

Guidance for completing CME referral form

Services For Young People, Attendance Monitoring team may be unable to process a form where information is missing or sections are incomplete. In this instance, the form will be passed back to school with a request for further information or a recommendation that further action be taken by school before the child can be recorded as CME.

1. In all cases it is the school's responsibility to investigate the circumstances of the absence and make all reasonable enquiries to establish the pupil's whereabouts. Those enquiries should include telephone calls, letters and home visit enquiries made by the appropriate school staff. For example Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to the LA may be required if no contact is made. The letter should also advise the family that failure to satisfy the school and the LA of the whereabouts of the child with a confirmed return before the absence exceeds 20 school days is likely to result in the child losing their school place.
2. The Attendance Team is available to provide advice and guidance during those school led enquiries.
3. **In any case where there are grounds to believe there are **urgent** risks for a pupil's safety the school should consider making an immediate referral to the relevant agency such as Children's Services or the Police.**
4. During the first 10 school days of an unexplained absence the school is expected to make all the relevant and appropriate enquiries to trace the pupil and following this period submit the CME referral form. It is essential that all relevant information and action taken is described on the form to afford the maximum opportunity to continue effective enquiries to trace the pupil.
5. The Attendance Team will consider the actions taken by school and may suggest other enquiries which the school should undertake.
6. The Attendance Team will add the child's name to the CME database. It is essential that schools ensure that there is a vigilant and timely approach to securing information regarding a child's destination as tracking of destinations becomes more difficult over time after a child has departed.
7. The Attendance Team will initiate and pursue appropriate enquiries to trace the pupil and regularly review the case until the pupil is re-engaged in education. Information regarding CME pupils will be shared with partner agencies.
8. Ofsted research demonstrates that in some instances schools are deleting pupils from their registers without establishing critical information such as their new address and new school.

If you have any queries regarding completion of referral forms please contact the Attendance Monitoring Team: Tel. (0191) 42427400.

Completed forms should be e-mailed to: syp@southtyneside.gov.uk