

Notification of a Child Missing Education

CME 1



This form should be completed for any child living in Cumbria who is apparently of school age but does not appear to be receiving an education. **Please complete as much of the form as possible.** For further information feel free to contact a member of the Children Missing Education (CME) team below.

Name of referrer:		Date:	
Organisation (if applicable):		Phone no:	
Email address:			

Name(s) of child(ren)	DOB	Year group	Also known as	M/F	Special education needs? Y/N	Looked After Child? Y/N

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 child left to be home educated, leaving the county etc):		
School last attended and date of last attendance : (please provide school address)		
New school address if known:		
Other professionals working with child: (if known)		
Any safety factors to be acknowledged when visiting the family:		
Any other information: (including any previous safeguarding concerns about family)		

Please complete CME1 details overleaf if relevant

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

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

Telephone call to parent/carer (date and outcome)
Home visit (date and outcome)
Enquiries with neighbours and/or relatives (date and outcome)

<p>Completed forms to be returned to the CME team:</p> <p>Carlisle Area: isobel.graham@cumbria.gov.uk 01228 221430 paul.ward@cumbria.gov.uk 07825 273004</p> <p>Allerdale and Copeland: deborah.adams@cumbria.gov.uk 07827 893 237</p> <p>Furness and South Lakeland: maria.bellis@cumbria.gov.uk 07881008284</p>	<p>CME Officer checks only: (date checked)</p> <p>ICS.....</p> <p>One.....</p> <p>Health.....</p> <p>Housing.....</p> <p>Police.....</p> <p>Other (e.g Inspira).....</p> <p>.....</p> <p>Home visit.....</p> <p>CIC form completed</p>
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