

Children Missing Education Guidance for Schools



Practical guidance on identification,
referral, safeguarding and lawful removal
from roll

Education Welfare & Engagement Team

Professional reference guide | 2026 edition

Lincolnshire Children Missing Education (CME) Guidance for Schools

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Section 1: Introduction

Welcome

Every child has the right to receive a suitable education. When a child's whereabouts are unknown, or it is unclear whether they are receiving suitable education, there is a risk that they may become a Child Missing Education (CME).

This guidance has been produced by Lincolnshire County Council's Children Missing Education Team to provide practical guidance for schools on identifying potential CME cases, completing reasonable enquiries, making referrals and understanding the legal requirements surrounding removal from roll.

Purpose of this Guidance

This guidance supports the Lincolnshire County Council Children Missing Education (CME) Policy and should be read alongside that policy and the relevant Department for Education statutory guidance. It does not replace the policy or statutory guidance. Where there is any difference, the policy and statutory guidance take precedence.

How to Use this Guidance

This is a reference document, not a document that needs to be read from beginning to end. Use the contents, the Start Here guide and the decision trees to go directly to the question you need to answer.

Quick Reference Guide

- Every child has the right to a suitable education
- Safeguarding is always the first priority
- Only remove a pupil from roll when the legal requirements have been met
- Record all enquiries and decisions
- Seek advice early if you are unsure

□ WHAT THE LAW SAYS

Local Authorities have a duty under Section 436A of the Education Act 1996 to identify children missing education. Schools must also comply with the Education (Pupil Registration) (England) Regulations 2024 and should read this guidance alongside the Department for Education's statutory guidance.

□ GOOD PRACTICE

- Act promptly when concerns arise
- Record all reasonable enquiries
- Work collaboratively with family and partner agencies
- Seek advice early if you are unsure
- Keep safeguarding at the centre of every decision

□ SAFEGUARDING ALERT

A child missing education may be at increased risk of abuse, neglect, exploitation, trafficking or other harm. Safeguarding procedures should always take precedence over administrative processes.

□ COMMON MISTAKES

- Removing pupils from roll too early
- Assuming a family has moved without evidence
- Failing to complete reasonable enquiries
- Delaying referrals where a child's whereabouts are unknown
- Overlooking additional considerations for children with EHCPs or Social Care involvement

💡 TOP TIP

If you are unsure whether a case should be managed through attendance, admissions, EHE, SEND or CME, contact the Children Missing Education Team before taking action.

Start Here: Finding the Guidance You Need

Use this page to find the relevant part of the guidance. Most users will only need to read the section that relates to the question or decision they are dealing with.

Your question	Go to
Is this a CME case or an attendance matter?	Section 2
What enquiries should the school complete first?	Section 3
How do I make a CME referral?	Section 4
Can the pupil lawfully be removed from roll?	Section 5
Is there a specific scenario, vulnerability or safeguarding issue?	Section 6
I need a quick answer, myth check or decision tree.	Sections 7–8

For schools

Use the guidance when deciding whether a child may be missing education, recording reasonable enquiries, preparing a referral or considering removal from roll. The checklists are designed to be used at the point a decision is made.

For Lincolnshire County Council Business Support – internal use

Lincolnshire County Council Business Support should use this section when checking that required information and evidence have been provided, updating the internal CME record and directing queries to the appropriate officer. Legal, safeguarding and professional decisions remain with the relevant practitioner or manager.

Important: Safeguarding concerns take priority. Where there is an immediate risk to a child, follow safeguarding procedures without waiting for the CME process to be completed.

Section 2: Is this a Child Missing Education (CME)?

Why this matters

Identifying whether a child is genuinely missing education is the first step in ensuring the correct process is followed. Not every attendance issue is a CME case, and identifying the correct pathway helps protect children and avoids unnecessary referrals.

When is a child likely to be CME?

- The child's whereabouts are unknown
- The family cannot be contacted after reasonable enquiries
- The school cannot establish whether the child is receiving suitable education
- The child has left the area and no onward education can be confirmed

When is it NOT usually a CME case?

- Poor attendance where the child remains at a known address
- A pupil who has never attended after admission (follow attendance procedures)
- A child awaiting an agreed school place
- A child on an approved medical absence
- A flexi-schooling arrangement agreed by the school

Is this child CME?: Quick Reference Guide

- Not every absence is a CME case
- Complete reasonable enquiries first
- Safeguarding always comes first
- When in doubt, seek advice from the CME Team

WHAT THE LAW SAYS

Under Section 436A of the Education Act 1996, Local Authorities must identify children of compulsory school age who are not registered at school and are not receiving suitable education otherwise than at school. A CME referral should be made where there are reasonable grounds to believe a child's whereabouts or education cannot be confirmed.

GOOD PRACTICE

Complete and record reasonable enquiries before making a referral. Consider safeguarding, speak to parents where appropriate, and seek advice early if you are unsure.

COMMON MISTAKES

Confusing attendance issues with CME, referring too early, or assuming a child has moved without evidence.

SAFEGUARDING ALERT

If a child is subject to a Child Protection Plan, Child in Need Plan, has an EHCP, or there are other safeguarding concerns, follow safeguarding procedures immediately alongside any CME enquiry.

TOP TIP

Before progressing the case. If you're asking yourself 'Is this attendance, admissions, EHE, SEND or CME?' contact the Children Missing Education Team

Question	If YES
Do you know where the child is?	Follow attendance, safeguarding or other relevant procedures.
Can suitable education be confirmed?	CME referral is unlikely to be required.
Have reasonable enquiries been completed?	If education remains unknown, consider a CME referral.
Are safeguarding concerns present?	Follow safeguarding procedures immediately and liaise with relevant agencies.

Section 3: Before Making a Children Missing Education (CME) Referral

Why this matters

Before referring a child to the Children Missing Education (CME) Team, schools should complete reasonable enquiries to establish the child's whereabouts and whether they are receiving suitable education. Early enquiries often resolve cases quickly, reduce unnecessary referrals and demonstrate that the school has fulfilled its safeguarding responsibilities.

Reasonable Enquiries

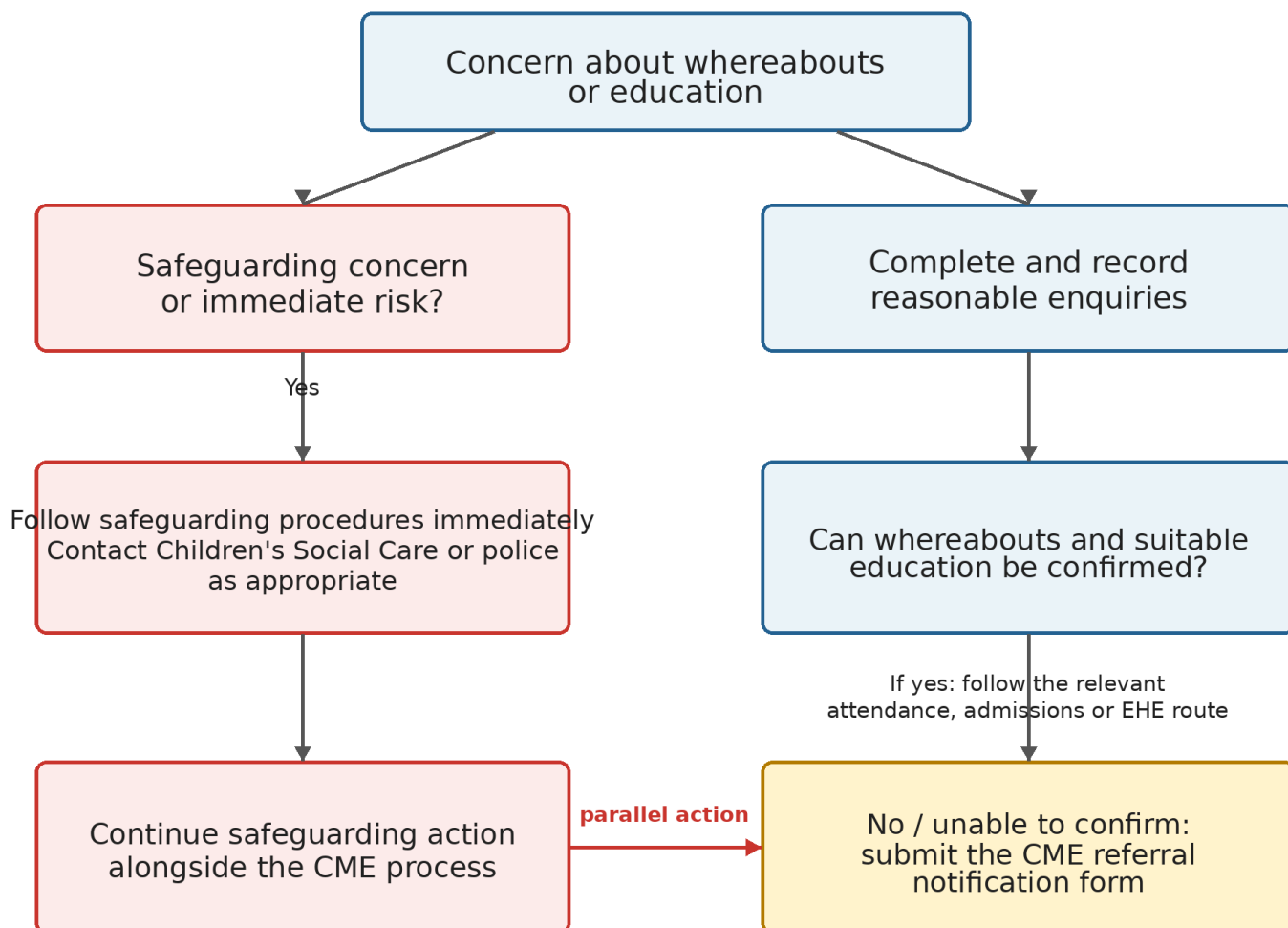
- Contact parents/carers using all known telephone numbers and email addresses
- Send written communication requesting contact
- Speak to emergency contacts where appropriate
- Undertake a home visit where safe and proportionate
- Check with siblings' schools if relevant
- Check whether another school has confirmed the child is on roll
- Record every enquiry and its outcome

Safeguarding Considerations

Where a child has additional vulnerabilities, further discussion should take place before any referral or consideration of removal from roll.

- Child Protection Plan
- Child in Need Plan
- Education, Health and Care Plan (EHCP)
- Looked After or Previously Looked After Child
- Known safeguarding concerns

Before Making a CME Referral: Decision Flowchart



Before Making a CME referral: Quick Reference Guidance

- Reasonable enquiries have been completed
- Safeguarding considered
- All actions recorded
- Supporting information gathered
- Referral appropriate

□ WHAT THE LAW SAYS

Schools should complete reasonable enquiries before making a CME referral unless immediate safeguarding concerns require urgent Local Authority involvement. Accurate records of enquiries should be retained.

□ GOOD PRACTICE

Work collaboratively with Social Care, SEND Caseworkers and the Virtual School where appropriate. Seek advice early if there is any uncertainty.

□ SAFEGUARDING ALERT

Where safeguarding concerns exist, follow safeguarding procedures immediately. CME processes should never delay action to protect a child.

□ COMMON MISTAKES

- Referring before completing reasonable enquiries.
- Assuming a child has moved without evidence.
- Removing a vulnerable child from roll before consulting relevant agencies.
- Failing to keep records of enquiries.

💡 TOP TIP

If you're unsure whether enough enquiries have been completed, contact the Children Missing Education Team before submitting your referral.

Section 4: Making a Children Missing Education (CME) Referral

Why this matters

A timely and well-completed referral enables the Children Missing Education (CME) Team to begin enquiries without delay. Providing accurate, comprehensive information reduces duplication, supports effective safeguarding and helps locate children as quickly as possible.

When should a referral be made?

- Reasonable enquiries have been completed
- The child's whereabouts remain unknown
- Suitable education cannot be confirmed
- Immediate safeguarding concerns require Local Authority involvement

Before submitting your referral

- Complete and record all reasonable enquiries
- Consider whether this is a CME case or an attendance matter
- Complete safeguarding discussions where appropriate
- Gather supporting evidence and documentation
- Confirm there is no evidence the child is receiving suitable education elsewhere

Submitting the referral using the Lincolnshire CME referral notification form.

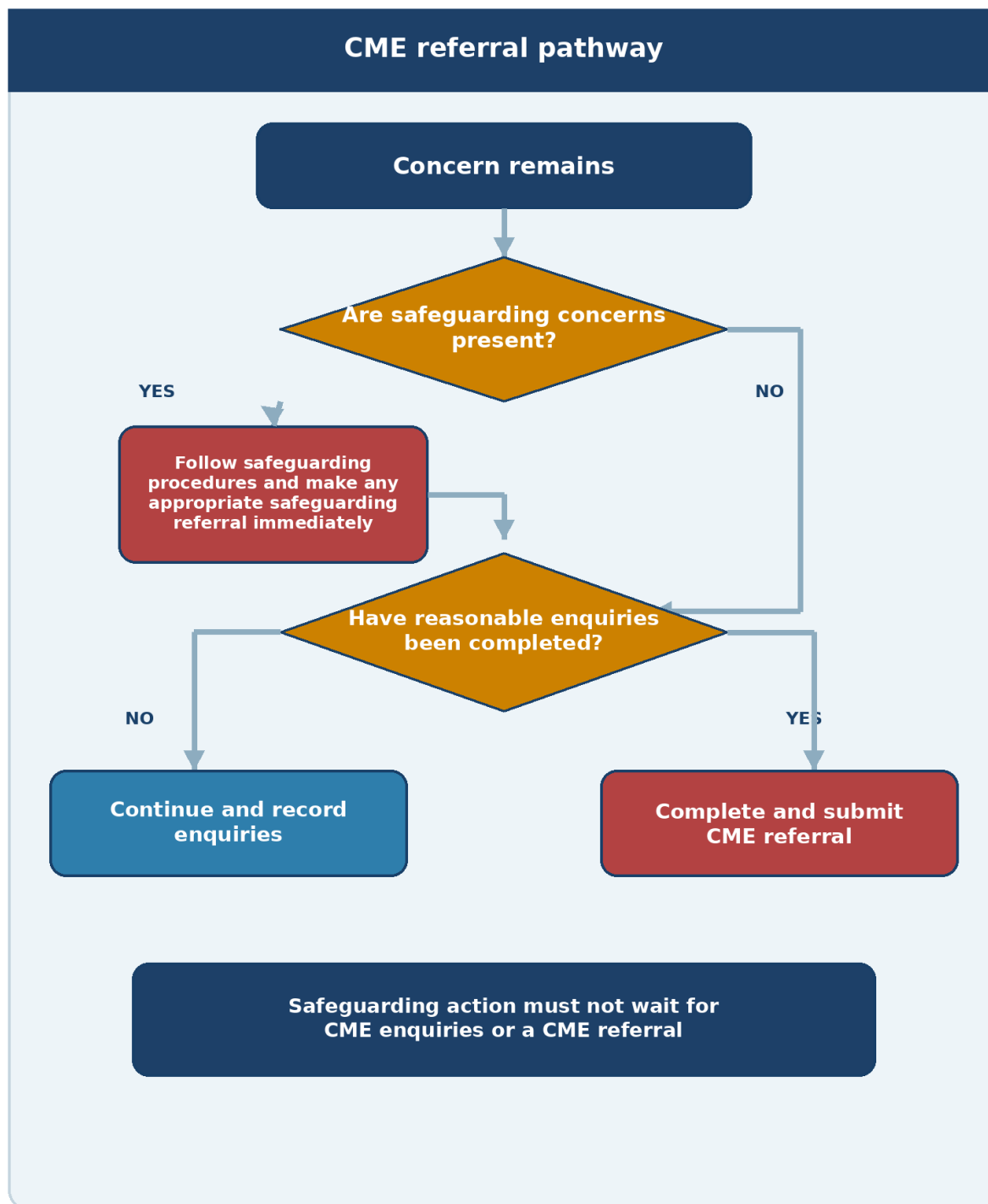
Include:

- Child's full details and UPN (where known).
- Parent/carer contact details
- Current and previous addresses
- Last date seen in education
- Summary of reasonable enquiries
- Safeguarding concerns
- Professionals involved
- Copies of relevant correspondence

Referral Quality Checklist

- ☐ Child details complete
- ☐ Parent/carer details complete
- ☐ Reasonable enquiries recorded
- ☐ Safeguarding considered
- ☐ Evidence attached
- ☐ Professionals identified
- ☐ Referral reviewed before submission

Referral Process Flowchart



Making a CME Referral: Quick Reference

- Have I completed reasonable enquiries?
- Have I included all relevant information?
- Have I considered safeguarding including making any relevant referrals?
- Have I informed any relevant agencies eg. Social Worker, SEND?
- Have I attached supporting evidence?
- Is the referral ready to submit?

□ WHAT THE LAW SAYS

Local Authorities have a duty under Section 436A of the Education Act 1996 to identify children missing education. Schools support this duty by making timely, accurate referrals when they cannot establish a child's whereabouts or confirm that suitable education is being received.

□ GOOD PRACTICE

Provide a clear chronology, accurate contact information, evidence of enquiries and details of all professionals involved. High-quality referrals enable enquiries to begin immediately.

□ SAFEGUARDING ALERT

Making a referral does not replace safeguarding responsibilities. Continue to follow your safeguarding procedures and share any new information with the CME Team without delay.

□ COMMON MISTAKES

- Referring before reasonable enquiries are complete
- Leaving sections of the referral blank
- Omitting safeguarding information
- Assuming the child can be removed from roll
- Failing to update the CME Team when new information becomes available

💡 TOP TIP

Imagine someone who has never met the child is reading your referral. Have you included enough information for them to understand what has happened and what you've already done?

Section 5: Removal from Roll

Why this matters

Removing a pupil from roll is a significant legal decision. Schools must ensure that one of the prescribed grounds for deletion has been met and that appropriate enquiries have been completed before removing a pupil from the admission register.

Key Principles

- Do not remove a pupil simply because they have stopped attending
- Complete reasonable enquiries before deletion
- Keep clear records of all actions and decisions
- Seek advice from the CME Team or allocated SEWO where required

Lincolnshire Process

- School identifies potential removal from roll
- CME Team reviews the circumstances
- Straightforward cases receive advice from the CME Team
- More complex cases may be allocated to a Safeguarding Education Welfare Officer (SEWO)
- Once enquiries conclude and the legal requirements are satisfied, the school may remove the pupil from roll using the appropriate legal ground

CME Team or SEWO will inform you when child can be removed from roll.

If you have not been informed, please contact the CME Team.

Removal Dates and Backdating

A pupil's removal from the admission register must not be backdated.

Under Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024, a pupil's name may only be deleted when one of the prescribed legal grounds has been met. Once all requirements for the relevant ground have been satisfied, the pupil's name must be deleted promptly. However, the deletion cannot be applied retrospectively.

This means that the removal date is the date on which the school is satisfied that the legal requirements have been met. It is **not**:

- the pupil's last day of attendance;
- the date the family was first believed to have moved;
- the date the school submitted a CME referral;
- the first day of the pupil's absence; or
- an earlier date subsequently identified during the school's or Local Authority's enquiries.

For Grounds H and I, the pupil must remain on roll while the school and Local Authority undertake the required joint reasonable enquiries. Removal can only take place once all elements of the relevant ground have been met and both parties agree that there are no

reasonable grounds to believe the pupil will return to the school. The removal date is the date this position is reached and confirmed, not an earlier point in the investigation.

Example

A pupil last attends school on 1 October. The school refers the child to the CME Team and reasonable enquiries continue. On 15 October, the enquiries establish that the requirements of the relevant Regulation 9 ground have been met.

The pupil may be removed from roll on 15 October. The school must not backdate the removal to 1 October.

Until the lawful removal date, the pupil remains registered at the school and the attendance register must continue to be completed using the appropriate attendance or absence code for every session.

The attendance register may be amended where further information establishes that an attendance code was incorrect. However, Regulation 6 requires the original entry, amended entry, reason for the amendment, date of amendment, and the name and position of the person making it to be retained. Changing an attendance code is not the same as retrospectively removing a pupil from the admission register.

Key point: A later investigation may establish the circumstances of an earlier absence, but it does not create an earlier lawful removal date.

Legal basis: [DfE Children Missing Education statutory guidance](#) and [Regulations 6](#) and [9](#) of the School Attendance (Pupil Registration) (England) Regulations 2024.

Ground G: Pupils Who No Longer Live Within a Reasonable Distance of the School

Why this matters

Ground G is one of the most commonly misunderstood grounds for removal from roll. While the decision to remove a pupil under Ground G rests with the school, schools are expected to engage with the Local Authority before deleting a pupil from roll. This ensures that appropriate safeguarding enquiries have been completed and that there are no reasonable grounds to believe the pupil will return to the school.

What the Law Says

Under **Regulation 9(1)(g) of the School Attendance (Pupil Registration) (England) Regulations 2024**, a school may remove a pupil from roll where:

- the pupil no longer normally lives within a reasonable distance of the school;
- there are no reasonable grounds to believe the pupil will attend the school again; and
- the pupil is not a boarder.

The Department for Education has confirmed that **Ground G does not require Local Authority consent**. The responsibility for deciding whether the legal ground has been met remains with the school.

However, schools are expected to engage with the Local Authority before deletion to allow safeguarding and information checks to be completed.

DfE clarification (December 2025)

"Ground G sets out that it is for the school to decide and evidence that the ground is met. This does not require joint agreement from the Local Authority, though we would expect them to work with you where they are unsure whether the ground has been met."

Good Practice

Before removing a pupil under Ground G, schools should ensure they can evidence that:

- ✓ The family has permanently left their last known address.
- ✓ Reasonable enquiries have been completed.
- ✓ A forwarding address has been established wherever possible.
- ✓ The Children Missing Education Team has been informed and given the opportunity to complete safeguarding and information checks.
- ✓ There are no reasonable grounds to believe the pupil will return to the school.

A **home visit** remains the most reliable way of confirming that a family has genuinely left their last known address and is strongly recommended wherever possible.

Lincolnshire Process

Where the school has completed a home visit

1. Complete and record all reasonable enquiries.
2. Confirm the family has left the last known address.
3. Notify the Children Missing Education Team, sharing:
 - date and outcome of the home visit;
 - last date of attendance;
 - new address (where known); and
 - completed CME referral.
4. The Children Missing Education Team will complete safeguarding and information checks.
5. If neither the school nor the Local Authority has reasonable grounds to believe the pupil will return, the school may remove the pupil from roll under Ground G.
6. Notify the Local Authority of the date the pupil was removed from roll.

Where the school has not completed a home visit

1. Submit a CME referral.
2. The Children Missing Education Team will undertake reasonable enquiries, which may include allocating the case to a Safeguarding Education Welfare Officer.
3. The outcome will be shared with the school.
4. Once enquiries are complete and there are no reasonable grounds to believe the pupil will return, the school may remove the pupil from roll under Ground G.
5. Notify the Local Authority of the removal.

Safeguarding Alert

Where there is concern that a child is at risk of harm, follow safeguarding procedures immediately, including contacting Children's Social Care or the police where appropriate. Where the child's whereabouts or education cannot be confirmed, a CME referral should also be made. A CME referral does not replace a safeguarding referral.

Removing under Ground G: Quick Reference Guide

□ WHAT THE LAW SAYS

Schools may only remove a pupil from roll where one of the grounds within the Education (Pupil Registration) (England) Regulations 2024 applies. The Local Authority does not give permission to remove a pupil from roll but works with schools to complete enquiries and ensure the legal requirements have been met.

□ GOOD PRACTICE

Maintain regular communication with the CME Team, record every enquiry, retain evidence and ensure safeguarding is considered throughout the process.

□ SAFEGUARDING ALERT

Ground G should never be used simply because a parent says they have moved. Schools should satisfy themselves that the family has genuinely left the last known address and that appropriate enquiries have been completed.

□ COMMON MISTAKES

- Removing pupils too early
- Assuming a move without evidence e.g new home address
- Confusing attendance issues with legal grounds for deletion
- Failing to record enquiries
- Believing the Local Authority 'approves' removal from roll

💡 TOP TIP

Can we evidence that the family has permanently moved, completed reasonable enquiries, engaged with the Children Missing Education Team and have no reasonable grounds to believe the pupil will return.

✓ Before removing under Ground G	
Family has permanently left the last known address	☐
Reasonable enquiries completed and recorded	☐
Home visit completed (where possible)	☐
New address obtained where available	☐
CME Team informed	☐
Safeguarding checks completed	☐
No reasonable grounds to believe the pupil will return	☐
Local Authority notified of removal	☐

Section 6: Children with Additional Vulnerabilities

Why this matters

Some children are particularly vulnerable to becoming missing from education or experiencing poorer outcomes. Where a child has additional vulnerabilities, schools should work closely with the Local Authority and partner agencies before making decisions about attendance, removal from roll or referrals.

Children who may require additional consideration

- Children subject to a Child Protection Plan (CP)
- Children in Need (CIN)
- Children with an Education, Health and Care Plan (EHCP)
- Looked After Children (LAC) and Previously Looked After Children
- Children known to Children's Services or Early Help
- Children at risk of exploitation, domestic abuse or other safeguarding concerns
- Children living in temporary accommodation or with highly mobile families

Working together

Before any referral or removal from roll is considered, schools should ensure that relevant professionals are involved. This may include the Social Worker, SEND Caseworker, Virtual School, Early Help Practitioner or other professionals already supporting the child.

Children with Additional Vulnerabilities: Quick Reference Guide

- Have safeguarding concerns been considered?
- Have relevant professionals been consulted?
- Has the child's vulnerability influenced decision making?
- Have all discussions been recorded?
- Has the CME Team been contacted where appropriate?
-

□ WHAT THE LAW SAYS

Schools have safeguarding duties under Keeping Children Safe in Education and must work with partner agencies where children are vulnerable. Additional legal duties may apply depending on the child's circumstances, including SEND legislation and statutory safeguarding guidance.

□ GOOD PRACTICE

Share information promptly, record discussions, agree clear actions and ensure that safeguarding considerations remain central to decision making.

□ SAFEGUARDING ALERT

Children with additional vulnerabilities should never be treated as routine CME cases. Multi-agency discussion should take place wherever appropriate before significant decisions are made.

□ COMMON MISTAKES

- Assuming attendance concerns are purely educational
- Failing to involve professionals already working with the family
- Removing a pupil from roll before safeguarding issues have been explored
- Not recording discussions or decisions

💡 TOP TIP

If you are unsure who should be involved, contact the CME Team early. Early communication often prevents delays and supports better outcomes for children.

Additional Safeguarding Guidance

Additional Safeguarding Considerations

Some children require additional safeguarding consideration before decisions are made regarding Children Missing Education (CME) referrals or removal from roll.

This includes children who are:

- Subject to a Child Protection Plan (CP)
- Children in Need (CIN)
- Have an Education, Health and Care Plan (EHCP)
- Looked After Children (LAC)
- Previously Looked After Children (PLAC)
- Receiving support through Early Help
- Known to be at risk of abuse, neglect, exploitation or other safeguarding concerns

Where a child falls into one of these groups, safeguarding considerations should always take precedence over administrative processes.

Schools should:

- Contact the allocated Social Worker where one is involved.
- Liaise with the allocated SEND Caseworker where the child has an EHCP.
- Consult the Virtual School where appropriate.
- Inform relevant professionals that the child is not accessing education.
- Record all discussions, decisions and actions taken.
- Continue safeguarding activity while enquiries are ongoing.

Children within these groups should **not** be removed from roll until:

- multi-agency discussions have taken place;
- safeguarding risks have been fully considered;
- the legal requirements for removal from roll have been met; and
- the Local Authority has been consulted where appropriate.

Key Principle

Safeguarding must always take precedence over attendance administration or removal from roll decisions.

Section 7: Frequently Asked Questions

Why this section matters

Schools often encounter situations where the correct course of action is unclear. This section answers the questions most frequently asked by schools and provides concise guidance based on statutory requirements and Lincolnshire procedures.

If your question is not answered here, please contact the Lincolnshire Children Missing Education (CME) Team for advice.

When should I make a CME referral?

A referral should be made when:

- the child's whereabouts are unknown;
- the child is no longer receiving suitable education; and
- reasonable enquiries have been completed.

A child should **not** be referred simply because they have poor attendance or have been absent for several days.

 **Remember:** Attendance concerns and CME are different processes.

How many days should I wait before referring?

There is no statutory number of days that automatically makes a child CME.

In Lincolnshire, schools should normally make a referral after **five consecutive days of unauthorised absence**, provided reasonable enquiries have already begun.

Where safeguarding concerns exist, referrals should be made **immediately** without waiting.

What are reasonable enquiries?

Reasonable enquiries may include:

- telephone calls
- emails
- text messages
- letters
- contacting emergency contacts
- speaking to siblings or known relatives where appropriate
- home visits (where safe to do so)
- checking whether another school has admitted the child

The enquiries undertaken should always be proportionate to the circumstances

Can I remove a child from roll once I have referred them as CME?

No.

Making a CME referral does not automatically allow a pupil to be removed from roll.

Schools remain responsible for the pupil until the legal grounds for removal have been met.

Who decides when a pupil can be removed from roll?

The school is responsible for removing the pupil from roll. However, this should only happen once when:

- the relevant legal ground has been met;
- appropriate enquiries have been completed; and
- discussions have taken place with the Local Authority where required.

Parents say they have moved. Can I remove the child?

No.

Schools should establish:

- where the family has moved;
- whether the child is receiving education; and
- whether the legal requirements for removal from roll have been met.

Parents say another school has offered a place.

Should I remove the pupil?

No.

Keep the child on roll until admission at the new school has been confirmed.

Is Elective Home Education (EHE) the same as CME?

No.

Elective Home Education is a lawful parental choice.

Children receiving suitable elective home education are **not** Children Missing Education.

Schools should follow the Lincolnshire EHE notification process.

What if the child has an EHCP?

Children with an EHCP require additional consideration.

Schools should liaise with:

the SEND Caseworker;

the family; and

the Local Authority,

before considering any changes to educational arrangements.

What if the child is subject to a Child Protection Plan or is a Child in Need?

Safeguarding takes priority.

Schools should contact the allocated Social Worker and Virtual Schools immediately and agree a multi-agency response.

Should I stop trying to contact the family once I've made a referral?

No.

Schools should continue making reasonable attempts to contact the family until advised otherwise.

What information should be included in a referral?

Good quality referrals should include:

- full pupil details;
- last known address;
- parent and emergency contact details;
- attendance history;
- chronology of enquiries made;
- safeguarding concerns;
- details of any professionals already involved.

The more complete the information, the quicker the Local Authority can begin enquiries.

What happens after I make a referral?

The Local Authority will:

- review the referral;
- consider safeguarding concerns;
- undertake further enquiries where appropriate;
- liaise with other agencies;
- keep the school informed where necessary.

Schools should continue supporting safeguarding throughout this process.

Inform school when child can be removed from roll.

Does every referral result in a home visit?

No.

Each case is risk assessed individually.

Some enquiries can be completed through information sharing with partner agencies, while others may require visits or further investigation.

What if I'm unsure whether it is a CME case?

Contact the Lincolnshire CME Team for advice.

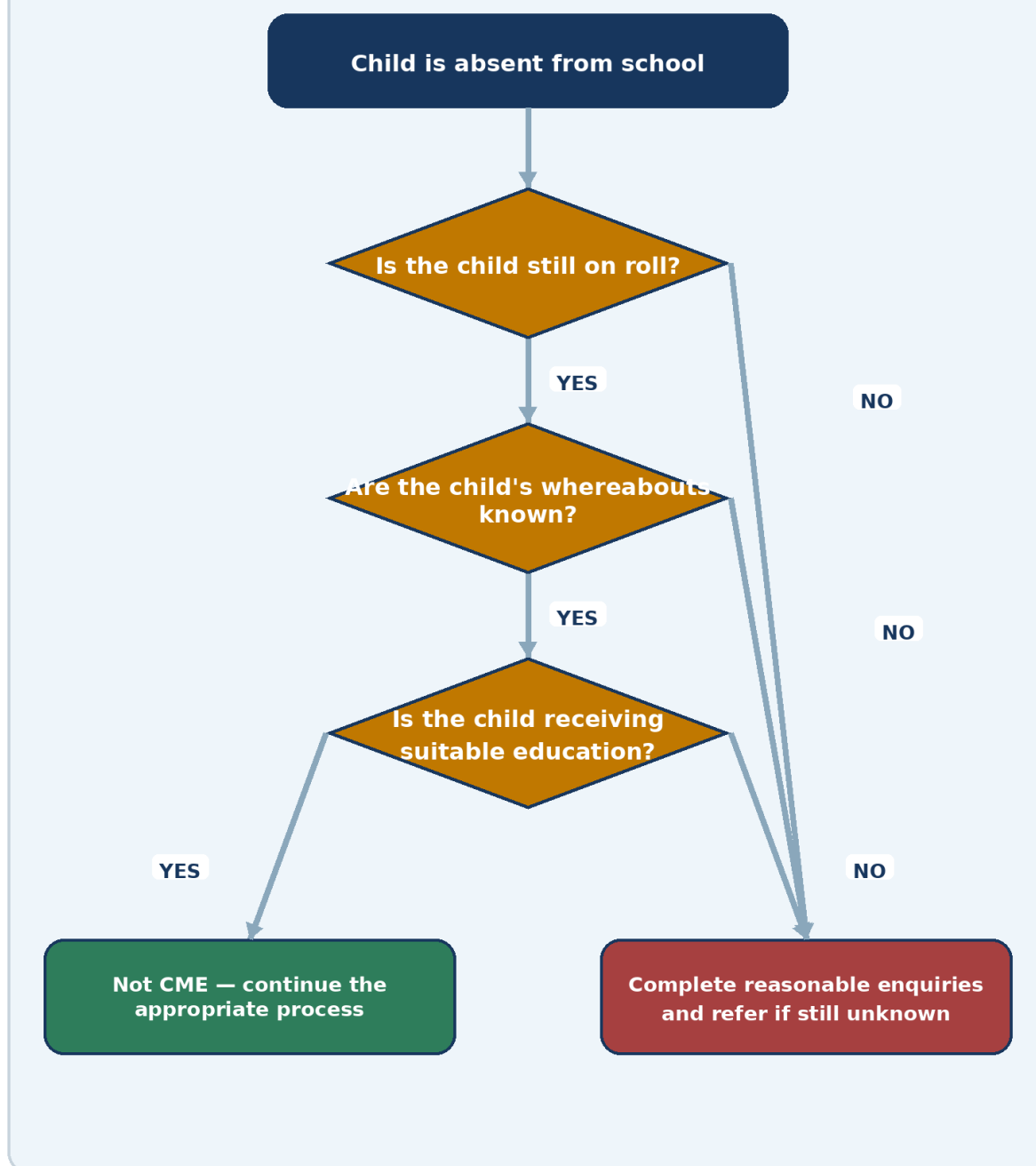
Early discussion often prevents unnecessary delays and ensures the correct process is followed.

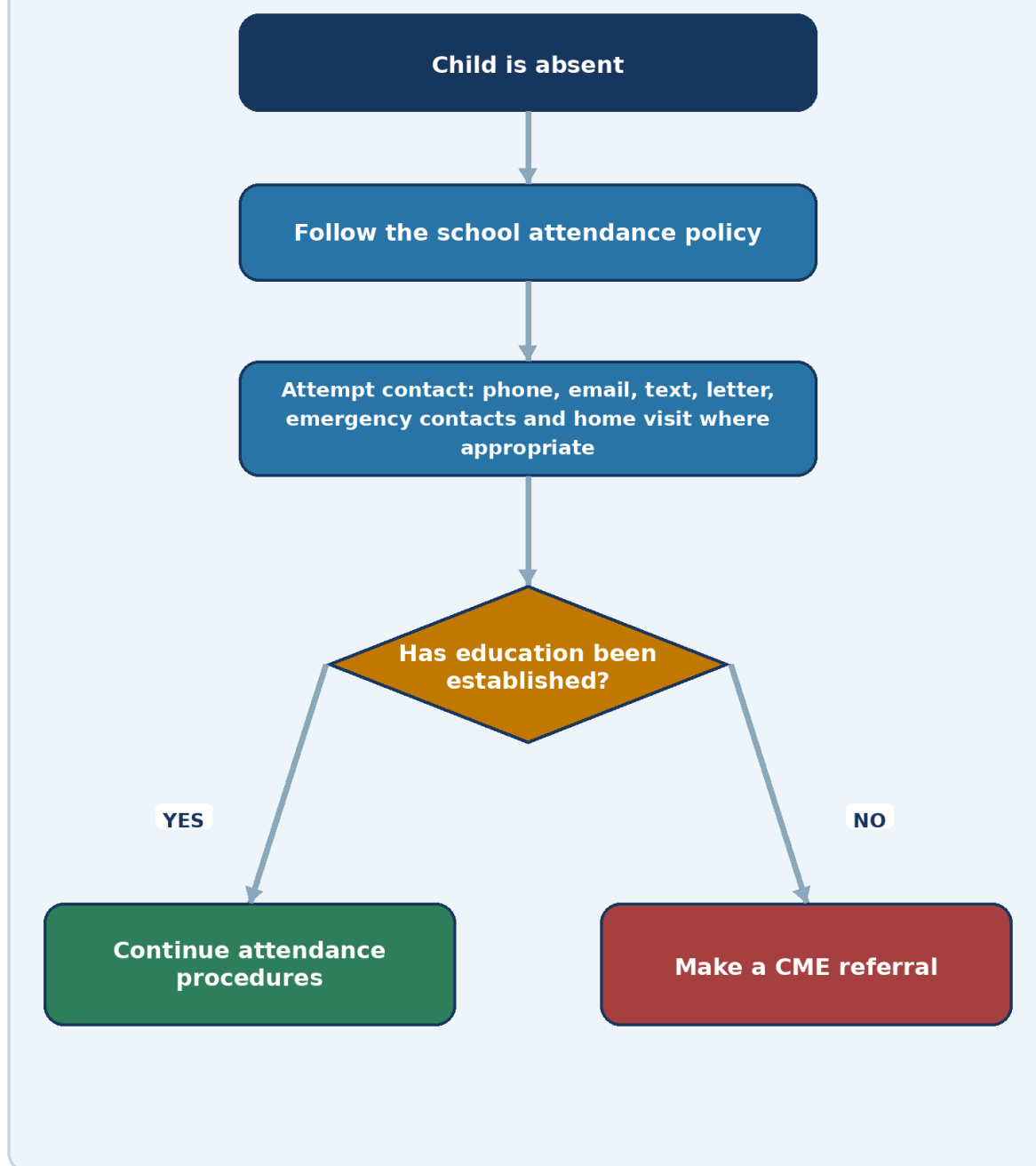
Section 8 – Decision Trees

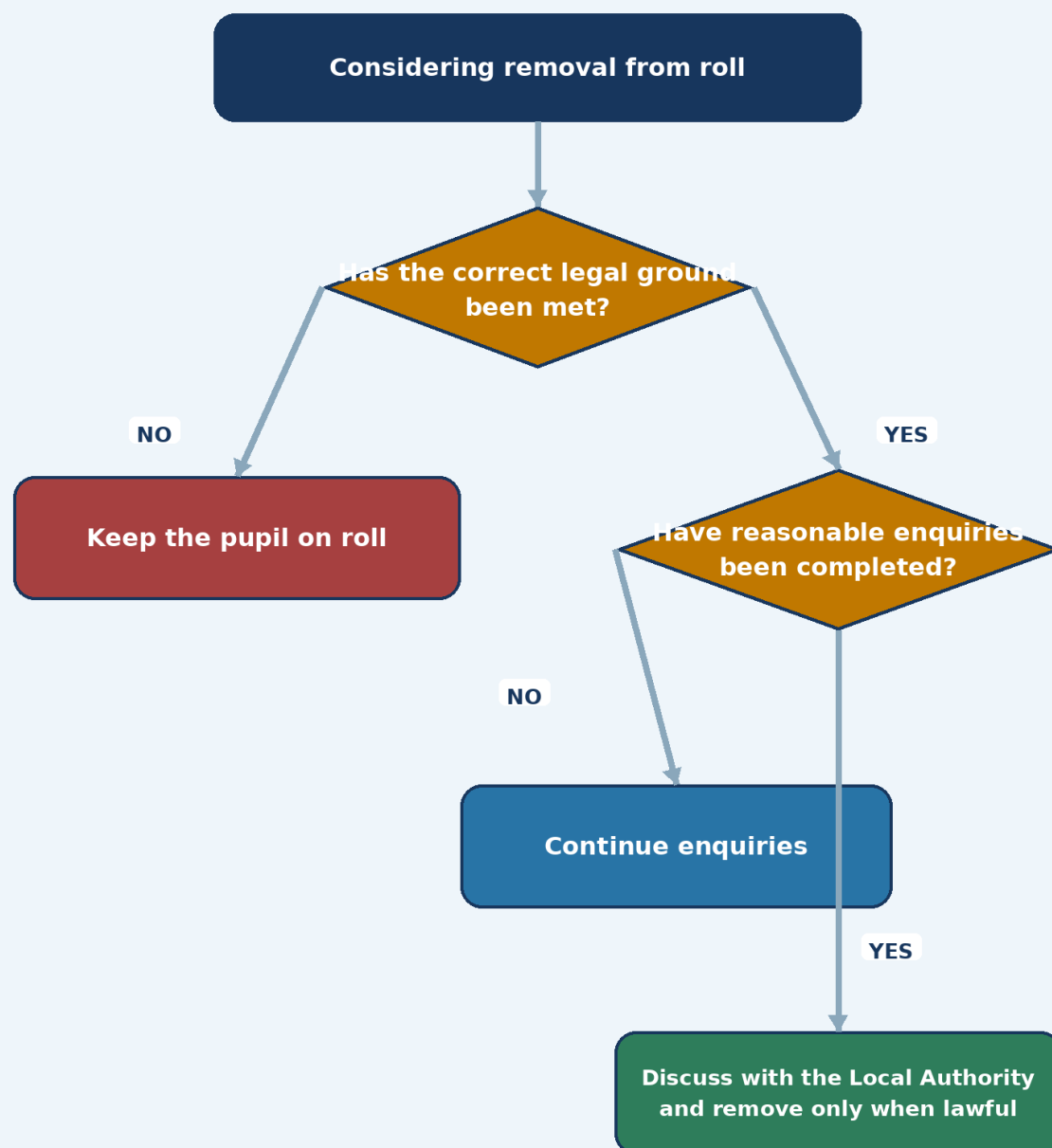
How to use this section

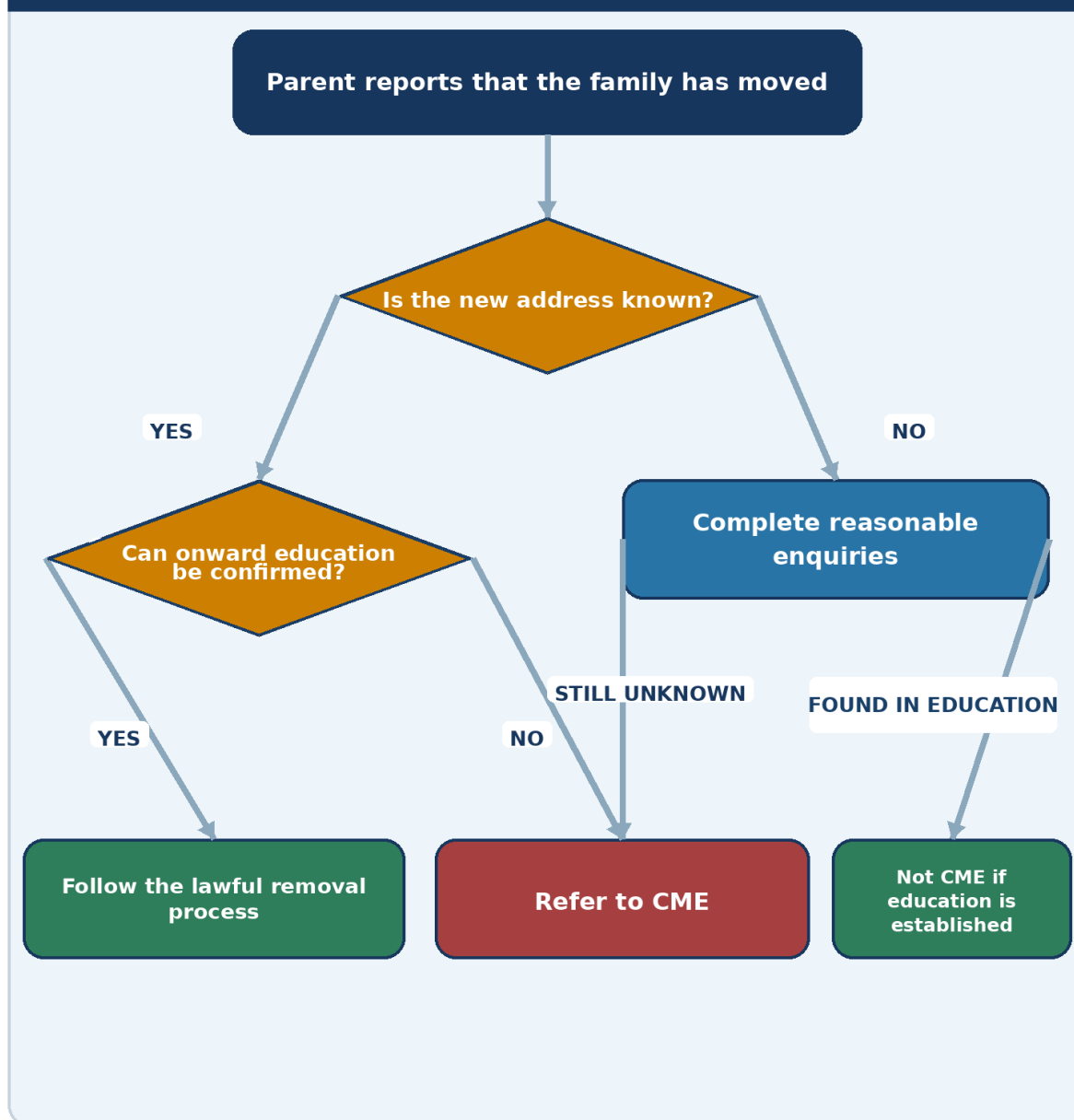
Find the situation that most closely matches the school's query, then use the identified section or decision tree for the full guidance. If the circumstances do not fit neatly into one route, seek advice from the CME Team before taking action.

Your question	Go to
Child is absent and their whereabouts are unknown	Sections 2–4
Poor attendance but the child's address is known	Attendance procedures
Parent says the family has moved	Section 5 / Decision Tree 4
Parent says the child has started another school	Decision Tree 5
Parent says the family has moved overseas	Section 5 and reasonable enquiries
Parent elects to home educate	Decision Tree 6 / EHE process
Child has an EHCP	Section 7 / Decision Tree 7
Child is subject to a CP or CIN plan	Section 7 / Decision Tree 8
School is considering removal from roll	Section 5 / Decision Tree 3
School is unsure which process applies	Decision Tree 9 / contact CME Team

Decision Tree 1 — Is this a CME case?

Decision Tree 2 — Before making a CME referral

Decision Tree 3 — Can the child be removed from roll?

Decision Tree 4 — Parent says they have moved

Decision Tree 5 — Another school place

Parent says another school has offered a place

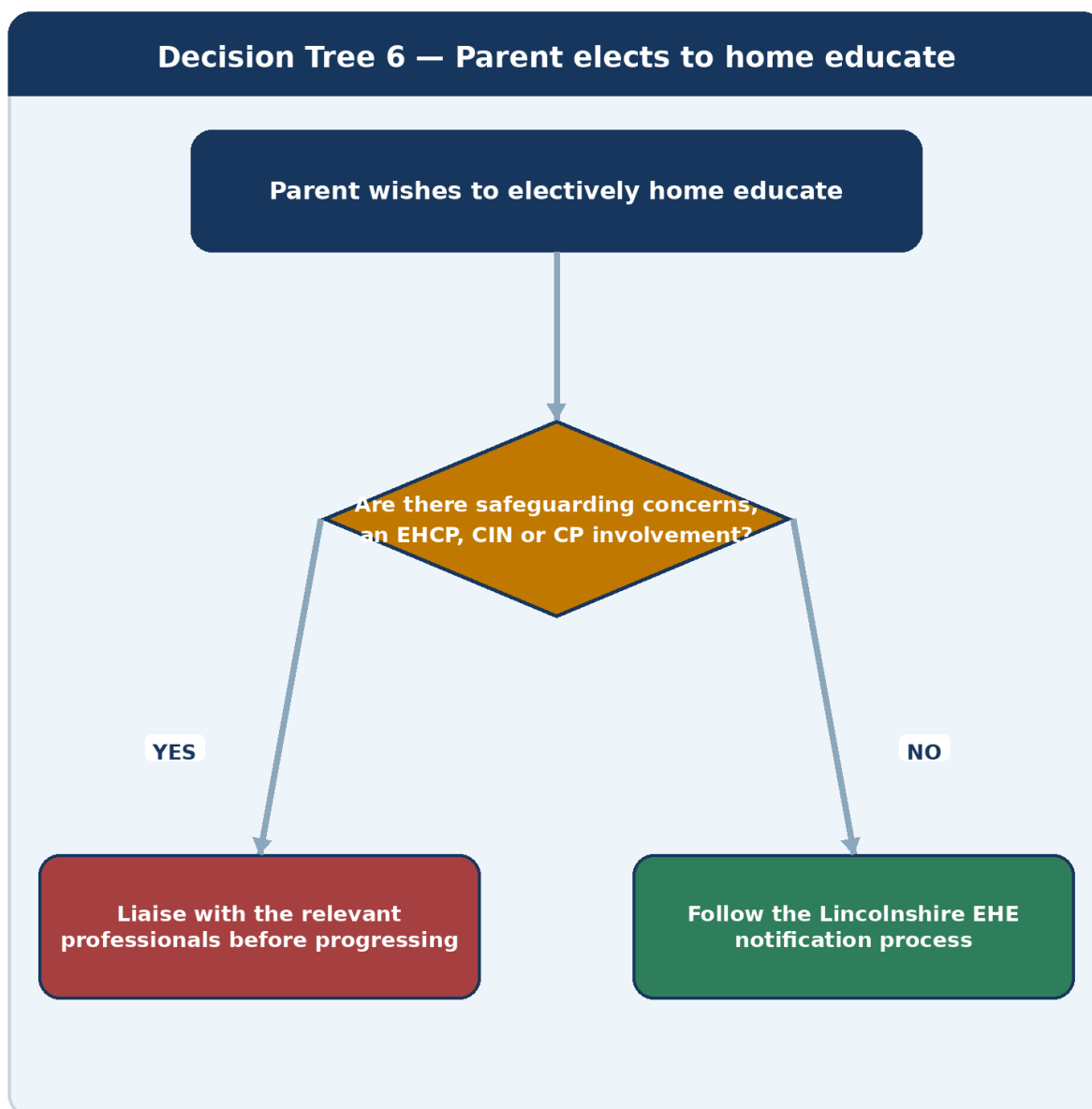
**Has admission been
confirmed by the receiving
school?**

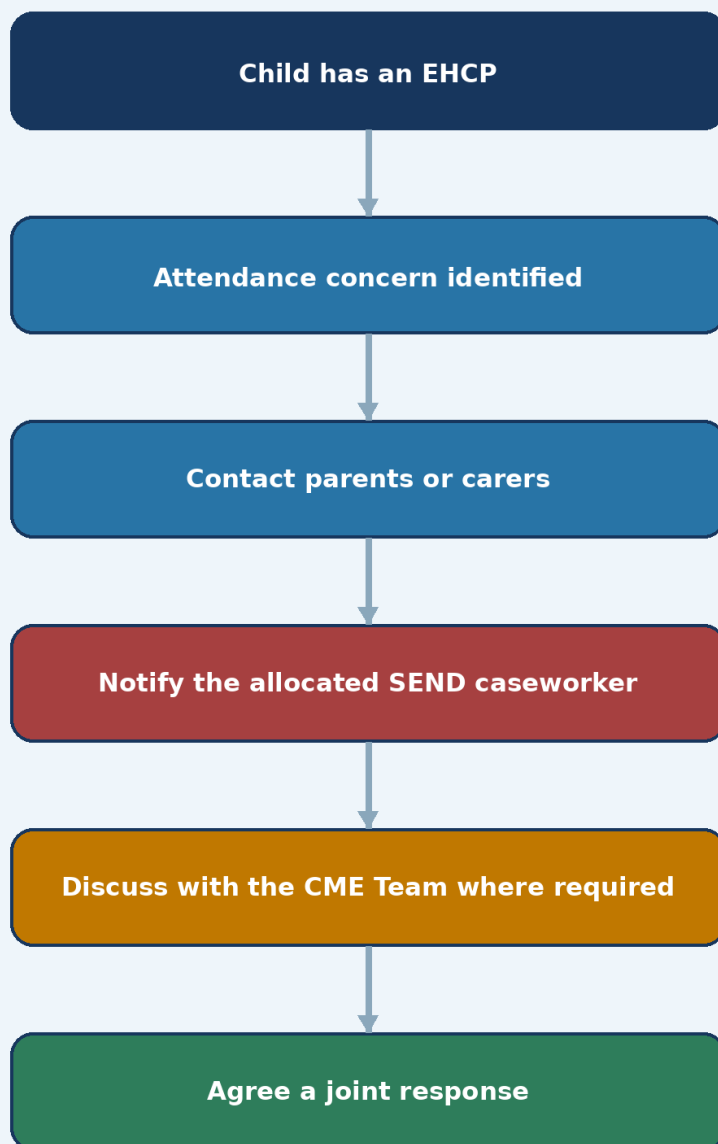
YES

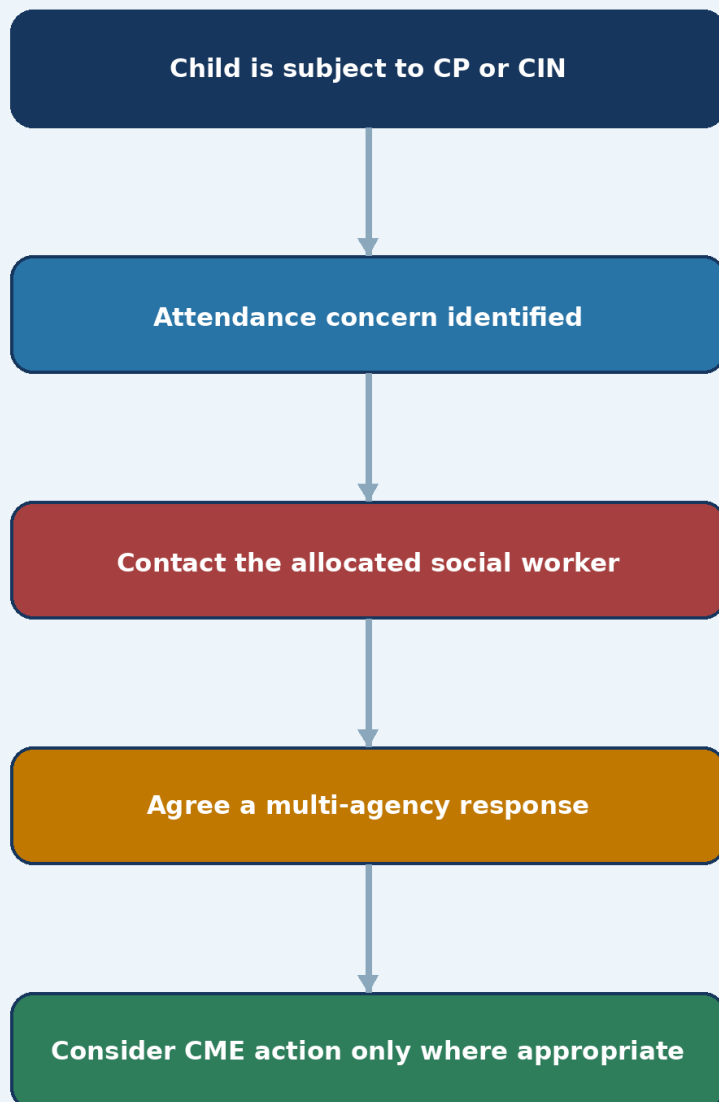
**Follow the lawful removal
process**

NO

**Keep the child on roll and seek
confirmation**

Decision Tree 6 — Parent elects to home educate

Decision Tree 7 — Child has an EHCP

Decision Tree 8 — Child subject to CP or CIN

Decision Tree 9 — Should I contact the CME Team?

Unsure which process applies?

**Attendance • EHE • CME • removal from roll •
safeguarding • SEND**

**Contact the Lincolnshire CME Team for advice
before making a decision**

Appendix A – Key Contacts and Useful Links

Lincolnshire County Council Contacts

Children Missing Education (CME)

Email: CME@lincolnshire.gov.uk

Elective Home Education (EHE)

Email: ehe@lincolnshire.gov.uk

Useful Statutory Guidance

- [Working Together to Improve School Attendance](#)
- [Children Missing Education – Statutory Guidance for Local Authorities](#)
- [Keeping Children Safe in Education](#)
- [Education \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Elective Home Education Guidance for Local Authorities](#)
- [Working Together to Safeguard Children](#)

Useful Lincolnshire Documents

- [Lincolnshire CME Policy](#)
- [Lincolnshire CME referral notification form](#)
- [Elective Home Education guidance](#)
- [Removal from Roll Guidance](#)
- [Attendance Policy](#)
- [Flexi-schooling Guidance](#)
- [School Attendance Order Guidance](#)
- [Elective Home Education Notification Process](#)

Professional Judgement

Every Children Missing Education case is unique. This guidance covers the majority of situations, but professional judgement should always be exercised, taking account of the child's individual circumstances, safeguarding needs and statutory responsibilities.

Where there is uncertainty, schools are encouraged to seek advice from the Lincolnshire Children Missing Education Team at the earliest opportunity. Early discussion supports lawful, consistent and child-centred decision making.