



## Children Missing Education (CME) tracking sheet for Schools

Child's Name: \_\_\_\_\_ DoB \_\_\_\_\_

School Name: \_\_\_\_\_

Please note, this form **must** be completed in full for the referral to be accepted. If you have not carried out a particular action, please explain your reasons.

Within First 5 Days	Date Completed	Details
Check with all members of staff who the child/young person may have had contact with.		
Check with the pupil's friends		
Telephone calls made to any numbers held in the school records. (if this is an automated system please make telephone contact manually)		
Attempt telephone contact with all known emergency numbers.		
Send emails to all known email addresses		
Speak to other agencies that have been working with the family eg SEN, social care. <b>Please provide contact details here:</b>		
Check with any schools known to have siblings or relatives on their roll		
Conduct a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.		

CME TRACKING SHEET FOR SCHOOLS

Child's Name: \_\_\_\_\_ DoB \_\_\_\_\_

Within days 5-10	Date Completed	Details
Write to address of emergency contact (if known).		
Speak to your School Attendance Officer for advice.		
Inform the parent/carer of the child in writing that you are concerned about their unexplained absence from school and that a referral to CME may be required if no contact is made.		
Repeat a home visit if you have been unable to successfully locate the child's whereabouts and it is safe to do so.		
Day 10: Complete online CME referral form /contact CME Officer		

CME are at significant risk; is your DSL aware of this referral? Yes  No

**Following a CME referral being made, schools should remain vigilant and contact the CME team should any further information come to light, including contact from another school or Local Authority.**

**CME contact details:**

[childrenmissingeducation@buckinghamshire.gov.uk](mailto:childrenmissingeducation@buckinghamshire.gov.uk)

01296 383098 / 01296 382091