# Hammersmith & Fulham

# Attendance (statutory), Child employment and children in entertainment, Elective home education and children missing education (ACE Team)

Referral for Child Missing Education (CME**)**

***Form to be completed when child is not on a school roll and the parent has not made suitable arrangements for their education, either by enrolling their child in education provision or through education at home. Form should also be completed when Elective Home Education (EHE) is being considered by Special Educational Needs (SEN) Team***

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| **Child Surname** |  |
| **Child First name** |  |
| **Year Group/DOB** |  |
| **Parent/Guardian name** |  |
| **Home Address** |  |
| **Borough of residence** |  |
| **Previous School/Country** |  |
| **Contact details for applicant/family (Tel/E-mail )** |  |

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| --- | --- |
| **Referral being made by- please tick:** | **SEN team**  **School Admissions**  **Exclusions officer**  **Other** |

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| **Circumstances leading to the child being CME (if known)** |
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| **Action taken to return the child to education** e.g. family made aware of legal responsibilities to ensure that child is in receipt of education, family supplied with In Year Admissions Form etc... Include specific details of communications, copies of relevant correspondence & details of meetings etc. |
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| **Additional information – outside agencies** e.g. social worker/localities/medical evidence |
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**Signed:**

**Team/role:**

**Contact details (telephone/email address):**

**Date:**

**Section A to be completed by School Admissions Team only**

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| **Time line for interactions with family – minimum three letters and final housing/CT check** |
| **Letter 1 –**  **letter 2 –**  **Letter 3 –**  **Email – contacts**  **Notes of calls – as per Impulse record**  **Final audit/housing/CT check as available –**  **NB : If child can be traced and is out of school the ACE team will not accept referral without copy of letter confirming offer of named provision.** |

**Form to be emailed to Anwar Raihani, Lead Adviser, ACE Team**

[Anwar.Raihani@lbhf.gov.uk](mailto:Anwar.Raihani@lbhf.gov.uk)