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***CHESHIRE WEST and CHESTER***  
*People Directorate*  
*Children and Young People Services*

*Children and Young People Missing Education*

***CME Guidance and Procedures***

***1st September 2023***



Cheshire West  
and Chester

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## 1. INTRODUCTION - Overview

This Guidance sets out the key principles to enable Cheshire West and Chester (CW&C) to implement their legal duty under **section 436A of the Education Act 1996**, to enable arrangements to identify, as far as is possible to do so, children missing education.

**Children Missing Education are children of compulsory school age (5 – 16 yrs) who are not registered pupils at a school or setting and are not receiving a suitable education otherwise, and whose whereabouts are unknown.**

It is intended that this document will be used as a point of reference by Head Teachers/Principals, staff members in schools and settings, and all other professionals whose work brings them into contact with children and young people and their families. This Guidance is also shared with partners in CW&C schools and those in the Independent Sector, as a model of good practice.

This document provides a framework within which, consistent practices and procedures can be applied, in compliance with Department for Education Statutory CME Guidance 2016.

Children missing education are at significant risk of underachieving, becoming victims of harm, exploitation or radicalisation, and NEET (not in education, employment, or training) later in life.

Effective information sharing between parents, schools and key partner agencies is critical to ensure that all children of compulsory school age are safe and receiving a suitable education.

CW&C Children and Families Service are committed to working with schools and settings and other key partners, to improve the monitoring and swift return of children and young people to a suitable education provision. Prompt action and early intervention are crucial when discharging this duty effectively to ensure that children are safe and receiving an appropriate education.

CW&C have effective tracking and enquiry systems in place and have a named point of contact to whom schools and other agencies can make referrals concerning children who are missing education. CW&C monitors the number of children/young people in the Local Authority area who are not receiving a suitable education, including those known to have newly transferred into the area. CW&C have clear access rules and procedures to ensure fair and safe data processing, in compliance with General Data Protection Regulation (GDPR).

Adopting these procedures will also ensure that all Children's Services in CW&C maintain high standards of safeguarding and will:

1. Meet statutory duties relating to the provision of education and safeguarding the welfare of children & young people missing education.
2. Ensure that robust systems are in place within the Local Authority to identify and track children and young people missing from education, or who are at risk from doing so.
3. Ensure that monitoring and reporting systems are in place to identify, where applicable, any lead agency or key worker who may be involved in supporting a child or their family, who has been reported as a child missing in education.
4. Ensure all CW&C Schools and Settings are fully aware of their responsibilities in relation to children missing education and will properly support and challenge, where appropriate, in meeting these responsibilities.
5. Support and assist other Local Authorities to locate their own missing/lost pupils.

**This Guidance does not replace current Local and Pan Cheshire Safeguarding Procedures and mechanisms for reporting and recording child protection.**

## **2. GROUPS OF CHILDREN AND YOUNG PEOPLE AT RISK**

There are many circumstances where a child may become missing from education, so it is vital that Local Authorities make judgements on a case-by-case basis. Although not exhaustive, the list below presents some of the circumstances that Local Authorities should consider when establishing their CME policies and procedures:

- **Pupils at risk of harm/neglect** – Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected, schools must follow local child protection procedures. However, if a child is in immediate danger or at risk of harm, a referral must be made immediately to Children’s Social Care (and the police if appropriate). Local Authority officers responsible for CME should check that a referral has been made and, if not, they should alert Children’s Social Care. The Department’s statutory guidance ***Keeping Children Safe in Education (September 2022)*** provides further advice for schools and colleges on safeguarding children.
- **Children of Gypsy, Roma, Traveller families (GRT)** - It is important that schools inform the Local Authority when a GRT pupil leaves the school without first identifying a new destination school, particularly during the transition from primary to secondary, so that they can attempt to facilitate continuity of the child’s education. The Local Authority Traveller Education Consultant and Education Welfare Service can advise schools on the best strategies for ensuring the minimum disruption to GRT pupils’ education, for example “dual” registration with other schools.
- **Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. The Local Authority CME and Tracking Officer will liaise with the MoD Children’s Education Advisory Service (CEAS) to ensure safeguarding and continuity of education provision.
- **Missing children and runaways** – children who go missing or run away from home or care may be in serious danger and vulnerable to crime, sexual exploitation, or abduction as well as missing education. The CME and Pupil Tracking Officer will liaise with key partners to ensure appropriate safeguarding measures are followed.
- **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has stopped attending a school is not known, the Local Authority will investigate the case and satisfy itself that the child is receiving a suitable education. In all cases the CME and Pupil Tracking Officer will liaise with relevant Local Authority Officers, where appropriate.
- **Children of new migrant families** – children of new migrant families may not have yet settled into a fixed address or may have arrived in a Local Authority area without that Authority becoming aware, therefore increasing the risk of the child missing education.

### 3 NOTIFICATIONS OF CHILDREN AND YOUNG PEOPLE NOT IN EDUCATION AND REFERRAL ROUTES

Notification of children missing in education can be received from internal partners, multi -agency professionals, other Local Authorities or from any other person who comes into regular contact with a child or young person.

Cheshire West and Chester work in partnership with key stakeholders and partner agencies and any other professional who frequently comes into contact with school aged children and young people. **It is an expectation that any professional who becomes aware of a school aged child, will make enquiries concerning their educational status.**

In the event of a child not being on the roll of a School or Setting, or is Electively Home Educated, it is the responsibility of that professional to contact the **CME & Pupil Tracking Officer, Mrs Sue Humphreys**, email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk); Tel 01244 973333 or mobile 07879 113 368 to report the situation.

### 4 PROCEDURES FOR SCHOOLS AND SETTINGS

Schools and Settings must promptly make “**reasonable enquiries**” as set out in the **DfE Statutory CME Guidance (Sept 2016)** to contact the parent or carer in instances where a child leaves or ceases to attend a CW&C education provision:

- without the school being advised by the parent/carer of an intended change of home address, or new school or setting at which the child is to attend.
- where the child has not returned from leave of absence from a holiday, within two weeks of the expected date of return.
- when a child fails to attend school after having accepted a place.

Following 10 days of non-school attendance **or** when the School or Setting have completed all reasonable checks, as set out in the DfE Statutory CME Guidance September 2016, (to include attempts to contact parents/carers, other emergency contacts etc), the School or Setting must refer to the Education Welfare Service (EWS) using the Missing Child Referral form (**CME2**)

The Education Welfare Service will then make reasonable efforts to identify the child’s current whereabouts/destination. This will include:

- undertaking a home visit within 5 working days of receipt of the referral, to make enquiries at home or with known contacts and neighbours, as appropriate.
- reference to local databases within the Local Authority.
- contact with any other agencies or key partners known to be involved with the family.

If, at any point in this process, the child is located, school must complete the Pupil Tracking Notification form, submitting to [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) ensuring that all required mandatory forwarding information, is provided.

However, if after undertaking all “**reasonable enquiries**” and following completion of the CME process (ie **CME2 Referral** to EWS), where the child’s location remains unknown, following 20 consecutive school days of unauthorised absence, the school or setting may remove the pupil’s name from school roll, ensuring completed **CME3 Notification** is submitted securely to:

[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

**Schools must subsequently upload the CTF via s2s in accordance with the DfE guidelines.**

Upon receipt of the **CME3 Notification** form, the CME & Pupil Tracking Officer will investigate further with internal colleagues and key partner agencies. These enquiries may include liaison with and reference to:

- Health Agencies
- DfE data systems
- ESCR (social care) database
- CW&C Housing Benefits Agency and Council Tax
- Any other relevant government agencies (eg HMRC)
- Other Local Authorities where it is suspected the child may be living or have previously resided.

If the child's whereabouts remain unknown after all enquiries have been exhausted, the CME & Pupil Tracking Officer will post a national missing children alert via the DfE s2s Missing Pupil database.

**Children missing education may raise potential safeguarding concerns. If Schools or Settings believe a child or family have gone missing, they should NOT remove that child's name from their school roll without first following the CME Guidance and Procedures, ie ensuring all reasonable enquiries have been made as referred to on the CME1 Checklist, referring to the Education Welfare Service using CME2 Referral form, and upon completion of the CME process, subsequent submission of CME 3 Notification form, which must be submitted securely to: [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)**

## **5 REMOVAL FROM SCHOOL ROLL**

Schools and Settings must notify the Local Authority CME & Pupil Tracking Officer when a pupil's name is to be removed from the admissions register at a non-standard (In year) transition point under any of the fifteen grounds set out in the regulations (**Regulation 8 of the Education (Pupil Registration)(England) Regulation 2006**) and **Annex A** of the **DfE Statutory Children Missing Education Guidance (September 2016)**.

**Removal from school roll for any reason other than those specified above is illegal.**

Using the **Pupil Tracking Notification** form, Schools and Settings **must** notify the Local Authority via [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) **each time a pupil's name is removed from school roll at both "in year" transfer and during primary transition to secondary education**, to report moves to schools located in other Local Authority areas; transfers to a non-maintained school (Independent); moves abroad or out of the Local Authority area; or withdrawal to be become Electively Home Educated.

**Notification form CME3 must only** be completed and submitted to report children and young people whose names have been removed from school roll, following 20 consecutive school days of unauthorised absence, where their current whereabouts are unknown, and when all "reasonable enquiries", as clearly set out in the DfE Statutory CME Guidance (Sept 2016), have been undertaken by Schools or Settings, and the required Local Authority CME process has been completed (ie CME2 Referral previously submitted to Education Welfare Service).

Additional advice can be sought from Education Welfare Service or CME & Pupil Tracking Officer.

## 6 TRACKING AND CROSS BOUNDARY ARRANGEMENTS

CW&C have in place arrangements to enable joint working and information sharing with other local authorities and key partner agencies, to safeguard and promote the welfare of children (**Working Together to Safeguard Children 2018**).

If a child becomes missing from a CW&C school, but resides in another Local Authority, the CME & Pupil Tracking Officer will contact the Designated Lead in the child's "home" Local Authority to alert them of any change in the pupil's CME status, providing key information in a timely manner.

Similarly, if a child or young person leaves Cheshire West and Chester, the CME & Pupil Tracking Officer will notify the "receiving" Local Authority of the reported transfer in, and will request confirmation of arrival, to ensure appropriate safeguarding of the child or young person.

## 7 COMMON TRANSFER FILE (CTF)

There is a statutory requirement for all Schools and Settings to transfer specified information about a pupil moving School, to the "receiving" School. Since June 2002, this information has been transferred through the electronic common transfer file (CTF) via DfE's s2s secure system.

### Common Transfer Form (CTF)

Schools and Settings are required to ensure that CTF data is sent to a pupil's "new" maintained school by the former school within 15 days after the pupil ceases to be registered at the "former" school. The unique pupil number (UPN) must be included in the CTF as a unique identifier for the pupil and each UPN should only contain information regarding **only one pupil**.

Briefly, when uploading a CTF, if the current school is unaware of where a child has moved to (home address or new school), then a transfer file using XXXXXXXX as the destination must be created and uploaded to the secure s2s site.

When a pupil moves abroad (including to Scotland or the Republic of Ireland), becomes Electively Home Educated or transfers to a non maintained (Independent) school, code MMMMMMMM must be selected to upload the CTF. This enables the CTF to be stored securely and is available if the child returns to a maintained school in England or Wales.

**Files coded as XXXXXXXX and MMMMMMMM are uploaded to the DfE s2s in the same way as transferring files to other schools – these files must only contain the details of one pupil to enable individual pupil information to be stored or retrieved in compliance with GDPR.**

In the unlikely circumstance of a pupil joining a Cheshire West and Chester school without the school first receiving a CTF from the child's previous school, or where a parent/carer is unable or unwilling to provide information about the child's previous school, the "receiving" school can contact the Local Authority CME & Pupil Tracking Officer, at [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk) telephone 01244 973333 or mobile 07879 113 368, to request assistance with a view to identifying any previous education provision.

Further guidance regarding creating and transferring CTFs is available and can be found via the internet site "school to school service: how to transfer information - GOV.UK" via the following link: [Common Transfer File 20 Guide \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/614441/Common-Transfer-File-20-Guide.pdf)

## ADDITIONAL PUPIL TRACKING NOTIFICATIONS

Schools and Settings are not required to report in year transfer to other Local Authority Schools and Academies that are located within Cheshire West and Chester Local Authority area, as this information is collected via other systems/processes.

However, Schools and Settings must complete the **Pupil Tracking Notification form** during “**in year**” transfer and at “**primary to secondary transition**” to report the following.

- transfers to schools and settings located in other locality areas (not in Cheshire West & Chester)
- admission to Independent Schools
- moves abroad or out of area (away from Cheshire West & Chester)
- withdrawal from school roll to become Electively Home Educated.

**CME3 forms** are only be completed to report Children Missing from Education, where their current whereabouts are unknown, and must only be submitted following previous submission of **CME 2 Referral** to Education Welfare Service and subsequent completion of the CME process.

The current DfE CME Statutory Guidance, which can be accessed via the following link, <https://www.gov.uk/government/publications/children-missing-education>, makes it very clear that there is an expectation on all schools/settings to ‘**make reasonable enquiries**’ to establish the whereabouts of a child, prior to referral to the Local Authority.

Notification of pupil transfers (PTNs) must include the name and contact details for **at least one** parent or carer with whom the child resides, together with full details of the current and new home address, and where known, the name of the new school or education provision where the child is to attend, even for those children moving abroad.

Schools and Settings must ensure that CME and Pupil Tracking Notification forms are submitted securely to the Local Authority using the secure email addresses detailed on each of the respective CME and Pupil Tracking Notification forms, no longer than the agreed 20-day process.

**For further information and assistance, please contact Mrs Sue Humphreys, CME & Pupil Tracking Officer on telephone 01244 973333/mobile 07879 113 368 or email [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk)**



## What Legislation does this guidance refer to?

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14 and 19)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment)(England) Regulations 2016
- Section 10 of the Childrens Act 2004

## Documents/Information Supporting Guidance Procedures Relating to Children Missing Education as follows:

Working Together to Safeguard Children Statutory Guidance 2018

[https://assets.publishing.service.gov.uk/media/5fd0a8e78fa8f54d5d6555f9/Working\\_together\\_to\\_safeguard\\_children\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/5fd0a8e78fa8f54d5d6555f9/Working_together_to_safeguard_children_in_schools_guidance.pdf)

Keeping Children Safe in Education September 2023

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/Keeping_Children_Safe_in_Education_September_2023.pdf)

Department for Education Children Missing Education Statutory Guidance September 2016

<https://www.gov.uk/government/publications/children-missing-education>

Education (Pupil Registration) (England) (Amendment) Regulations 2016

<http://www.legislation.gov.uk/uksi/2016/792/contents/made>

Regulation 4 of the Education (Pupil Registration)(England)Regulations 2006

Regulation 12(3) of the Education (Pupil Registration)(England)Regulations 2006

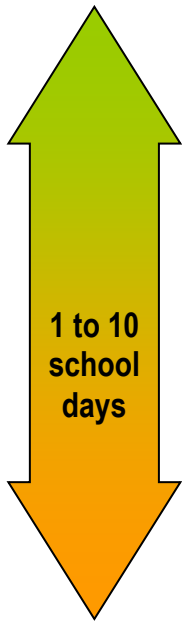
[http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi\\_20061751\\_en.pdf](http://www.legislation.gov.uk/uksi/2006/1751/pdfs/uksi_20061751_en.pdf)

The Prevent Duty - Departmental advice for schools and childcare providers – October 2023

[Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/115271/Prevent_duty_guidance_England_and_Wales_2023.pdf)

# CME Process - CME1

## PUPIL MISSING FROM SCHOOL



**Child not traced**

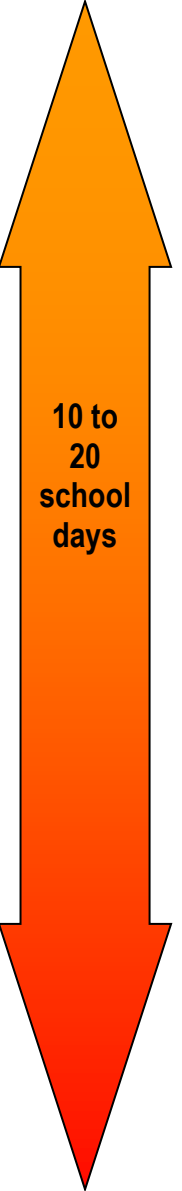
Schools follow established school absence policy, making all **reasonable enquiries** as set out in **DfE Statutory Guidance Sept 2016**

**Child traced**

School submits completed **CME 2 Referral**, to **Education Welfare Service** at:  
[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)  
or via link  
<https://earlyhelpandpreventiononline.cheshirewestandchester.gov.uk/web/porta/pages/home>  
no later than 10 consecutive school days of unauthorised absence

Further support may be required from Key Partners, eg Education Welfare Service, School Admissions or Health Agencies, or School may be required to complete a PTN to notify the LA of a move away from CWaC, transfer to an Independent School or withdrawal to become EHE

### CME Process CME 2



**CME 2 referral received by EWS**  
EWS undertakes home visit within **5 working days** of receipt of referral and will make further local enquiries, whilst continuing to liaise with the referring school, partner agencies and CME Officer, where appropriate

**Child Located**

**Child not traced**

Further support may be required from Key Partners, eg Education Welfare Service, School Admissions or Health Agencies, or School may be required to complete a PTN to notify the LA of a move away from CWaC, transfer to Independent School or withdrawal to become EHE

Upon completion of CME Process and following 20 consecutive school days of unauthorised absence, School will remove the child's name from the school roll and will submit completed CME 3 Notification securely to CME & Pupil Tracking Officer at [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)  
CTF is subsequently uploaded to S2S system adhering to DfE Guidance

**CME Referral Closed**

**A child's name can only be removed from a school roll following 20 consecutive school days of unexplained absence following completion of CME process and submission of CME3 Notification to CME & Pupil Tracking Officer, in accordance with Reg 8 Education (Pupil Registration) (England) DfE revised CME Statutory Guidance Annex A**

# CME Process CME 3

CME 3 Notification received by CME & Pupil Tracking Officer



- CME & Pupil Tracking Officer will
- Confirm all information received is correct.
- Review all available data systems, to include ESCR/eTAF, CYPD, DfE GIAP, CTF etc
- Liaise and pursue enquiries with relevant Internal and External Key Partner Agencies etc



**If Child Located**



- CME & Pupil Tracking Officer will:
- Liaise with School and all relevant professionals to advise them with relevant information.
  - Update appropriate systems with outcome of enquiries.
  - Where applicable, liaise with a "receiving Local Authority to ensure "safe" arrival of pupil.
  - Ensure school have uploaded CTF to appropriate destination.
  - CME referral closed.



**If Child Not Found**



- CME & Pupil Tracking Officer will:
- Discuss with relevant Local Senior Leads and if aware of any previous or current social care or safeguarding concerns, will liaise with Local Safeguarding Manager
  - Update relevant systems with known information.
  - Ensure CTF has been uploaded to Missing Pupil data system via DfE s2s system.



**If Child Found**



**If Child Not Found**



Pupil's name will remain on the CME cohort and will be subject to ongoing review until subsequently located.  
Missing Pupil Alert posted via DfE s2s system



20 School Days

**CHECK LIST****For school use only**

To be used for a child who has become 'missing' in education, where his/her current whereabouts are unknown.

**If there are any safeguarding or welfare concerns or the family are already known to social care, school must contact Integrated Access And Referral Team (i-ART) to report immediately via [i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk) or telephone 0300 123 7047**

Full Legal Name of child/ren:

Date of Birth(s):

Gender:

Ethnicity:

UPN(s):

Last Known Home Address:

Name(s) of parent(s) or carer(s):

Contact details (Telephone **and** email):

Name of any sibling(s) & their dates of births who may be attending other schools (if any):

**Reasonable enquiries** (as set out in the DfE CME Statutory Guidance 2016) must include the following:

- Refer to internal school records and contact any other Agencies known to the child/family.
- Following attempts of contact with Parents/Carers, make telephone enquiries to all emergency numbers, sending letters and emails where required/applicable and where possible, home visit by staff member.
- If there are any known siblings at another school, check with that school to gain any possible additional information.
- Try to make contact with friends and relatives of the pupil and family.

After **no longer than 10 school days**, or when all enquiries have been exhausted by Schools and Settings, and the whereabouts of the child remains unknown, please refer to the Education Welfare Service by completing CME 2 Referral form and forward securely to:

[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

or via link

<https://earlyhelpandpreventiononline.cheshirewestandchester.gov.uk/web/portal/pages/home>

**To be completed and submitted to Education Welfare Service**

no longer than 10 school days of continual unauthorised absence, after school have made all reasonable enquiries (as set out in the DfE CME Statutory Guidance Sept 2016), where their own checks have failed to locate a missing child and the new home address remains unknown.

Name of Last Known School:

Child/ren's Details:

Full Legal Name(s):					
Date of Birth(s):		Gender:		Ethnicity:	
				UPN:	

Name of Parent/Carer:

Name of Parent/Carer:			
Does the Parent/Carer require assistance from translation services	Yes/No	Does the Parent/Carer require assistance completing forms?	Yes/No

Last Known Home Address & Contact Details:

Date child/ren last attended school or last sighted by school or another professional?

Please provide a brief resume of checks already completed by school or setting (ie date of attempted contacts with parent/carer, extended family members or emergency contacts, date of home visit and possible liaison with sibling schools, where applicable etc)

Please indicate if child/ren is/are subject to, or is known to be any of the following:	Education Health Care Plan (SEN)	Child Looked After (CLA)	Child In Need (CIN)	Child Protection (CP)	Gypsy, Roma, Traveller (GRT)
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**ADDITIONAL INFORMATION**

Are you aware of any risks to Officers visiting the home? Eg. History of domestic abuse, aggressive dogs etc	Yes/No
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Name of Referrer

Designation:

Date Form Completed:

**CME 2 Referral Form to be sent securely to Education Welfare Service at:**

[educationwelfare@cheshirewestandchester.gov.uk](mailto:educationwelfare@cheshirewestandchester.gov.uk)

Or via link <https://earlyhelpandpreventiononline.cheshirewestandchester.gov.uk/web/portal/pages/home>

## NOTIFICATION OF CME

**CME 3**

### Notification of Removal from School Roll The Education (Pupil Registration) (Amendment) Regulations 2006

Please ensure this form is completed in full and emailed securely to the CME & Pupil Tracking Officer, at [cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk) each time you remove a pupil's name from school roll when reporting a child or young person missing from education, where their current whereabouts remains unknown, following 20 consecutive school days of unauthorised absence, where all "reasonable enquiries" have been made and the CME process has been completed, eg previous submission of CME 2 Referral to Education Welfare Service.

**(PLEASE ENSURE ALL INFORMATION IS ACCURATELY RECORDED AND IS TYPED ON THIS FORM TO PREVENT ERRORS OCCURRING THAT MAY ULTIMATELY LEAD TO A POSSIBLE BREACH IN GENERAL DATA PROTECTION REGULATION)**

<b>Name of last known School:</b>					
<b>Details of Child/ren:</b>					
<b>Full Legal Name(s):</b>					
<b>Date of Birth(s):</b>		<b>Gender:</b>		<b>NC Yr Group</b>	
<b>Ethnicity:</b>		<b>UPN(s):</b>			
<b>Last known home address:</b>					
<b>Name of Parent/Carer(s)</b>					
<b>Telephone number/s AND email address of Parent/Carer:</b>					
<b>Date of child's last attendance:</b>		<b>Date taken off School Roll:</b>			
<b>Are there any known siblings attending other schools? If so, please provide further information</b>					

**Please indicate if child is subject to or is currently known to be any of the following:**

Education Health Care Plan (SEN)	Child Looked After (CLA)	Child In Need (CIN)	Child Protection (CP)	Gypsy, Roma, Traveller (GRT)
Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**If the pupil's current location is unknown, previous submission of CME 2 Referral to Education Welfare Service and completion of the CME process **MUST** have been completed, prior to removal of child's name from the school roll, following 20 consecutive school days of unauthorised absence**

Please ensure CTF is uploaded via S2S website, referring to  
Department of Education Guidance using appropriate coding XXXXXXXX

**Name:**

**Designation:**

**Date:**

## Pupil Tracking Notification

### Notification of Removal from School Roll

*The Education (Pupil Registration) (Amendment) Regulations 2006*

Please ensure this form is emailed **securely** to the CME & Pupil Tracking Officer, at  
[cmeandpupiltracking@cheshirewestandchester.gov.uk](mailto:cmeandpupiltracking@cheshirewestandchester.gov.uk)

This form must only be completed to report when a pupil's name is removed from school roll following transfer to attend a school located in another Local Authority area; has withdrawn from school to become Electively Home Educated; has transferred to attend an Independent school; where there has been a change of home address to a different Local Authority area or has moved abroad.

These changes must also be reported at primary to secondary transition phase when the child is not transferring to attend a secondary school within Cheshire West and Chester.

**(PLEASE ENSURE ALL INFORMATION IS ACCURATELY RECORDED AND IS TYPED ON THIS FORM TO PREVENT ERRORS OCCURRING THAT MAY ULTIMATELY LEAD TO A BREACH IN GENERAL DATA PROTECTION REGULATION)**

Name of School	
----------------	--

The name(s) of the following child/ren has/have been removed from the school roll:

Full Legal Name of Child/ren			
Date of Birth(s)		Gender	
UPN (s)		Ethnicity	
Last Known Address (whilst residing in Cheshire West and Chester)			
New Home Address - please indicate "N/A" if unchanged			
Parent/Carer Name(s)			
Tel Nos <b>and</b> email address			
Details of new education provision eg new school name/Elective Home Education etc			
Reason for removal eg EHE, moved abroad etc			
Date child's name added to School Roll	Date last attended School	Date removed from School Roll	

Please indicate if child/ren is/are known as, or currently subject to:	Education Health Care Plan (SEN)	Child Looked After (CLA)	Child In Need (CIN)	Child Protection (CP)	Gypsy, Roma, Traveller (GRT)
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

If new school is known, where possible, please upload the CTF directly to the new school via the DfE S2S website. However, if the new school or education provision not known, or are unable to receive CTFs, please upload CTF via S2S website referring to DfE Guidance for appropriate coding, eg MMMMMMM, XXXXXXX or 896LLLL

Name:

Designation:

Date: