

APPENDIX 3:

Behaviour, Attendance and Children Missing Education (BACME) Service **CHILDREN MISSING EDUCATION/CHILDREN MISSING FROM EDUCATION** **REFERRAL FORM**

This form should be completed and emailed to the Behaviour, Attendance and Children
Missing Education (BACME) Service
Tel: 020 8496 1719

Email: BACME-Referral@walthamforest.gov.uk

Section A – Contact Details	
Details of the person making contact	
Name:	
School/Agency/Team:	
Role/Job Title:	
Address:	
Contact numbers:	
Date of this referral	

Has the parent or child/young person consented to the referral, if no please state reasons:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
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NHS ID	Unique Pupil Number	Date Of Birth	Age	Gender	Ethnicity	Religion	In receipt of an EHC Plan
First Name		Surname			Address		

Does the child have any known disabilities or learning needs
No

Details of family household members							
First name	Surname	DOB	Age	Gender	Relationship with subject	Parental Responsibility	
Parent Contact Telephone Number and Email Address		Communication Needs (Language)			Legal Status (Immigration Status)		

Key Agencies Involved	
Name:	
Agency:	
Role/Job Title:	
Address:	
Contact numbers/email:	

Section B - Presenting Issues		
Child Missing from Education (CMfE) been offered a school place or have stopped attending and missing		
Child/Pupil is a no show (new academic year) he/she did not turn up for school on first day.	<input type="radio"/> Yes	<input type="radio"/> No
Child/Pupil has not returned from half term break or holiday	<input type="radio"/> Yes	<input type="radio"/> No
Child/Pupil has stopped attending mid-term with no reason - No contact has been made by parents	<input type="radio"/> Yes	<input type="radio"/> No
Date of the last day the child attended school - Please alert the BACME Service if a child has been unexpectedly absent from school for 5 consecutive days and contact with the family has been unsuccessful	Date:	
Letter sent to parent/carers from school	Outcome:	Date:
If no contact has been made the school must conduct a home visit to ascertain if the family still live at the address.	Outcome:	Date:
Contact the MASH: MASHrequests@walthamforest.gov.uk	Outcome:	Date:
Contacted Revenue and Benefits Department: revenuesdataaccess@walthamforest.gov.uk	Outcome:	Date:
Contacted the School Admissions Service: Tel - 020 8496 3000 Admissions@walthamforest.gov.uk	Outcome:	Date:
Contacted Child Health Information Services: Tel - 0300 300 1807	Outcome:	Date:

Section C - Presenting Issues			
Child Missing Education (CME) no roll status and need support to access a school place			
Previous School Name and Address:			
Is the child still on roll at the previous school		<input type="radio"/> Yes	<input type="radio"/> No
Date of the last day the child attended school	Date:	Date removed from roll	Date:
History of aggression or violence from family members? If yes please provide details:			
Any relevant information or risks for practitioners to be aware of:			

Once the referral has been submitted to the BACME Service you will receive a response within 5 working days. Only after approving the information provided will the BACME Service confirm that the school can remove the child from roll. Schools CANNOT do this without authorisation from the BACME Service.

Approved by MASH/BACME Service and authorisation given to school to remove the child's name from the school role and create a Common Transfer File for the child which must be uploaded to the Schools2Schools Database.	Yes	No/Comments:	Approved by and Designation:
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