**CME Reasonable Enquiry Form (during Covid)**

*(please also refer to the Covid CME referral flow chart)*

**When should this form be submitted:**

* Where pupils have stopped attending or engaging with the learning offer and attempts to make contact have not been successful and no leaver’s form has been completed.
* If a leaver’s form has been submitted with no destination school.

*Please remember that it is the school’s responsibility to ensure all information is provided by parents/carers of children leaving their school. Where parents/carers state that they have made an application for a school place for their child/ren, but have not yet been allocated one, the school must contact the Admissions department of the family’s new Local Authority for confirmation this has been received. This must be done* ***before*** *taking the child off roll.*

**When should this form not be used:**

* Pupils who have stopped attending but have not moved; these are non-attenders NOT CME

 i.e. where the Local Authority Link Attendance Officer has confirmed the parent is still liable for council tax at the home address and it is believed the child is still living there.

* If parents are still in contact with the school, engaging with the on-line learning and claim the child will return and there is justifiable reason for delay (i.e. during Covid lockdown restrictions). These pupils must remain on the school’s roll and be coded in line with current DfE guidance.

 If at any time, there are safeguarding concerns for the child, a referral should be made to ECIRS

**Please follow the procedure below before submitting a Reasonable Enquiry form:**

1. Begin enquiries on the third day of absence where there has been no contact from parents or carers (if you have no knowledge of the child’s whereabouts). Enquiries can be telephone calls, text messages and emails. It is advisable to try all forms of communication available. Three attempts at contact, on separate days, is required before submitting an enquiry to CME.
2. **Home visits *must* be carried out by the tenth day. (High Schools will have their own Attendance Officers or Safer Schools Officer) Primary Schools can contact their Local Authority Link Attendance Officer to assist with home visits within ten days of the first day absence.**
3. Submit the Reasonable Enquiry form and the child’s registration certificate to CME@ealing.gov.uk by secure email/Egress on the tenth day of absence if the child still has not returned to school and you cannot contact their parent/carer to establish where they are and why they are not attending.
4. **Please be aware that Reasonable Enquiry forms will be returned with instructions for the school to complete their enquiries if the correct procedure has not been followed.**

**When is it appropriate to take a pupil off the school roll?**

* 20 days continuous absence, where there has been no communication between parent and school/Local Authority. After both the school and Local Authority have tried to locate the pupil and Reasonable Enquiry has been undertaken, and this form has been returned to the Local Authority CME team who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in their new Local Authority.

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| **School Information** |
| **Name of school:** |   |
| **Name of Headteacher:** |   |
| **Name of School Attendance Lead:** |   |
| **Attendance Lead telephone:** |   |
| **Attendance Lead email address:** |   |
| **Signature:** |   |
| **Signed by:** |   |
| **Date:** |   |

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| **Pupil Details** |
| **Name:** |   |
| **Date of Birth:**  |   |
| **Address:** |   |
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| **Ethnicity:** |   |
| **Last attendance date:**  |   |
| **A registration certificate must be submitted with this reasonable enquiry form** |
| **Parent/Carer Details** |
| **Mother/Carer Name:** |   |
| **Telephone Number/s:** |   |
| **Email address:** |   |
| **Address (if different to child):**  |   |
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| **Parent/Carer Details** |
| **Father/Carer Name:** |   |
| **Telephone Number/s:** |   |
| **Email address:** |   |
| **Address (if different to child):**  |   |
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| **Additional and /or Emergency Contact Details** |
| **Name:**  |   |
| **Telephone Number/s:** |   |
| **Email:** |   |
| **Relationship to child (if known):**  |   |
| **Address (if known and different to child):**  |   |
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| **Enquiries made by School** |
| **Enquiry 1 date contact attempted** |   |
| **Telephone numbers called:** |  |
| **Email/letter sent to:** |  |
| **Outcome/response:** |  |
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| **Enquiry 2 date contact attempted** |  |
| **Telephone numbers called:** |  |
| **Email/letter sent to:** |  |
| **Outcome/response:** |  |
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| **Enquiry 3 date contact attempted** |  |
| **Telephone numbers called:** |  |
| **Email/letter sent to:** |  |
| **Outcome/response:** |  |
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|   |   |   |  |
| **Home Visit** |
|  **A home visit should be completed before a Reasonable Enquiry is submitted to the CME Officer. Please remember that home visits should not be conducted by lone staff members.** **Home visits must be carried out by the tenth day. (High Schools will have their own Attendance Officers or Safer Schools Officer) Primary Schools can contact their Local Authority Link Attendance Officer to assist with home visits within ten days of the first day absence.** |
| **Date of visit:** |  |
| **Visit conducted by:**  |   |
| **Outcome** |
| **Anyone home?** | Yes | No |
| **Bins full/post piled up/estate agent sign up outside?** |  |
| **Do immediate neighbours know of family's whereabouts?** | No | Yes – please provide details below: |
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| **Contextual Information****Please circle/delete as applicable** |
| **Does this absence follow a holiday?** | No | Yes |
| **Was the leave authorised?** | No | Yes - please provide destination/reason for leave below, if known: |
|   |
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| **Any previous long absences:** | No | Yes. Please provide details below: |
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| **Are the family known to Social Care:** | No | Yes |
| **Social Worker name:** |   |
| **Social Worker contact details:** |   |
| **Any other welfare concerns; *SEN, DV, housing, mobility etc*.:** | No | Yes - please provide details below: |
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| **Travellers?** | No | Yes. Please add previously known destinations below: |
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| **Asylum seekers:** | No | Yes |
| **Previous schools attended:** |   |
| **Any information received from friends or social media:** |   |
| **Any recent breakdown in relationships in school between pupils, or between pupil or parent and school? *Eg difference of opinion relating to behaviour, exclusions or SEN*:** |   |
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| **Any Other Information** |
| Please use this space to provide any further information about the child or their family that may help us to locate them including any destination information ie other borough/country/district. |
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