

## **Contact Details**

### **CME Team**

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CME referral for Lincolnshire schools

<https://snaps.lincolnshire.gov.uk/snapwebhost/s.asp?k=156715892508>

### **EHE Team**

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EHE referral for Lincolnshire schools

<https://snaps.lincolnshire.gov.uk/snapwebhost/s.asp?k=159903791844>

A child/young person is on roll of a school but not attending	A child/young person moving out of county	Family indicate they are moving to another country	School Admissions
<p>School attempts to contact parents. Good practice is to contact from day 1 of absence but no later than day 3</p> <p><b>The school must:</b></p> <ul style="list-style-type: none"> <li>make on-going attempts, beginning on the first day of any unexplained absence, to contact the pupil's parents/carers either by telephone, or text messaging</li> <li>make further attempts to contact the parents, either by letter or by home visiting</li> <li>contact any other schools where the pupil or their siblings are known to have been pupils</li> <li>check with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency</li> <li>contact any relevant agency, for example, the family welfare officer in the relevant armed forces in the case of a service child.</li> </ul> <p style="text-align: center;">↓</p> <p>School should be following their school attendance and safeguarding procedures If no contact is made with parents/carers, complete home visit</p> <p style="text-align: center;">↓</p> <p>School/Academy should continue to make an effort to engage the family using e-mails, telephone and other contact methods. Records of each attempt to contact must be made, ensuring there is a complete and comprehensive record of the steps taken including dates, actions and outcomes for each step</p> <p style="text-align: center;">↓</p>	<p>Check that the contact details for the parent(s) are/is correct. This includes the family's new address, name of new school (if known), leaving date, email addresses of family and new school (if known)</p> <p style="text-align: center;">↓</p> <p>The new school should make contact. If not, make contact with the school given to confirm that the child is on roll. If confirmation received that child is attending, take child off roll and complete CML file.</p> <p style="text-align: center;">↓</p> <p>If no new school is given or child is not attending new school and that school does not have a start date, after 5 days from leaving date, report the child as CME through the notification survey. Do not take off roll</p> <p>After 20 days, if no further information following joint investigation between school and local authority, remove from roll and complete CML file.</p>	<p>Check that the contact details for the parent(s) are/is correct. This includes the family's new address, name of new school (if known), leaving date, email addresses of family and new school (if known)</p> <p style="text-align: center;">↓</p> <p>If the information is provided, remove child from roll and complete the CML file within 5 days of leaving date</p> <p style="text-align: center;">↓</p> <p>If the information is not provided complete the CME notification survey</p> <p style="text-align: center;">↓</p> <p>After 20 days, if no further information following joint investigation between school and local authority, remove from roll and complete CML</p>	<p>If a school place has been allocated. (reception, transfer from infant to junior or year 6 to 7) and there has been no acceptance/agreed <b>start date</b>, by parent/carers, school should make attempts to engage (telephone, texts, e-mails, letters and home visit)</p> <p style="text-align: center;">↓</p> <p>If a child has been allocated a place and they do not arrive on the expected day i.e. start of term, the school must follow non-attendance procedures (see column one and follow same procedure). Do not assume that child is at another school.</p>
<p>If there is confirmation that the child is at the place of residence known to the school but not attending, the school continues to follow their non school attendance procedures Do not remove from roll</p> <p>After 10 days of unauthorised absence inform the local authority through the Pupil Not Attending Regularly (PNAR) notification survey</p> <p style="text-align: center;">↓</p> <p>If there is confirmation that the child is no longer at the place of residence known to the school but can still attend the school, make amendments to child's file and continue with non-school attendance procedures</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;"><b>Health Related Absence</b></p> <p>If a child has been out of school for 15 days or more (consecutive or cumulative) due to health reasons and there is robust medical evidence to support the absence, school can follow the process of referral to the Local Authority for alternative provision as outlined in the LA Policy on Education for Children with Medical Needs.</p>		<p style="text-align: center;"><b>Mid-year application</b></p> <p>If application is to transfer schools, the leaving school should keep on roll until it has been confirmed by the new school that they have been put on roll of that school. A child should be placed on roll at the point of acceptance by parent/carers.</p> <p>If there is no confirmation, the leaving school must follow non-attendance procedures (see column one)</p>
	<p style="text-align: center;"><b>Child who is not in receipt of full time education</b></p>	<p style="text-align: center;"><b>Looked after Children (LAC)</b></p>	<p style="text-align: center;"><b>Traveller Children</b></p>

<p>If there is confirmation that the child is no longer at the place of residence known to the school and will not be attending the school, check that the child is attending the new school if known before removing from roll. Once confirmed remove from roll and complete CML file.</p> <p>If a new school is not known, report the child as child missing education (CME) notification survey. Do not take off roll.</p> <p>After 20 days, if no further information following joint investigation between school and local authority, remove from roll and complete CML file.</p>	<p>A child not in receipt of full time education (usually 25 hrs) must be entered on the Reduced Timetable notification survey</p>	<p>If a LAC child is moving placement and no longer attending the same school, the current school needs to liaise with social worker and virtual school. Do not remove from roll until directed by Virtual School</p>	<p>If a parent notifies the school that they are travelling, the school should ask the parent for a return date and contact details. The family should notify the school if there is any change to the return date and provide a new date. If the child does not return to school on the agreed date and is not able to confirm or approve the alternative, the school follow the nonattendance procedures (see column one)</p>
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