

Children Missing Education (CME) Schools Portal Information:

The CME Schools Portal must be used, (from 01 September 2019), by all Suffolk schools for all CME Referrals. This a secure way to submit all CME Referrals to the CME Team. (Including the 'Pupil Admitted to the Role' form).

The school operator does not need any registration details to access the CME Schools Portal, however you will need to insert your school email address, (see the field below the entered school name), as this will be where the school copy of the CME Portal generated email will be sent to.

A duplicate email will be automatically issued to the CME Team, simultaneously, (Also to the Elective Home Education (EHE) Team, where appropriate. Please note from 01 September 2023, any EHE pupil referral will be made on an updated form which is a joint CME & EHE Form 1 form.

The operator will be advised when the referral has been successfully submitted, by a 'Referral successful' message, accompanied by a tick on a green background. The Portal generated email will then be issued to the email address stated.

Any completion errors will be highlighted with a red outlined box and the error fields will be displayed at the top of the screen. The operator will then need to amend, click out of the last amended box and re submit the form again until the successfully submitted referral will be advised by the 'Referral successful' message on a green background. If you do not receive this message, then your submission has been unsuccessful.

All the **red Asterix*** fields are compulsory completion fields and will need to be completed. There is no 'save and complete later date' feature on the Portal referral screens, therefore please ensure you have all the relevant information available, when submitting the CME Referral.

The Portal screen will only show the relevant boxes to be completed for each type of CME Referral, which are:

1. Child Missing Education
2. Pupil Removed from Roll (the destination school must be confirmed to submit),
3. Pupil withdrawn to be Electively Home Educated (EHE)
4. Pupil Admitted to the school roll.

If you wish to relay further relevant or updated information relating to a CME Referral, you will need to send an email to CME@Suffolk.gov.uk. Please do not send a further CME Referral via the Schools Portal, as this creates duplication and confusion!

If you require assistance with completing the Referral screens or encounter any errors or problems with successfully submitting the CME Schools Portal Referral, please contact the CME Team on 01473 265224.

Any constructive feedback / suggestions on the CME Schools Portal or CME Guidance are very welcome.

The Suffolk CME Team.