**CME1 – Notification of a Child Missing Education**

This form should be completed for any child living in Westmorland and Furness local authority area who is apparently of school age but does not appear to be receiving an education or whose whereabouts are not known. **Please complete as much of the form as possible. Please complete mandatory fields marked \***. For further information, feel free to contact the CME Officers at [cme@westmorlandandfurness.gov.uk](mailto:cme@westmorlandandfurness.gov.uk).

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| --- | --- | --- | --- |
| Name of referrer |  | Date |  |
| School / organisation (if applicable) |  | Phone number |  |
| Email address |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \* Name(s) of child(ren) | DOB | Year group | Also known as | M/F | EHCP  Y/N | Cared for child (looked after)  Y/N |
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| \* Name of parents / carers |  | Relationship to child |  |
| \* Contact numbers and email |  | | |
| \* Home address (please provide last known address as well as **new address** where applicable) |  | | |
| \* Reason for referral (eg leaving the area) |  | | |
| School last attended and **date of last attendance** (please provide school address) |  | | |
| New home address if moving out of area and no new school has been found |  | | |
| New home and school address if moving abroad  **Please provide evidence of travel documents showing child’s name.** |  | | |
| Other professionals working with child (if known) |  | | |
| Any safety factors to be acknowledged when visiting the family |  | | |
| Any other information |  | | |

**Please complete details overleaf, if relevant, prior to referral to CME Officer.**

**CME1 – Notification of a Child Missing Education**

Missing pupils – pupils on school roll who have left (or failed to attend) **and destination is unknown.**

**Schools should undertake enquiries to ascertain the whereabouts of missing pupils. This might include phoning family or friends, visiting the home address and emailing parents/carers. If a child is moving out of the authority, schools should obtain the new address for family. For families leaving the country, obtain new home and school address and evidence of dated travel documents.**

If a child has been **removed from the school roll to be home educated**, please ensure form EHE1 (Notification of Elective Home Education) is completed and returned to Learning Improvement Service via the Drop Off Library on the School Portal, or via Egress/encrypted email to [ElectiveHomeEducation@WestmorlandandFurness.gov.uk](mailto:ElectiveHomeEducation@WestmorlandandFurness.gov.uk), together with a copy of the school withdrawal letter/email from the parent.

To be completed **prior to referral** to CME Officer

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| Telephone call to parent/carer (date and outcome) |
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| Home visit (date and outcome) |
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| Enquiries with neighbours and/or relatives (date and outcome) |
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| **Completed forms from Westmorland and Furness LA maintained schools and academies to be returned to CME Officers via the Drop Off Library on the School Portal.**  **Independent schools and other organisations external to the council to send completed forms via encrypted email to** [**cme@westmorlandandfurness.gov.uk**](mailto:cme@westmorlandandfurness.gov.uk). |

CS/EI/LIS/AE/SW

November 2024