

Suffolk Children Missing Education (CME) Guidance for Schools

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Pupil Removal Guidance for Suffolk Schools (Pupil Regs 8.1. (Codes A to O))

Children Missing Education (CME) Team Contact information.

PART ONE

Please find the three CME Flowcharts below to use when:

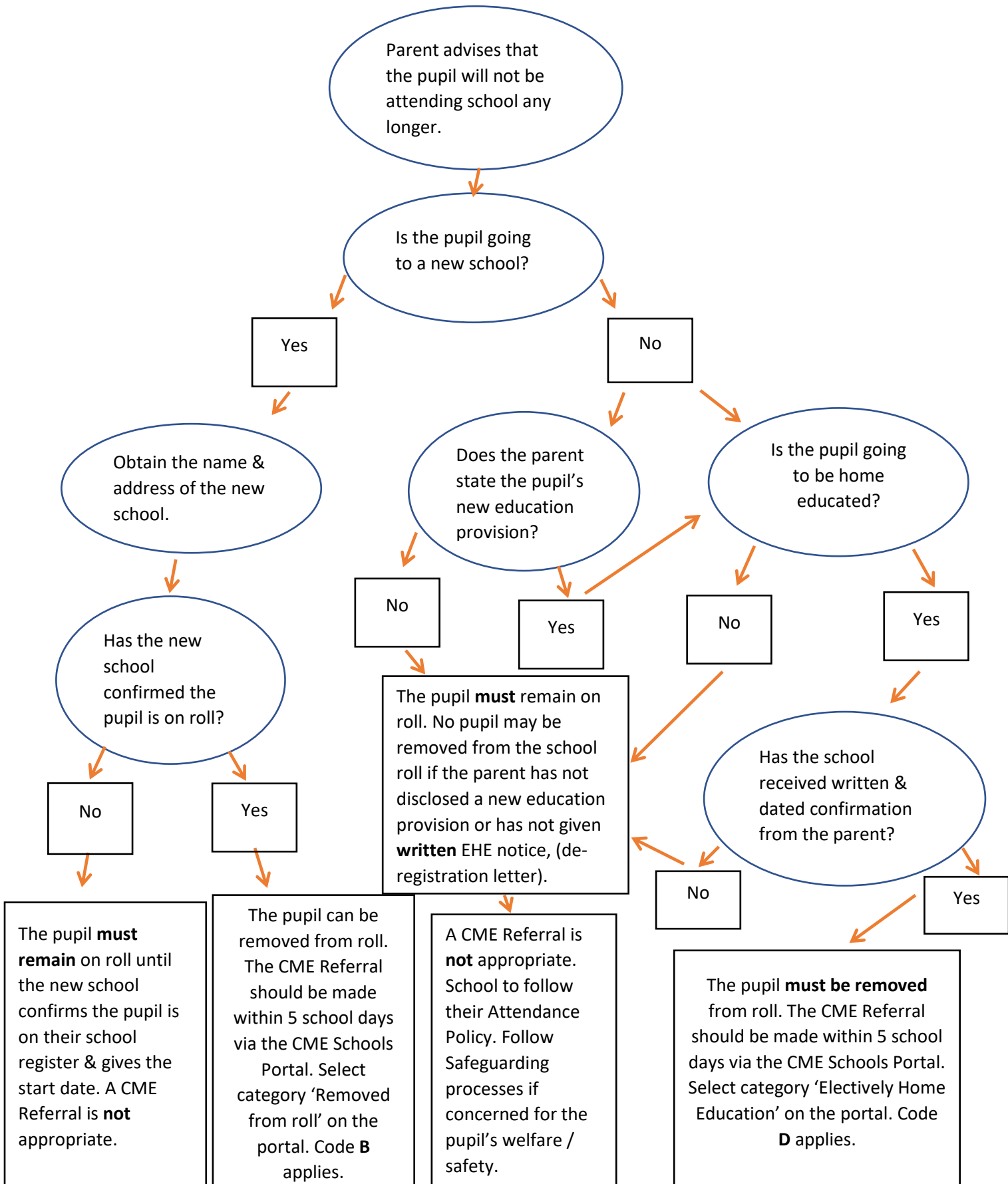
1. Parent says the pupil will not be attending school any longer – Follow Flowchart No.1
(Relates to Pupil Regs Codes B & D. Also please note that no pupil may be removed from the school roll if the parent has not disclosed a new education provision or has not stated home education in writing with the start date.)

2. Parent says the pupil / family are moving address – Follow Flowchart No.2
(Relates to Pupil Regs Code E, moved address.)

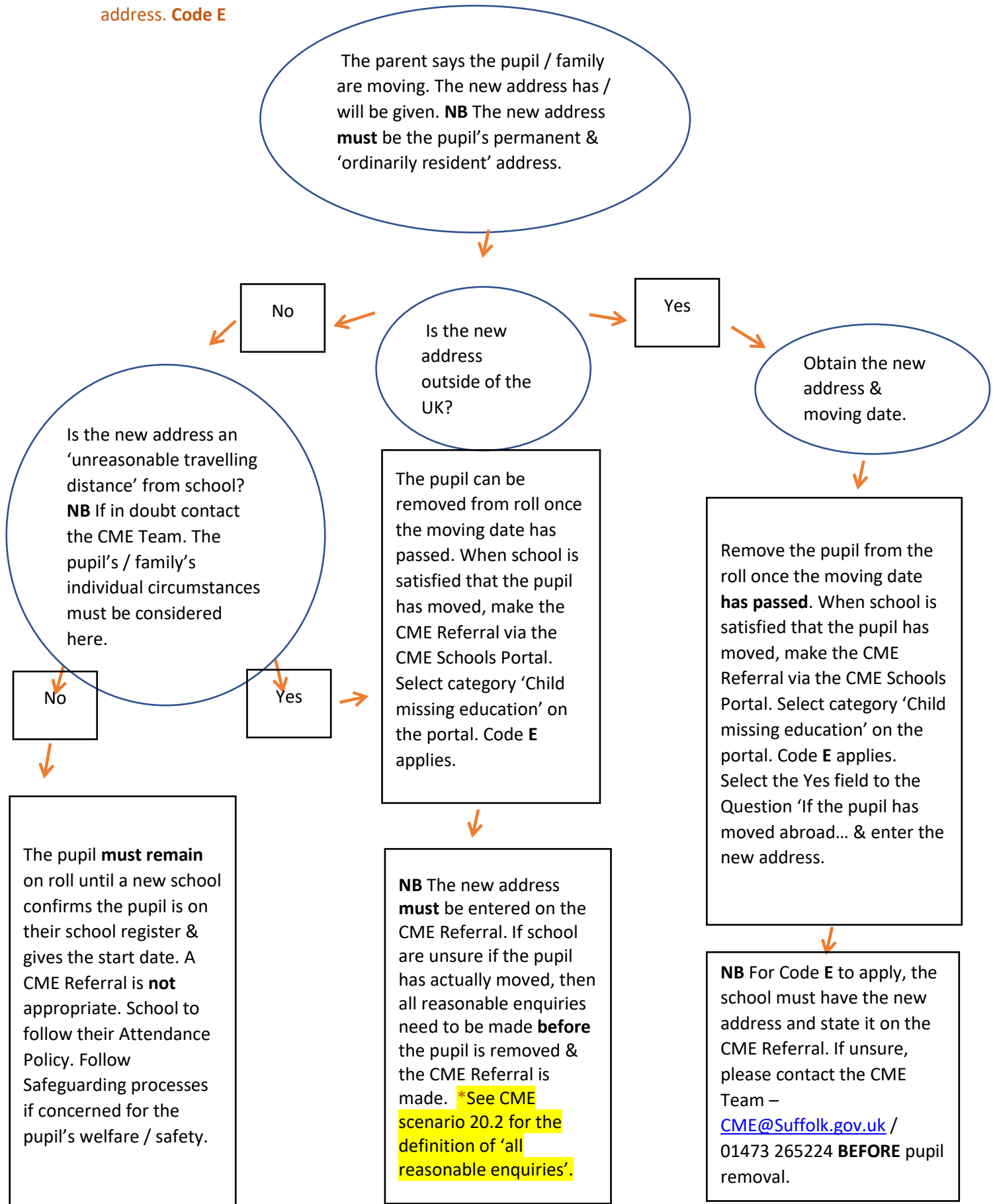
3. Pupil does not arrive at school as expected – Follow Flowchart No.3
(Relates to Pupil Regs Codes F & H – pupil has moved away to an unknown address or location / pupil has not returned after an authorised holiday / pupil has not started as expected & their current address is unknown. Please see the highlighted ***reasonable enquiries** in the Scenario 20.2 below.)

CME Flowchart No.1 for Schools to follow when:

Parent says the pupil will not be attending school any longer. **Codes B & D**



CME Flowchart No.2 for Schools to follow when: **The parent says the pupil / family are moving address. Code E**



CME Flowchart No.3 for Schools to follow when: **The pupil does not arrive at school as expected.**
Code F & H

The pupil does not arrive at school as expected...

A CME Referral is **not** appropriate, at this time. School to follow their Attendance Policy. Follow Safeguarding processes if concerned for the pupil's welfare / safety.

Has the pupil been absent due to an authorised holiday immediately before failing to attend?

No

Yes

School continues to make ***'all reasonable enquiries'** (inc phone calls / emails, visits) to ascertain where the pupil is and why they are not attending for at least **20** school days. After at least **3** home visits have been made, is the pupil / family still living at the last known address?

School continues to make ***'all reasonable enquiries'** (inc phone calls / emails, visits) to ascertain where the pupil is and why they are not attending for at least **10** school days. After at least **3** home visits have been made, is the pupil / family still living at the last known address?

No

Unsure

Yes

Keep the pupil on roll. The CME Referral is **not** appropriate. This is an ongoing Attendance issue. Follow your Attendance Policy & Safeguarding processes.

Yes

Unsure

No

***All reasonable enquiries must be made prior to pupil removal, including regular phone calls / emails to parents/carers, enquire with other contacts, e.g. friends, wider family & parents of known schoolfriends, etc. Make up to 3 home visits. All enquiries made & visit outcomes must be listed on the referral. Remove pupil from roll. CME Referral to be made via the CME Schools Portal. Select category 'Children missing education' on the portal. Code H applies.**

Keep the pupil on roll. School may wish to refer to their EWO or contact the CME Team at:
CME@Suffolk.gov.uk / 01473 265224.

***All reasonable enquiries must be made prior to pupil removal, including regular phone calls / emails to parents/carers, enquire with other contacts, e.g. friends, wider family & parents of known schoolfriends, etc. Make up to 3 home visits. All enquiries made & visit outcomes must be listed on the referral. Remove pupil from roll. CME Referral to be made via the CME Schools Portal. Select category 'Children missing education' on the portal. Code F applies.**

Updated August 2023

School Scenarios:

20.1. Parent has told school that the pupil will not be attending anymore as they will be **home educating (Pupil Regs 8.1 Code D) Follow Flowchart No.1**

- Parents **must** put in writing to school, that they are intending to home educate, by sending a de-registration letter / email. The letter must state that the parent(s) will be taking responsibility for their child's education / EHE (Elective Home Educating) and state the date the home education will start / started.
- Schools must keep the pupil on roll, until an adequate de-registration letter has been received.
- School must make the CME Referral via the CME Schools Portal and email a copy of the de-reg letter to EHE@Suffolk.gov.uk. It is **not** necessary to email a copy to the CME Team.
- School must send the completed EHE Form1 to EHE@Suffolk.gov.uk.
- **FOR SPECIALIST SCHOOLS ONLY:** Pupil with an EHCP named provision. Until the EHE Team and SEND FS Team have confirmed that they are in agreement that the parent has raised in the EHCP, the pupil **must remain on roll** at the specialist school/setting. If the SCC Teams are not agreed in this, then the pupil will remain on the specialist school/setting register and the parent informed.

20.2. Parent has told school that they are **emigrating / moving abroad until the end of the academic year... (Code B if the new destination school has confirmed receipt of the pupil, or Code E if the new address overseas is known and the moving date has passed, or Code H if the new overseas address is unknown, after all reasonable enquiries have jointly been made it is after the minimum time requirements.) Please note all 'Confirmed Abroad Portal' referrals must be confirmed as Code E referrals. Follow Flowchart No.2**

- Schools **must** ask the parents where they are moving to, as a forwarding address is needed by the CME Team.
- School to provide the name, address & contact details of the destination school (or as much detail as possible).
- A moving date **must** be sort by schools, after making all ***reasonable enquiries** and up to date contact details provided for parents, i.e. phone numbers & email addresses.
- ***Reasonable enquiries include:** Schools making regular phone calls to parent(s) / carers, making enquiries with other contacts, such as friends, wider family members and / or parents of known schoolfriends, etc.
- Issue regular emails and reminders to the parent(s) and making home visits. (Making up to three visits to the address is expected. Please note that more than one home visit may be necessary to establish if the pupil / family are still resident at the last known

address, or are merely out of the house at the time of the visit, or if at home and choosing not to answer the door.)

- Clarification that the family / pupil have actually left the property and are no longer resident at the address is needed.
- **Home visit tips** include looking through any easy to reach windows, through the letterbox or in any wheelie waste or recycling bins, for signs of occupation, perhaps a letter with a name on it. Also look in the rear garden for any signs of children's play equipment / bicycles or washing on the line. Are there small children's clothes hanging up? Is there junk / post piling up at the front door? These are all clues as to whom may be residing at the property. Is there a To Let or For Sale board in the garden with an Estate Agents phone number or Letting Agents number to call for further information? If in a block of flats, is the Management Company name and contact details available to contact for further information. All these should be followed up to ascertain if the child / family are resident or where they have gone. Knock on the neighbours' front door and after identifying yourself, ask if they know who is living next door, if a family have recently moved out or in. You cannot interrogate a neighbour - however you can ask a simple question or two.
- The CME Team will follow up with families and/or overseas schools, to ensure the safeguarding and continued education of all children leaving Suffolk, as far as possible.

*20.3. Parent has told school they have **moved house**. (Code E, the new address must be stated on the CME referral, and it is confirmed an 'unreasonable travelling distance' from the school.) Follow Flowchart No.2*

- After a house move, the pupil should still attend their registered school until a new school is offered.
- If the move is a significant distance away from the school and travelling is an 'unreasonable' distance from the school, then the pupil may be removed from roll, please discuss with the CME Team, if in any doubt. General No. 01473 265224.
- The CME Officer / Team will discuss and advise if a pupil may be removed from the school roll, after all reasonable enquiries have been completed by the school and LA (usually the EWO, if applicable), after 20 school days have elapsed AND it has been established that the pupil / family are no longer living at the last known address.
- The school will be required to make all *reasonable enquiries, (see scenario 20.2 above), to gain a forwarding address, the date of the move and details of the destination school.
- The CME Officer will assess and decide if all reasonable enquiries have been made and will refuse the CME Referral, if not. Reasonable enquiries include telephoning and emailing regularly and making a home visit to the last known address, (more than one visit may be necessary to establish if resident or not).

20.4. A child has been **Permanently Excluded (PEX) (Code M)**.

- School must make the CME Referral, 15 days after the PEX Hearing Date has passed and been upheld by the Schools Governing Board, which has decided to uphold the Headteachers decision.
- This is in addition to the referral to the Education Access Team (EDAC). The CME Team and EDAC Teams will share information and work together for these pupils.
- Legally a student must remain on roll until 15days **after** a PEX Hearing – Governing Boards decision to uphold Headteachers decision.
- There are no lawful options for backdating, as school remain responsible for the student until this time.
- For example: If a child's PEX Hearing is heard and upheld on Monday 1st of the month, child would be removed from roll on Tuesday 16th of the month.

20.5. Pupil has not attended school for a few days, **and school have not received any contact from the parent...** (Pupil Regs 8.1 do not apply – Refer to EWO / Attendance Officer / DSL, etc)

- This is an Attendance issue and a CME referral should **not** be made, at this time.
- The school must carry out all reasonable enquiries to find out the pupil's whereabouts (please see 20.2 above for the definition of reasonable enquiries).
- If it has been established that the pupil is still living at the last known address, this will be an ongoing ATTENDANCE issue and a CME Referral is **not** appropriate.
- The school will need to consider making an EWO referral. If the school does not have a dedicated EWO, the Attendance Officer of the School/Academy will need to investigate. Do **not** make a CME Referral in this circumstance.

20.6. Parent has advised they are **going abroad for 6 weeks, (or more), but will return.....**

- If the school is happy to keep the place for the pupil, whilst outside of the UK, (and it is preferable for safeguarding reasons), then the school may keep the place open, to ensure the pupil returns to the school on their return.
- School to ascertain as much information as to where the family are going, i.e. an address or at least the destination country, contact details and an estimated return date to the UK & return address, if known.
- School to request parents write to the school to advise of a return date to the UK, if not known at the time of leaving.
- If school is not recording as unauthorised non-attendance, inform the parents that the pupil will be removed from the school roll and the parent will need to re-apply to a school on their return to the UK. Please advise the child may not get back into their preferred school.

A CME Referral can only be submitted after it has been established that the pupil / family are not resident at the last known address and after *all reasonable enquiries have been made, (see 20.2 above), the minimum time limits only refer to the immediate 10 or 20 school days before a CME Referral can be made, if the pupil is not resident at the last known address. If the pupil is still resident, a CME Referral is not appropriate, please refer to your school EWO or Attendance Officer. *(Code B if the new destination school has confirmed receipt of the pupil, or Code E if the new address overseas is known and the moving date has passed, or Code H if the new overseas address is unknown, after all reasonable enquiries have jointly been made & it is after the minimum time requirements).* Please note all 'Confirmed Abroad Portal referrals' must be confirmed as **Code E referrals**. Follow Flowchart No.2 if the new address is known or follow Flowchart No.3 if the new address is not known / pupil 'disappears'.

20.7 A *pupil was due to start at school, a few days ago, but **has not arrived at school...** (this will also apply to new Reception or Year 7 pupils / other transfer year groups)*

- School needs to telephone all contact numbers, visit the last known address, and make all reasonable enquiries (see 20.2 above).
- After all reasonable enquiries have been made, if it is established that the pupil is living at the known address, the pupil **must** remain on the school roll. *(Pupil Regs 8.1 do not apply – Refer to EWO / Attendance Officer / DSL, etc)*
- A referral to the EWO for non-attendance will need to be considered. **NB** Even if a parent states that the school place is no longer wanted, but they fail to provide details of any alternate education provision, the pupil **must** remain on the school register.
- The school to follow their school Attendance Policy.
- Follow Safeguarding processes if concerned for the pupil's welfare / safety.

20.8 *Pupil leaves to go to another school, either within Suffolk, out of county or abroad and they are **CONFIRMED as on roll at the new (destination) school...** (Code B) Follow Flowchart No.1*

- If the new (destination) school name is known, the start date has been confirmed and the new school has confirmed that the pupil has arrived at the school, then a CME Roll Removal Referral, needs to be submitted via the CME Schools Portal. (This will be under Pupil Regulations 8.1 Code B. The LA retains this information on behalf of the DfE.)

20.9 Parent / Carer advises school verbally or in writing / by email that the *pupil will not be attending the school again*, but does not provide any reason for this... **(Pupil Regs 8.1 do not apply – Refer to EWO / Attendance Officer / DSL, etc) Follow Flowchart No.1**

- School must keep the pupil on their school register, until more information is known, or the Parent / Carer states in writing that they are taking responsibility for the child's education / will be home educating and the date EHE will start / has started.
- There are no grounds for a school register removal if a parent simply says that the pupil will not be returning. This must be treated as a non-attendance issue, in the first instance.
- The school must carry out all reasonable enquiries to find out the pupil's whereabouts and current circumstances. (See 20.2 above for the definition of reasonable enquiries)

PART TWO

CME Schools Portal Information: (NB From 01 September 2023 the EHE Referral will include the EHE Form1 & all screens may look slightly different).

IMPORTANT:

Please note that you do not need a log on, any registration details, or a password to use the CME Schools Portal.

- **Please note that for every 'in-year pupil' joining your school and every 'in-year pupil' leaving your school, a CME Referral is required.**
- An 'in-year pupil' means any pupil starting or leaving school, otherwise than at the beginning / end of the academic year, in the 'normal transfer year groups', for the school.
- For example, a pupil starting in September in Reception Year or Year 7, or leaving at the end of Year 6 or Year 11 would be moving in the 'normal transfer year group' of the school and therefore a CME Referral would **not** be required for these pupils. For all other in-year pupils starting or leaving school a CME Referral must be submitted via the CME Schools Portal.

NB If you think that a pupil removal under Pupil Regulations, Codes K or N apply, please contact the CME Team at CME@Suffolk.gov.uk or on the CME general no. 01473 265224.

Please copy & paste the link below into your browser to access the portal:

<https://schoolsreporting.suffolk.gov.uk/reports/refer-child-missing-education>

Please select the correct category from the list below, for the relevant CME Referral to be made, via the CME Schools Portal.

Categories:

- Child missing education [Only complete when the pupil has been removed from the school roll, and no new school is known]
- Pupil removed from roll [To be completed, when a pupil is removed from your school roll and has been confirmed, as having started at the new (destination) school]
- Pupil withdrawn to Electively Home Educate
- Pupil admitted to the roll [All Schools, Academies, Independent and Free Schools must complete for all new pupil's, admitted to the School Register]

Once selected, the relevant screen will appear for the type of CME Referral being made.

All fields marked with a **red *** Asterix are mandatory.

Please enter the pupil UPN Number, if known.

The CME Team can only take referrals for Statutory School Age (SSA) pupil's.

A child becomes SSA at the start of the term after the child turns 5 years old, on or before the prescribed dates. The prescribed dates are 1st September, 1st January & 1st April. (i.e. if a child's DOB is 15 May 2023, the child will be SSA from 01 September 2023).

A child becomes Non-Statutory School Age (NSSA), on the last Friday in June, in Year 11.

For Children Missing Education Referrals only, please select the corresponding Code under the Pupil Regulations 8.1, Codes A to O. (The full list is stated below). Please note that schools should not select Codes W to Z, as these are not appropriate for school referrals.

NB On making the CME Referral, via the CME Schools Portal, schools may back date the pupil's leaving date to the last date the pupil attended the school. This does not apply for a pupil who has been permanently excluded.

This ensures that all school attendance figures are not impacted by the amount of time the CME reasonable enquiries have taken.

Please note that this is only after all reasonable enquiries have been undertaken and stated on the CME Referral form and the Referral complies with the appropriate grounds for pupil removal, as defined in the Pupil Regulations 8.1, updated 01 September 2016, Codes (a) to (o).

Pupil Removal Guidance for Suffolk Schools:

Grounds for deleting a pupil of compulsory school age from the school admission register set out in The Education Act (Pupil Registration Regulations 8.1) (England) 2006, as amended 01 September 2016.

1	<p>8(1) (a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.</p> <p>School attendance order has named a different school or family decide to EHE whilst subject to a SAO</p>
2	<p>8(1) (b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.</p> <p>Moved to another school</p>
3	<p>8(1) (c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.</p> <p>Where a child is dual registered and becomes single registered</p>
4	<p>8(1) (d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.</p> <p>Parents decide to EHE</p>
5	<p>8(1) (e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.</p> <p>Moved a significant distance away from the school on roll at</p>
6	<p>8(1) (f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that:</p> <ul style="list-style-type: none"> (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is. <p>Deletion due to Leave of Absence</p>
7	<p>8(1) (g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.</p> <p>Medically unfit</p>

8	<p>8(1) (h) - that he has been continuously absent from the school for a period of not less than twenty school days and:</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p> <p>School & LA not able to locate the child after all reasonable enquiries have been made</p>
9	<p>8(1) (i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.</p> <p>Serving a custodial sentence</p>
10	<p>8(1) (j) - that the pupil has died.</p> <p>Child has died</p>
11	<p>8(1) (k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p> <p>End of Year 11</p>
12	<p>8(1) (l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college, or a city college for the technology of the arts, that he has ceased to be a pupil of the school.</p> <p>Independent school deletion</p>
13	<p>8(1) (m) - that he has been permanently excluded from the school.</p> <p>Permanently Excluded</p>
14	<p>8(1) (n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.</p> <p>School nursery child who doesn't get a place in Reception at the school</p>
15	<p>8(1) (o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p> <p>Payment not received by school for board</p>

CME Contact details:

CME@Suffolk.gov.uk

General CME No. 01473 265224, (voicemail available), we aim to call you back within 24 hours of leaving a message.

Please find the CME Schools webpage at:

[Children missing from education - Suffolk County Council](#)