

Appendix 1: Flow Chart for all LA Teams concerned about Children Missing Education (CME) and Pupils Missing Education (PME)

CME pupils are those without a school roll, whilst PME pupils have a school roll but are prevented from, or unable, to access their school place effectively. In both cases the home address of these children will be known. This chart is not relevant to pupils who are simply refusing to attend (Family Service) or when the whereabouts of the child are unknown (Children Missing Officer).

<p>LEVEL ONE</p> <p>Any local authority officer, school, parent, external agency, concerned that a child is either CME or PME can refer the case. E.g. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place, children registered as EHE but not accessing learning.</p>	<p>Refer the case to the Fair Access Team who may:</p> <ul style="list-style-type: none"> • Provide advice and guidance • Refer the case to the weekly Children out of School meeting (COOS) Chair: FA Team Manager • Allocate the case to a Fair Access Officer or the Children Missing Education Officer. <p>Contact details for referral: Fairaccess@nottstcc.gov.uk</p>
<p>LEVEL TWO</p> <p>Any local authority team manager who believes that a child known to their service has</p> <ul style="list-style-type: none"> • remained CME or PME for longer than 20 days and • that the current interventions made by the officers involved are not resolving the situation and • that the Local Authority may have a duty to provide interim education 	<p>Refer the case for consideration to the three weekly Vulnerable Children Education Commissioning Panel (VCEC). Chair: Group Manager SISPA. The VCEC panel may:</p> <ul style="list-style-type: none"> • provide advice and guidance to services, schools and families. • provide support and challenge to services, schools and families. • Agree to fund interim education provision until appropriate long term education has been agreed. <p>Contact details for referral: Gill.Bevington@nottstcc.gov.uk</p>
<p>LEVEL THREE</p> <p>Any Team Manager or Group Manager who believes that a child or young person has had no education for an unreasonable period of time and that services or schools maybe failing in their statutory duties.</p>	<p>Refer the case for consideration by the CME Board. Chair: Director Education, Learning and Skills. The Board will provide scrutiny and challenge and make recommendations as required.</p> <p>Contact details for referral: Amelia.mckenzie@nottstcc.gov.uk</p>