

Children Missing Education Flowchart

School Actions

- Contact Pupil's home
- Contact absent parent(s)
- Contact parent(s) work
- Contact pupil emergency contacts
- Contact extended family
- Contact friends
- Contact Social Care/Police if CP issues
- Inform EWO



EWO Actions

- Visit pupil home
- Visit absent parent(s) home
- Visit neighbours
- Contact Social Care/Police if CP issues
- Update synergy



- Complete CME form and email to: EducationAccessService@shropshire.gov.uk



EAS Actions

- Enter on CME database
- Check school's actions are completed
- Check with COMPASS on Liquid Logic
- Follow up leads from notification from school's form
- Contact Child Health
- Contact LA CME Teams
- Check Admissions
- Check Key to Success
- Contact Travelling Services
- Contact Domestic Violence (Operation Encompass) and Refugee Co-ordinator
- Contact Community Police
- Contact Housing
- Contact Child Benefit
- Contact Immigration
- Monitor Lost Pupil Database
- Update Synergy

Please find further information and guidance at:

<https://shropshire.gov.uk/schools-and-education/school-attendance-or-exclusion/children-missing-education-cme/>



Shropshire
Council

Education Access Service Shropshire Council

Removal of school age pupil from roll

Please complete this form when a school age pupil is to be removed from the register

PUPIL DETAILS			
Name of pupil		Current address	
Date of birth		Town	
UPN		Postcode	
Reason for leaving		Date of leaving	

CONTACT DETAILS			
Parent/Carer name		Parent/Carer name	
Home telephone no		Home telephone no	
Mobile no		Mobile no	
Emergency contact		Emergency Tel	

NEW DESTINATION DETAILS			
New home address		New school	
Town		Address	

SIMS PROCEDURES (to be completed)				
Given leaving date		Created CTF		Uploaded CTF on s2s

Where the destination of the pupil is unknown, please complete the sections below and forward to:

Education Access Service, The Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND

Tel: 01743 254397

	Task	Date undertaken	Comments
1	Contact made with parent/carer		
2	Contact made with extended family/friends		
3	Contact social care/police (CP issues)		
4	Informed Education Welfare Officer		
5	Date of last attendance at school		
6	Given leaving date in SIMS .net		
7	Created CTF to unknown destination (xxxxxxx)		
8	Uploaded CTF onto s2s		

Any additional information:

SCHOOL DETAILS					
School Name		DCSF no		Tel no	
Signed by		Position		Date	