CME Pathway

Phase

SCHOOL

Child not taken up school place

School to contact family

Child starts at school

NFA

No contact possible with family

School contacts admissions and alerts them

Child on roll, living in area but not attending

School engages with family

School adopts ladder of intervention to support child back into education

Child re-engages and attends school

School to monitor

No contact, parents failing to engage with school

Consider Children & Families referral

Consider Fast track process

CME referral to LA

ADMISSIONS

Admissions notified by school that child not taken up school place

Admissions to inform CME Co-ordinator of this

Preference school not available, admission

No appeal

No response to standard letter

Admission to email information to CME Co-ordinator to log in a timely manner

Appeal in progress

Inform CME Co-ordinator of outcome

CME

CME Co-ordinator to make contact with parents – phone/ email/write

Parents respond to CME Co-ordinator

Parents no longer want school place as left area

Start CME process

No response from parent

CME Co-ordinator to check AEO/LCS/EHM/ HEALTH/Housing

Regular meeting with CmE/AEO/ inclusions hub rep and updates from Admissions

CME Co-ordinator to make referral/notification C&FS

AEO

Not registered at a school

School Attendance Order considered

1st Notice to be served on parent

No reply from parent – case referred to In Year Fair Access Panel for identifying a school place to be named in the Order

Notice of Imminent Order served on parent

Parent registers child at school

Parent fails to register child at school – Order to be served on parent

If Order breached, legal action taken

Referral received

Registered at a school

PACE referral received from school

Consultation with school and other agencies

Sufficient Evidence

Yes proceed

No return to school for further evidence