EXCLUSIONS & REINTEGRATION TEAM

PROTOCOL

FOR

CHILDREN MISSING EDUCATION
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Flowcharts

### APPENDIX A  Legislation & Guidance

- CME1  School Notification Form and Checklist
- CME 2  EWS Notification Form and Checklist
- CME 3  Missing Pupil Traced Form
- CME4  General Notification Form
INTRODUCTION

The Government has placed a duty on local authorities to make arrangements to establish the identities of children (as far as it is possible to do so) in their area who are of compulsory school age and not receiving a suitable education. Implementation of this duty introduced by the Education & Inspections Act 2006, should be embedded in the local authority’s overarching preventative strategy, and through the Children’s Trust, to ensure that these children receive the full range of services they need, in order to achieve the five Every Child Matters (ECM) outcomes:

- Be Healthy
- Stay Safe
- Enjoy & Achieve
- Make a Positive Contribution
- Achieve Economic Well-being

PURPOSE

The purpose of this document is to make sure that children not receiving a suitable education are identified quickly, and effective tracking systems and support arrangements are put in place.

Children not receiving a suitable education are at increased risk of a range of negative outcomes that could have long term damaging consequences for their life chances.

Buckinghamshire County Council is committed to ensuring that all pupils who go missing from schools in the County, or who disappear from other counties and may have arrived in Buckinghamshire, are speedily located, ensuring that:

- The whereabouts are known of all pupils who go missing, who move to other areas or who are lost from schools in Buckinghamshire.

- Partnership is established with other local authorities (LAs) and agencies to locate missing/lost pupils who may have moved across boundaries.

- Children Missing Education are identified and that suitable provision is made for the child’s educational needs.
Legislation & Guidance

Details of legislation and guidance relating to children missing education can be found at Appendix A.

Why and how children go missing from education

Children missing education are:

Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.

Children fall out of the education system because they:

- Fail to start appropriate provision and hence never enter the system;
- Cease to attend, due to illegal exclusion or withdrawal; or
- Fail to complete a transition between providers (e.g. being unable to find a suitable school place after moving into a new local authority area or after leaving a custodial establishment).

The following diagram shows the various points in a child’s educational career when they may be more at risk of missing education.

In addition to these key points there are also some specific groups of vulnerable children and young people who face more obstacles to achieving the 5 ECM outcomes and this can include not receiving a suitable education. Amongst these are (this list is not exclusive):

- children and young people under the supervision of the youth justice system
- children from families fleeing domestic violence
- children of homeless families, perhaps living in temporary accommodation, house of multiple occupancy or Bed and Breakfast
- young runaways
- children in families involved in anti-social behaviour
- children who are on a child protection plan
- children affected by substance and/or alcohol misuse
- unaccompanied asylum seekers; children of refugees and asylum seeking families
- children in new immigrant families, who are not yet established in the UK and may not have fixed addresses
- children of migrant worker families (who may not be familiar with the education system)
- children of families who can be highly mobile, e.g. parents in the armed forces, Gypsy, Roma and Traveller families
- children who do not receive a suitable education whilst being educated at home
- children who have been bullied
- children who have suffered discrimination on the grounds of race, faith, gender, disability or sexuality
- children at risk of sexual exploitation, including children who have been trafficked to, or within the UK
- children at risk of “honour”-based violence including forced marriage or female genital mutilation
- looked after children/children in care; children who go missing from care
- children who are privately fostered
- young carers
- teenage parents
- children who are permanently excluded from school, particularly those excluded unlawfully e.g. for problematic behaviour or offending
- children whose parents take them abroad for a prolonged period
- children who were registered with a school that has closed, and have not made the transition to another school
- children of parents with mental health problems
- children of parents with learning difficulties
- children with long term medical or emotional problems.

**Potential vulnerability due to high mobility**

Children from families of members of the Armed Forces are likely to experience high mobility both within and outside the UK. Moves can be made at short notice, with future home address and school not known until just before the move. Schools and local authorities can make enquirers through the MOD Children’s Education Advisory Service (CEAS) - who can be contacted on 01980 618244.

Children in Gypsy, Roma and Traveller (GTR) families often have a mobile lifestyle; within Buckinghamshire the Multi Ethnic Traveller Achievement Service (METAS) advise schools on the best strategies to include these children and promote their achievement and engagement in school activities. There are times when the high mobility of some of these children means they
can be more at risk of going missing from education. Further information can be found:  http://www.bucksgfl.org.uk/course/view.php?id=88

Pupils at risk of harm

Children may be removed from education or prevented from attending as a result of symptoms of them suffering from abuse or neglect. This guidance does not replace any of the child protection procedures. Existing safeguarding procedures and mechanisms for reporting and recording child protection concerns including when children go missing from home or care, should be observed at all times. Further information can be found at: https://schoolsweb.buckscc.gov.uk/schools/infopoint/policies_and_guidance/child_protection_policy.asp

Child trafficking and/or sexual exploitation

In some cases, young people may go missing or run away due to trafficking, or following grooming by adults who will seek to exploit them sexually. Further guidance on safeguarding children who may have been trafficked is available from: http://www.everychildmatters.gov.uk/socialcare/safeguarding/.

Forced marriage

Being removed from education is a recognised symptom for children and young people who may be facing a forced marriage. If this is suspected, local authority children's social care should contact the Foreign and Commonwealth Office’s Forced Marriage Unit where experienced caseworkers are able to offer support and guidance. They can be contacted on 020 7008 0151, further information can be found at www.fco.gov.uk/forcedmarriage

Elective Home Education

Some parents decide to provide suitable education for their children by educating them at home. In Buckinghamshire the Elective Home Education service monitor and track home educated pupils. Further information can be found at http://www.buckscc.gov.uk/bcc/schools/home_education.page?

Identifying Children Missing from Education

Buckinghamshire County Council has a duty to make arrangements to enable them to establish (as far as it is possible to do so) the identities of children residing in their area who are not receiving a suitable education. In relation to children, ‘suitable education’ means efficient full time education suitable to her/his age, ability and aptitude and to any special educational needs a child may have.

Where children have left a Buckinghamshire school with no known destination and are untraceable by professionals, along with children who may have moved from other LA areas to an unknown destination in Buckinghamshire, the Children Missing Education Officer in the Exclusions & Reintegration Team will liaise with external agencies to trace them, although the responsibility for identifying and supporting CME cases is shared across all agencies and services.
Information about children not receiving a suitable education can be received from within local authority boundaries from colleagues within schools, members of the public, the local authority and other agencies or other local authorities around the country.

In respect of information sharing all services and agencies should follow the agreed procedures for information sharing laid down in the Buckinghamshire Multi-Agency Data and Information Sharing Protocol for Children and Young People, found at: http://www.bucksc.gov.uk/assets/content/bcc/docs/schools/March_2008protocol.pdf

The CME Officer will work with schools and agencies to raise awareness of Children Missing Education and their roles in identifying and responding to the needs of children missing from education.

Many, if not all, local authority services and partners have some level of responsibility around the issue of Children Missing Education. Whenever anybody becomes aware of any child or young person who does not appear to have education provision they should make a referral to the Children Missing Education Officer.

Members of the public are also encouraged to make referrals where they have reason to believe that a young person is not in education.

**Notification and Referral Procedures**

The Children Missing Education Officer must be notified of any children thought to be missing from education through the following routes:

Contact the Children Missing Education Support Officer on: 01296 382835

Email: childrenmissingeducation@buckscc.gov.uk

Website: https://schoolsweb.buckscc.gov.uk/schools/childrens_services/social_inclusion/missing_children.asp

Once a referral is received the child’s details will be checked against the Authority’s pupil information system (ONE) and when a child has been confirmed as missing education they will be added to the CME database.

The CME database comprises information on children who have been:

- Identified as missing from education.
- Who have been removed from roll where future educational provision is unknown.
- Who have not started at a school following one of the key transitional points.

In addition to the CME database Buckinghamshire has a Reintegration (RIG) database that holds names of young people whose whereabouts are known but who are not on a school roll, for which educational provision is currently
being sought. Permanently excluded pupils and vulnerable “Removals In” are examples of young people on the RIG database.

School Referrals

Where schools are notified by parents/carers that a pupil is to leave the school, every effort must be made to establish what arrangements are being made for the pupil’s continuing education. In the vast majority of cases the pupil will be transferring to another school, often one within the authority. In these cases, schools should communicate with the new school to establish the date on which the pupil is to start so the date for deletion from the old school can be determined.

Deletions from the admission and attendance registers must be made in line with the provisions of Register Regulations 2006, which are at www.statutelaw.gov.uk and apply to all schools in England, including independent schools. Both the school and the Education Welfare Service must try to trace the pupil before any deletion is made. Information can be found at https://schoolsweb.buckscc.gov.uk/schools/childrens_services/social_inclusion/ews.asp

If it is not known where a pupil has moved to, the school must create a Common Transfer File using XXXXXXX as the destination and must upload this onto the S2S secure site so that the pupil’s details can be stored in the Missing Pupils Database.

If the child is on a child protection register plan and has an unknown destination, schools must make immediate contact with the child’s Social Worker and the Education Welfare Service.

The School should carry out preliminary checks and complete Form CME1 and Checklist after 10 days of absence and send the form to the Children Missing Education Officer who will follow the normal procedures.

Education Welfare Service Referrals

Following notification from a school that a pupil’s whereabouts are unknown, there are a range of checks which the Children Missing Education Officer asks the Education Welfare Service to carry out. Once these checks have been completed and the child is still not traced, the Education Welfare Service will refer the case back to the Children Missing Education Officer by completing Form CME2 and Checklist for further research with outside agencies.
Children Missing Education Referrals other than from Schools

Any referrals other than from schools and the Education Welfare Service, should be forwarded to the Children Missing Education Officer by telephone, email, letter or by using the CME referral form CME4.

Tracking Children Missing from Education

The following processes are followed:

- Missing pupil database lists generated by the Children Missing Education Officer are monitored regularly.

- All cases are shared with the Multi Agency Panel members on the Reintegration Team (RIG panel), which comprises of the following services, teams and agencies:

  Head of Fair Access and Youth Provision
  Exclusions & Reintegration Team
  Education Welfare Service
  Youth Offending Service
  Education of Children in Public Care
  Connexions
  Traveller Outreach Service
  Educational Psychology
  Admissions
  School Improvement Service
  Pupil Referral Units

  - Additionally the services attending the RIG panel, the Children Missing Education Officer will liaise with the following teams in identifying, tracking and monitoring Children Missing Education.

Social Care
Primary Care Trust
Schools
Police Service
Housing Services
Community Safety Teams
Revenue & Benefits
Any other agency known to be involved with the family
Checks made with any local authority to which a child may have moved
Inland Revenue
In the case of children from families of those in the Armed Forces, check with the Children's Advisory Service (CEAS) on 01980 618244.

- Additionally the Children Missing Education Officer and the Education Welfare Service will attempt to make direct contact with the child’s family by telephone, letter and home visiting. Enquiries will be made of any known emergency contacts held by a school, and where appropriate enquiries will be made of neighbours.

- The Children Missing Education Officer will also carry out checks against the s2s site and the Lost Pupil Database.
Recording & Reporting CME

The CME & RIG database statistics will be reported to the Reintegration Group on a monthly basis.

Supporting Children Missing Education

Once a young person has been found and they are without educational provision they will, in the majority of cases, be expected to join a mainstream school via the normal admissions process. However, should they be deemed vulnerable, challenging or hard to place in any way their name will go forward to the Reintegration Panel (RIG) who will work with the parents/carers to offer any necessary advice and support to enable that young person to re-engage with education.

Where necessary the Local Authority’s Admissions Fair Access Protocol will be used. This ensures the most vulnerable young persons are offered a place at a suitable school and that all schools in an area admit their fair share of children with challenging behaviour. Further information regarding school admission can be found at http://www.buckscc.gov.uk/bcc/schools/admissions/admission.page?

Where the child has a Statement of Special Educational Needs, the case will be referred to the Special Educational Needs. Further information can be found at http://www.buckscc.gov.uk/bcc/schools/support/special_educational_needs.page?

Child Traced

If a child has previously been referred to the Children Missing Education Officer on Form CME1 (Schools) or CME2 (Education Welfare Service) and has now been traced, please send details to the Children Missing Education Officer on Form CME3 so that records can be amended.
CHILDREN MISSING EDUCATION

Child identified as a Child Missing Education

School completes Form CME1 and Checklist

School completes Form CME3 if missing pupil is traced and forwards to Children Missing Education Officer

School sends completed Form CME1 and Checklist to the Children Missing Education Officer

Other agencies or member of the public completes CME Referral Form CME4

Other agencies or member of the public sends the completed Form CME4 to the Children Missing Education Officer

Children Missing Education Officer forwards Form CME1 and Checklist to Education Welfare Service Team Leader

Children Missing Education Officer updates the Authority's records

Education Welfare Officer completes Form CME 2 and Actions on Checklist

Education Welfare Officer sends completed Form CME2 and Checklist to Children Missing Education Officer

Children Missing Education Officer follows the CME procedures to track the child

Children Missing Education Officer forwards Form CME1 and Checklist to Education Welfare Service Team Leader

Children Missing Education Officer follows the CME procedures to track the child
CHILDREN MISSING EDUCATION FLOWCHART
Procedures carried out by CME Officer

REFERRAL RECEIVED BY CME OFFICER

Have all preliminary enquiries been carried out by school and EWS?

Yes

Is approximate destination known?

Yes

Contact CME Officer for that area.

No

Is previous address Social Housing?

Yes

Letter to Housing Assoc.

No trace

Enquiries to NHS, CME Officers in neighbouring LAs and other relevant agencies

No trace

Upload details onto S2S database

No trace

Referral to Police/Social Care

Case kept open with regular reviews

Log details on CME database

No, ask EWS to follow up

No

No trace

Prepare monthly reports for RIG meeting
Appendix A

Relevant legislation

**Children Act 1989**

**Section 17 - Provision of services for children in need, their families and others**

Under the terms of section 17 of the Act, every child under the age of 18 is entitled to a full assessment of his/her needs and, if approached, social services have a legal duty to carry out this assessment and can be challenged if they fail to respond to any request for a section 17 child-in-need assessment. Section 17 places a general duty on social services to safeguard and promote the welfare of children ‘in need’ living in the area and to ensure appropriate services are provided for those children. Social services do not have any right to opt out of this requirement or any other part of the Act on the grounds that they do not have resources. The term ‘in need’ is not tightly defined in the legislation, but left open to reinforce preventative services and support for families.

**Section 47 - Local authority’s duty to investigate** - Councils with Social Services Responsibilities (CSSRs) are required to conduct enquiries, in accordance with section 47 of the Children Act 1989, when they receive information that a child is suffering, or is likely to suffer, significant harm.

**Children Act 2004**

**Section 10** requires each local authority to make arrangements to promote co-operation between the local authority, each of their relevant partners and such other persons or bodies, working with children in the local authority’s area, as the authority consider appropriate. Relevant partners are also under a duty to co-operate with the local authority in the making of those arrangements. The arrangements are to be made with a view to improving the wellbeing of children in the authority’s area – which includes protection from harm or neglect alongside other outcomes. This section is the legislative basis for Children's Trust partnerships.

**Section 11** requires a range of organisations to make arrangements for ensuring that their functions, and services provided on their behalf, are discharged having regard to the need to safeguard and promote the welfare of children.

**Section 12** enables the Secretary of State to require local authorities to establish and operate databases relating to the section 10 or 11 duties (above) or the section 175 duty (below), or to establish and operate databases nationally.

**Section 17** enables the Secretary of State to require local authorities to prepare and publish a plan setting out the authority’s strategy for discharging their functions in relation to children and relevant young persons. The Children and Young People’s Plan Regulations (England) 2005 required local authorities to publish their first Children and Young People’s Plan on or before 1st April 2006 and to review the plan annually.
Section 63 of the Children Act 2004 amended Schedule 5 of the Tax Credits Act 2002, meaning that the Inland Revenue now has lawful authority to provide local authorities with “…information, other than information relating to a person’s income, which is held for the purposes of functions relating to tax credits, child benefit or guardian’s allowance by the Board” (extract from section 63(1)). This information can only be requested where it is needed in order for the local authority to fulfil their statutory responsibilities to safeguard and promote the welfare of children. Such enquiries will generally be made under section 47 of the Children Act 1989, which requires local authorities to make enquiries where they suspect a child is suffering or is likely to suffer significant harm.


**Education and Inspections Act 2006**

Section 38 laid a duty on the governing bodies of maintained schools, primary, secondary, special and Pupil Referral Units, in discharging their functions relating to the conduct of the school, to promote the well-being of pupils at the school. The duty came in to effect in September 2007. Since that date, an equivalent requirement has been placed on new Academies through their funding agreements.

**Education Act 2002**

**Section 175** puts a duty on all local authorities, maintained (state) schools, and further education institutions, including sixth form colleges, to exercise their functions with a view to safeguarding and promoting the welfare of children (children who are pupils and students under 18 years of age, in the case of schools and colleges). The same duty is put on Independent schools, including Academies by regulations made under section 157 of that Act.

Identifying children not receiving a suitable education is a key part of discharging the responsibility to safeguard and promote the welfare of children. Local authorities should use the powers identified above and work with their partners to ensure that appropriate measures are put in place to share information when identifying children not receiving a suitable education.

For more guidance on safeguarding children local authorities should refer to the Working Together to Safeguard Children 2006 document (Part 1 of which is statutory) and other guidance available on the Every Child Matters website: [http://www.everychildmatters.gov.uk/socialcare/safeguarding](http://www.everychildmatters.gov.uk/socialcare/safeguarding).

**Education Act 1996**

**Section 7** provides that the parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable to his age, ability and aptitude and to any special educational needs he may have, either by regular attendance at school or otherwise.

**Section 8** provides that compulsory school age starts on the relevant day on or after a child’s fifth birthday and ends on the specified day of the school in
which the child’s 16th birthday falls. Regulations provide that the relevant days are the 31 August, 31 December and 31 March and that the specified day is the last Friday in June.

Section 14(1) provides that a local authority must make sure there are sufficient schools for providing education in their area. For these purposes, the schools must be sufficient in number, character and equipment to provide all pupils with the opportunity of appropriate education (section 14(2)). “Appropriate education” means, broadly education which is desirable in view of the pupils’ different ages, abilities and aptitudes and the different periods for which they may be expected to remain at school (section 14(3)).

Section 19(1) requires every local authority to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them.
## CHILDREN MISSING EDUCATION
### SCHOOL NOTIFICATION FORM

This form is to be used by schools to notify the LA when a child’s whereabouts are unknown. Fax to the Children Missing Education Officer on 01296 383948 or email childrenmissingeducation@buckscc.gov.uk.

<table>
<thead>
<tr>
<th>Pupil's Name:</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td></td>
</tr>
</tbody>
</table>

| Previous Address: |       |

| Date last in school |       |

| Contacts: |
| Names |
| Telephone Nos |

| Possible New Address: |       |

| Telephone No: |       |

| Concerns: |       |

| Any Additional Information: |       |

| Date: | Form completed by |
| Position |       |

Please complete **Missing Pupils Checklist for Schools** before sending this form.
## Missing Pupils Checklist for Schools

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date &amp; Time</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Has school checked possible whereabouts with staff &amp; pupils?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Has the school phoned and written to parents/carers and contacted the emergency numbers on the child’s file</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Are there any child protection concerns and is the child the subject of a CP plan. If so, notify Social Care immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Are there any additional concerns about this child. If so, contact Social Care.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Child not traced?** Fax checklist with Missing Pupil Notification Form CME1 to the Children Missing Education Officer on 01296 383948 or email childrenmissingeducation@buckscc.gov.uk.
CHILDREN MISSING EDUCATION
EDUCATION WELFARE SERVICE NOTIFICATION FORM

This form is to be used by Education Welfare Service to notify the LA when a child’s whereabouts are unknown. Fax to the Children Missing Education Officer on 01296 383948 or email childrenmissingeducation@buckscc.gov.uk.

<table>
<thead>
<tr>
<th>Pupil’s Name:</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td></td>
</tr>
<tr>
<td>Previous Address:</td>
<td></td>
</tr>
<tr>
<td>Date last in school</td>
<td></td>
</tr>
<tr>
<td>Parents’ Names:</td>
<td></td>
</tr>
<tr>
<td>Contacts: Telephone Nos and Names provided</td>
<td></td>
</tr>
<tr>
<td>Possible New Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone No:</td>
<td></td>
</tr>
<tr>
<td>Concerns:</td>
<td></td>
</tr>
<tr>
<td>Any Additional Information:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>Form completed by</td>
</tr>
<tr>
<td></td>
<td>Position</td>
</tr>
</tbody>
</table>

Please complete Missing Pupils Checklist – Education Welfare Service before sending this form.
# Missing Pupils Checklist – Education Welfare Service

## Checklist Details

**Pupil Name**

**DOB**

**Address**

**Tel No**

**School**

**Name of EWO**

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Date &amp; Time</th>
<th>EWO Initials</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has school carried out checks as per checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Check EMS Database</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Check files &amp; with EWS colleagues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Appointment made for a home visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Second home visit made, if relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Enquiries made with neighbours of young persons last known address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Child not traced?** Forward checklist with Missing Pupil Notification Form CME2 to the Children Missing Education Officer by fax on 01296 383948 or email childrenmissingeducation@buckscc.gov.uk.
**CHILDREN MISSING EDUCATION**  
**MISSING PUPIL TRACED FORM**

This form is to be used to notify the LA when a child who was previously notified on Form CME1 (Schools) or CME 2 (Education Welfare Service) as missing has been traced. Fax to Children Missing Education Officer on 01296 383948 or email childrenmissingeducation@buckscc.gov.uk.

<table>
<thead>
<tr>
<th>Pupil’s Name:</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Notified as Missing on Form CME1</td>
<td></td>
</tr>
<tr>
<td>Parents/Carers’ Names:</td>
<td></td>
</tr>
<tr>
<td>New Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Telephone Nos**

<table>
<thead>
<tr>
<th>Registered at new/previous School?</th>
<th>Name of School</th>
<th>Date on roll</th>
</tr>
</thead>
</table>

If child not on roll, please also complete RIG referral form and send both forms to the Exclusions & Reintegration Team.

**Any Additional Information:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Name of referrer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position</td>
</tr>
</tbody>
</table>

CME Protocol Sept 10
### CHILDREN MISSING EDUCATION
**GENERAL NOTIFICATION FORM**

This form is to be used to notify the Local Authority about a child without a school place. Please contact/forward to the Children Missing Education Officer on 01296 382835 or Fax: 01296 383948

Email: childrenmissingeducation@buckscc.gov.uk

<table>
<thead>
<tr>
<th>Pupil's Name:</th>
<th>D.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td></td>
</tr>
<tr>
<td>Previous Address:</td>
<td></td>
</tr>
<tr>
<td>Date last in school</td>
<td></td>
</tr>
<tr>
<td>Contacts:</td>
<td></td>
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</tbody>
</table>

- **Names**

- **Telephone Nos**

<table>
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<tr>
<th>Possible New Address:</th>
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<tbody>
<tr>
<td>Telephone No:</td>
<td></td>
</tr>
</tbody>
</table>

**Concerns:**

**Any Additional Information:**

**Date:**

**Form completed by**

**Position**

CME Protocol Sept 10