

Children missing education (CME) referral via Gateway

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 profile:

- Attendance concern referrals (this includes requests for multi code fines; those consisting of a mixture of 'G', 'O' and 'U' coded absences)
- 'G' code fines
- Extended, Unauthorised Leave process
- Children Missing Education

As it is now redundant, the school referral profile has been permanently disabled. If you are unable to access any of the profiles, you need in the drop down at the top of the page please contact ealingeducationict@ealing.gov.uk and they will add this to your access.

If at any time, there are safeguarding concerns for the child, a referral must be made immediately to ECIRS@ealing.gov.uk

Checklist

Is the referral appropriate?

- Is this a Child Missing Education or should this be managed as an Attendance Concern or an Extended, Unauthorised Leave matter?
- Please see slide 2 for guidance.

Have all reasonable enquiries been completed?

- Have you tried contacting the pupil's emergency contact?
- If they have moved to a new area, have you checked whether they have submitted an application to the Admissions team there?
- Has a home visit been completed?
- Please be aware that your referral may be rejected if the school have not completed all appropriate reasonable enquiries.

Have you updated the family's contact details on your MIS?

- If they are not up to date on your system, they will not be updated on our system and any contact details you can provide us with are vital in helping us locate a missing pupil.
- Please make sure you have provided us with any and all information the school holds that may help us to trace the pupil

Complete children missing education referral via Gateway

Log into the Gateway site: [Sign In - Existing Account](#)

If you do not have an account, please contact ealingeducationict@ealing.gov.uk

Select Children Missing Education (CME) from the Profiles drop-down list.

If you cannot see this profile in the drop-down list, please contact ealingeducationict@ealing.gov.uk

Read the [guide to completing CME referral via Gateway](#)

Contact:

- **Children missing education**, School attendance service: cme@ealing.gov.uk 020 8825 5517

Was this page useful?

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

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