

- **Children missing education (CME) referral via Gateway**

Last updated: September 2025

Following the launch of the embedded Leaver and CMOE Notifications in Gateway last year, we have switched all forms for the Attendance and CME team to this format. The following forms are now embedded into Gateway, and each has its own standalone...

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- **Keeping children safe in education 2025 update**

Last updated: September 2025

Keeping Children Safe in Education 2025 Keeping Children Safe in Education 2025 published KCSIE 2025 was been published on 1 September 2025 and comes into force immediately. There are no changes from the version distributed in July....

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- **Flu vaccination programme 2025-26**

Last updated: September 2025

Schools are asked to support both the flu vaccinations and the MMR status checks this year. Please refer to the letter for full details. This autumn term primary-aged school children in England (from reception to year 6) and secondary school children...

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- **School place planning and organisation working group (SPPOWG)**

Last updated: September 2025

SPPOWG terms of reference, meeting notes, minutes, agendas and papers. (Login to view information) SPPOWG terms of reference SPPOWG meetings 1 July 2025 SPPOWG draft minutes 1 July 2025 SPPOWG presentation 1 July 2025 11 March 2025 SPPOWG meeting...

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- **Attendance tasks for schools**

Last updated: September 2025

Recommended attendance tasks for schools to carry out: Daily Complete AM registers starting with Y5/6 walk to school children First day calling - record reasons for absences and select code in the register Inform the pupil's social worker if...

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- **Statutory leavers and joiners**

Last updated: September 2025

Statutory leavers and joiners notifications As per the Working together to improve school attendance guidance all schools have a statutory duty in inform the LA when they add or remove a pupil to or from their roll (the admission register)....

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- **Children missing education (CME) referral flow**

Last updated: September 2025

Day 1 of absence and school are unable to contact family First day calling to all parent/carer numbers and emergency contacts. Assess vulnerability. Contact Social Worker if child has one. If child does not have a Social Worker, but is otherwise...

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- **When to remove a pupil from roll?**

Last updated: September 2025

Scenarios 1. Has not moved or has moved but is close enough to continue attending: If the pupil has not moved or is still close enough to travel to the current school, they should not be removed from roll. This is an attendance issue. Contact your Link...

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- **Headteacher appraisal**

Last updated: September 2025

Updated Ealing guidance, templates and information on headteacher's self evaluation review and statement of objectives for use at appraisal panel.

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Reporting September reception class and year 7 non-arrivals

Last updated: September 2025

Schools should complete the single September no shows return form by 26 September 2025

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