



## Attendance, CME and CMOE notifications and processes

27 Oct 2023

### New referral and notification processes via Gateway

All attendance concern referrals, children missing education (CME) referrals, notifications about children missing out on education (CMOE) and requests for fines must now be sent via Gateway. All documents uploaded to Gateway must be in PDF format.

More information and referral forms are available here:

- [Attendance](#)
- [Children missing education \(CME\)](#)

### Home visits request form

All home visits where local authority (LA) support is needed must be requested using the [home visit referral form](#) available on the [our attendance page](#) and sent to [attendance@ealing.gov.uk](mailto:attendance@ealing.gov.uk).

### Updated SLA booklet and link officer meeting

The service level agreement (SLA) document: [Attendance, CME and CMOE guidance](#) has been updated to reflect the [Working together to improve school attendance guidance](#).

Your Link Officer will be in touch to book an appointment to review our working arrangements, our updated service level agreement form and your benchmark data. Your dedicated attendance lead is required to attend this meeting, which will take up to 90 minutes.

Please be aware that we have two new team members and there may be a change to your allocated link attendance officer this term. For high schools Lucinda will be present at the SLA meeting along with your newly allocated officer.

### Severely absent panel

Multi-agency panel to review severely absent pupils whose current plan is not sufficient. Please discuss any potential cases with your Link Officer and/or refer via Gateway.

### Network meetings

Full details are available on [Ealing school attendance network meeting](#)

### Training for school staff on children missing education (CME), leavers, children missing out on education (CMOE)

Please find below the list of dates for school staff training on CME, leavers, CMOE, required returns and other related areas:

- Wednesday 18 October 2023 at 2:30pm - [Click here to join the meeting](#)
- Friday 8 December 2023 at 2:30pm - [Click here to join the meeting](#)
- Wednesday 21 February 2024 at 10:30am - [Click here to join the meeting](#)
- Friday 19 April 2024 at 2:30pm - [Click here to join the meeting](#)
- Wednesday 12 June 2024 at 10:30am - [Click here to join the meeting](#)

#### Related content

[Attendance](#)

[Children missing education \(CME\)](#)

[Children missing out on education \(CMOE\)](#)

[Statutory leavers and joiners](#)

#### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

### Contacts

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