Address	On Roll Date at Destination School

For any CME removed from roll above and/or for pupils who have applied for a place at your school (on the waiting list) and are currently not on roll at any school/receiving suitable education, please complete and return the CME Notification form immediately to Sona.Ruparel@camden.gov.uk

New regulations have come into force on 1 September 2016. The Regulations amend the 2006 Regulations and includes

- The insertion of a new paragraph requiring that a school's admission register must include any new address at which a pupil will be living and any new school which a pupil will be attending, when the school has been given notice of this information by a parent of the pupil (regulation 3).
- Extending the duty to make a return to the local authority with information in relation to a pupil whose name has been deleted from the school's register (regulation 5), it is now a legal requirement for all schools to report all children on and off roll.
- All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations¹. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school.

[DfE CME Guidance](#)

Evidence of Checks Undertaken

School Name:	Form Completed By:	Name of Child:	Date of Birth:	Year Group:
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Please use the below to demonstrate checks undertaken (in no particular order) for pupils that are on school roll but not attending, **before** a CME notification is made.

This is in relation to the below grounds of removal:

8 (1) (h) The pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday (unauthorised absences)

8 (1) (i) The pupil has been missing from school for 20 school days or more continuously (unauthorised absences)

**If known to safeguarding please check with the Social Worker
Pupils with an EHCP/SEN please contact the SEN team**

Checks Completed	Tick box	Date	Outcome Summary	Completed by (Initial)
School Checks				
First day call/text (continue each day)	<input type="checkbox"/>			
Emails to all known email addresses	<input type="checkbox"/>			
Letter to parent/carer	<input type="checkbox"/>			
Call and email to all emergency contact details	<input type="checkbox"/>			
Notify Camden Attendance and Children Out of School Team who will undertake checks on if child is known to other services, contact information will be shared with the school	<input type="checkbox"/>			
Google search for pupil / parent				
School Checks (if applicable only) case by case basis				
School Nurse to check with GP	<input type="checkbox"/>			
Check with siblings schools	<input type="checkbox"/>			
Check with other schools parents may have indicated they are moving to – are they on roll?	<input type="checkbox"/>			
Home visits (only if pupil remains untraceable) - occupied? / ask neighbours.	<input type="checkbox"/>			
Below checks by school if ACOS shares contact information for other services known to be working with the pupil				
Check with Housing Department for council tenants	<input type="checkbox"/>			
Check with other LA staff working with family (Early Help/MASH)	<input type="checkbox"/>			
Any other additional information the LA should be aware of				
Asylum Seeker – please provide LA with the Home Office reference number	<input type="checkbox"/>			
Additional Measures taken to trace child which is not listed above	<input type="checkbox"/>			
Pupil remains untraceable after 20 school days of unauthorised absences				
CME notification completed and sent to LA (Please wait for CME Officer to confirm receipt before off rolling)	<input type="checkbox"/>			

School office administration

OFF ROLL DATE (confirmed by CME Officer)	<input type="checkbox"/>			
LA statutory off roll return sent	<input type="checkbox"/>			
Schools 2 Schools (S2S) completed	<input type="checkbox"/>			
School record archived / sent to new school	<input type="checkbox"/>			
Head teacher/DSL sign off	<input type="checkbox"/>			

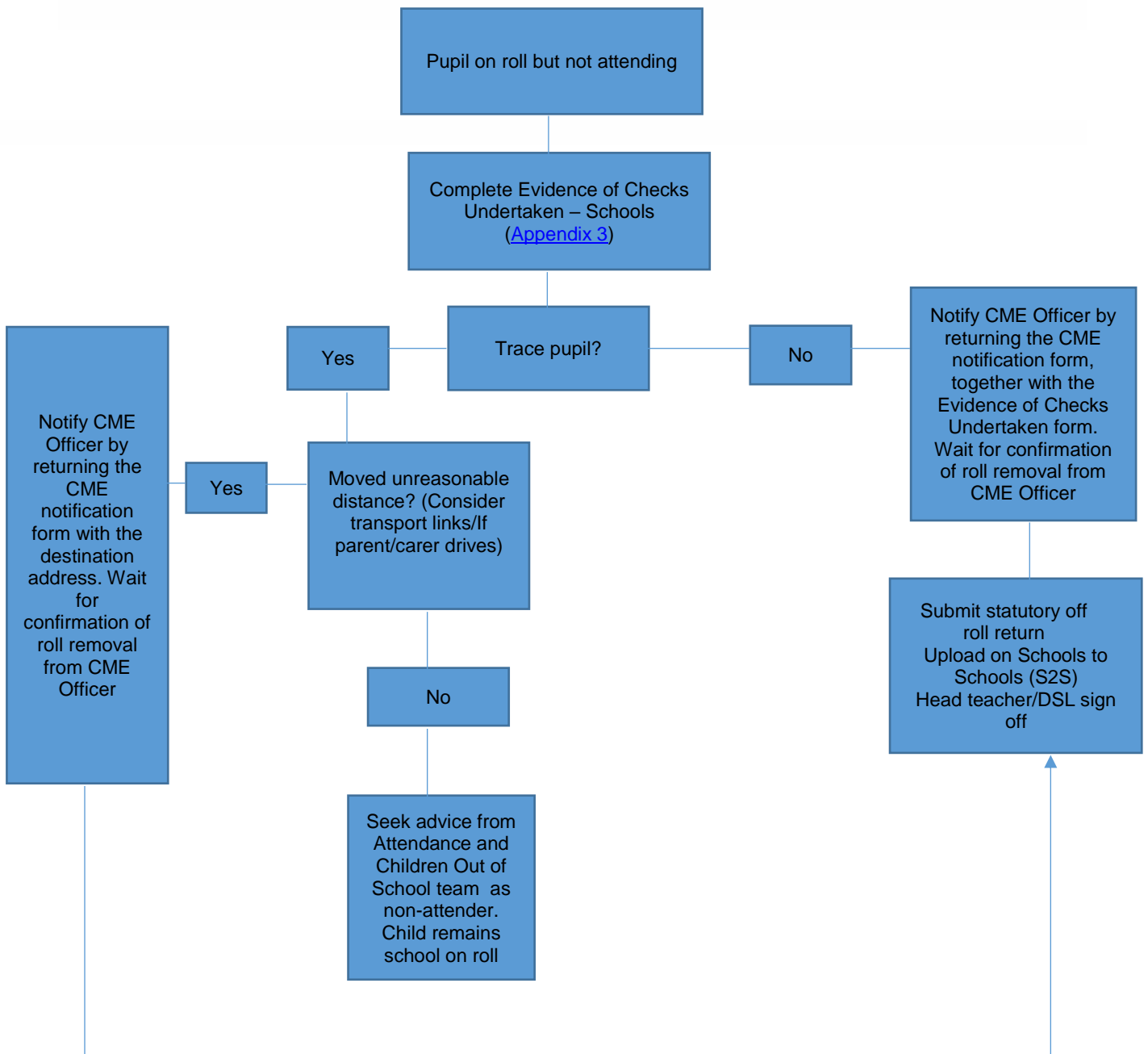
Please keep a copy of this completed form as evidence of checks undertaken to trace the pupil before notifying the CME Officer, leading to off rolling the pupil from the school admissions register based on the grounds mentioned above. Ofsted may request this information.

Flowchart for below Grounds of Removal

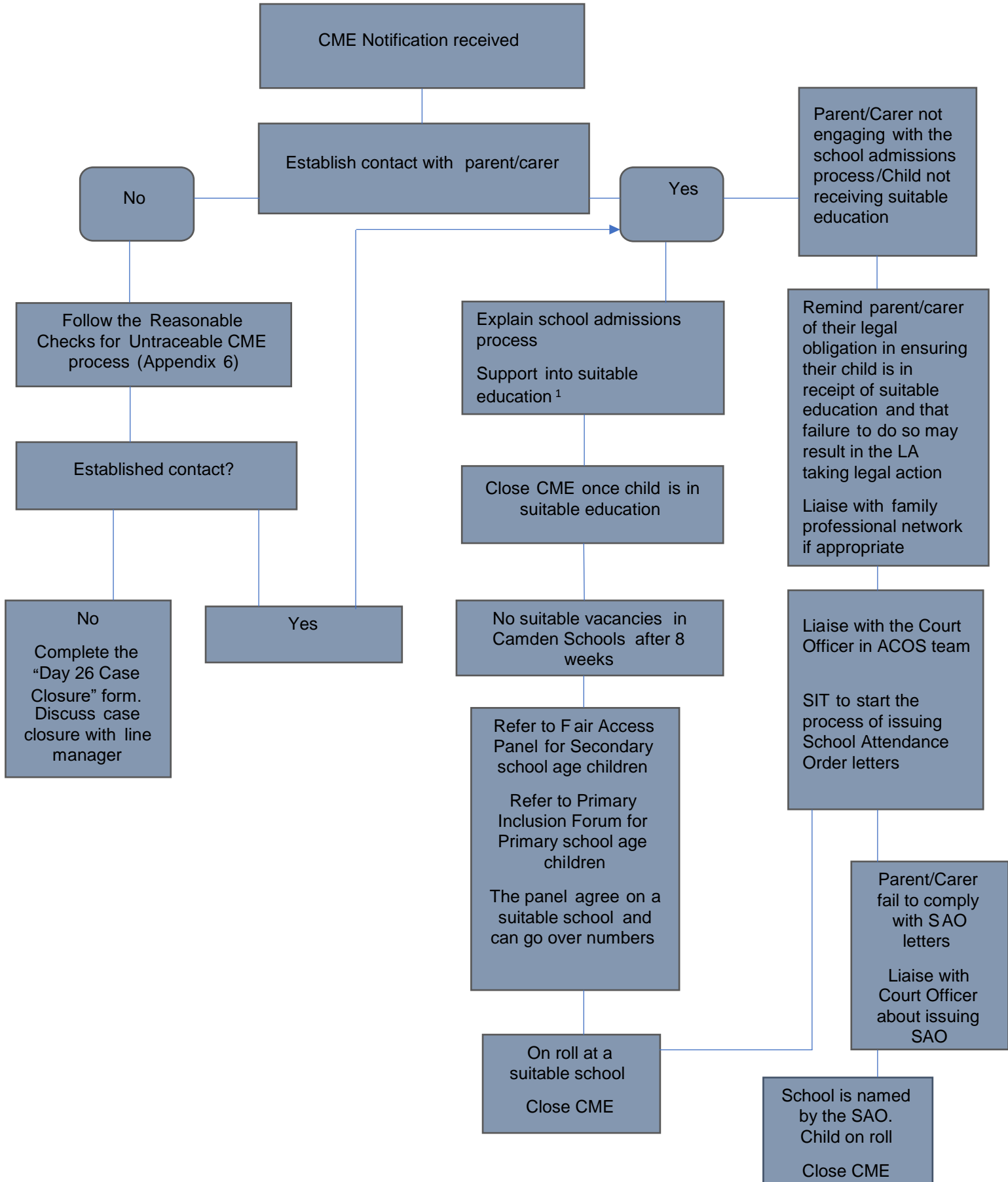
8 (1) (g) Except in the case of a border the pupil has ceased to attend and is no longer residing within reasonable distance to the school

8 (1) (h) The pupil has failed to return following authorised leave of absence exceeding 10 school days for the purpose of a holiday (unauthorised absences)

8 (1) (i) The pupil has been missing from school for 20 school days or more continuously (unauthorised absences)



Children Missing Education (CME) Flowchart



¹ Suitable education is defined in law as education which is suitable to the child’s age, ability and special needs.

Children Missing Education (CME) Notification Form

Attendance and Children out of School – Children and Learning - London Borough of Camden



This form outlines information required in order to make a CME notification. Please note the information on this form is collected to ensure children can be identified and supported back into education.

Children Missing Education (CME) Definition

CME are children of compulsory school (5-16) age who are not:

- i. registered pupils at a school
- ii. receiving suitable education otherwise than at a school

DfE CME Guidance can be found at <https://www.gov.uk/government/publications/children-missing-education>

For children with attendance concerns, please contact Attendance and Children Out of School Team on acos@Camden.gov.uk

Please return the completed form to: [Sona Ruparell](#) Children Missing Education Lead Officer (020 7974 4596)

Notifier details

Date: Click or tap to enter a date.	Name:	Position:
School/Service:	Address:	
Contact number:	Email:	

Parent/Carer details with whom the child/ren live

Parent/Carer name(s):	Full address:	
Relationship:	Post Code:	
Contact numbers:		
Email:	Translator required <input type="checkbox"/>	Language:

Please complete the information below for CME children only

Full Name	DOB	Gender	Unique Pupil Number (if known)	Ethnicity (if known)	Name of school (if on school admissions register)	CME grounds for removing from the admissions register Regulation 8(1) ² <i>*Please provide detailed explanation below</i>	EHC Plan	LAC
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>
				Choose from the drop down menu.		Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>

If not on a school roll, please provide the name and address of the previous school for each child (if known):

Please click if applicable

Social Care/Early Help Involvement <input type="checkbox"/>	CAMHS <input type="checkbox"/>	YOS <input type="checkbox"/>	Asylum Seeker <input type="checkbox"/>	Other <input type="checkbox"/>
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Please provide further Information

**Please include information of EHCP/LAC if ticked above*

Service	Lead Professional Name	Email and contact number	Supporting: whole family/child (Please state child's name)

² Regulation 8 (1) of the Education (Pupil Registration) (England) Regulations 2006

Please provide detailed explanation for the CME notification

If removing from the school admissions register using ground B or C (unable to trace) then please attach completed [Evidence of Checks Undertaken form](#) and provide the information below

Date of last attendance:

Date of last contact with parent/carer:

Additional information

Emergency contact details, sibling details, any other relevant information

Reasonable Checks for Untraceable CME

The below steps are based on school days.

Day 1

- CME notification received. Ensure core information has been provided, including contact details. Open case on CME register/Impulse.

Day 1-3

- Establish contact with parent/carer by contact numbers/email

If unable to establish contact, start reasonable checks below

Day 5-15

- Send 1st formal CME letter via first class post/email
- Start checks – MASH, Camden Resident Index, Housing, Council Tax, Youth Offending Service and Health/NHS Spine Database
- 1st home visit (if necessary, at this point). Post calling card if no answer

Day 16-25

- Send 2nd formal CME letter via recorded delivery post/email.
- Carry out PAN London check by emailing all London Authorities.
- 2nd home visit. Post calling card if no answer
- Check DfE Get Information about Pupils (GIAP) database

Day 26

- Complete “Day 26 Untraceable CME Case Closure” form
- Decision on case closure should be made with the Line Manager

If case is closed, then inform the notifier of steps we have taken. Ask them to inform CME team if the child comes to their attention again.

Points to note at each step of the process
<i>If any safeguarding issues are raised during the tracing process, then refer to MASH with immediate effect.</i>
<i>During each step of the tracing processes, carry on trying to establish contact with parent via contact numbers/email.</i>
<i>If contact is established, then move onto CME process of supporting the parent/carer source a school place.</i>
<i>Impulse database must be updated to reflect each step above. Correspondence must be attached.</i>