

# Education Welfare

## Children Missing Education

Guidance for Early Years  
Schools and Academies  
September 2016



# CHILDREN MISSING FROM EDUCATION - GUIDANCE AND PROCEDURES

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## Introduction

This document provides an outline of Barnsley Council's policy and procedure for identifying, registering, tracking and locating children missing education. It explains the statutory responsibility of schools, including academies and free schools and the Local Authority to ensure that children who go missing from the education system are speedily located. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET (not in education, employment or training) later on in life. The Government has placed a duty on local authorities (Education and Inspections Act 2006) to make arrangements to establish the identities of children in their area who are of compulsory school age and not receiving a suitable education.

As of June 2013, Ofsted implemented new joint inspections for multi-agency arrangements for the protection of children which includes CMEs.

The purpose of this guidance sets out responsibilities for all schools including academies free schools, agencies and the Council regarding children who go missing from education they are

- to fulfil the statutory duty to provide an education for all children of compulsory school age<sup>1</sup>
- able to track children and young people missing from education ;
- identify those at risk of becoming missing from education and accordingly allocates appropriate staff to intervene;
- maintain contact with those missing from education and those at risk of becoming so.

This policy can be located via the following link [www.barnsley.gov.uk](http://www.barnsley.gov.uk)  
(Search under Schools and Learning - Attendance and Absence - Policies)

The Children Act 2004 places a duty on all agencies to work together to promote the safeguarding and welfare of children and young people and to share information. This principle underpins this policy and there is an expectation that all agencies will work together to ensure that children and young people engage in education provision and do not "slip through the net".

This guidance does not replace any of the Barnsley Child Protection Procedures. Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected schools should follow and adhere to the local child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police should also be involved. A copy of Barnsley Child Protection procedures can be found at [www.safeguardingchildrenBarnsley.com](http://www.safeguardingchildrenBarnsley.com) or see the Department's statutory guidance *Keeping children safe in education* which provides further advice for schools and colleges on safeguarding children.

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\*Year 11 pupils are covered by this policy until the last Friday in June of their last year at school.

## Definition for Children Missing from Education (CME)

Children missing education are children of compulsory school age who are not on a school roll and who are not receiving a suitable education otherwise than being at a school (for example, at home or in alternative provision).

The law requires the Council to know where all children are and which school they attend (Education Act 2006) and to identify those who are not receiving a suitable education (Education Act 1996 section 436a).

These missing' children and young people are amongst the most vulnerable in our area and therefore it is vital that practitioners in all services work together to identify and re-engage these children and young people back into appropriate education provision as quickly as possible.

The CME Officer holds or can access data on pupils who are not on the school roll of a school or where pupils are at high risk of going missing from education or school. There are many circumstances where a child may become missing from education this may include children from the following vulnerable groups below (this list is not exhaustive):

- Gypsy, Roma and Traveller Children.
- Asylum seeker, refugee, migrant worker children and children for whom English is an additional language (EAL).
- Pupils awaiting school placement through Admissions, Fair Access Protocol (FAP) or the Special Educational Needs and Disabilities (SEND) processes.
- Elective Home Education (EHE) or Education Other Than at School (EOTAS) but do not access this provision.
- Young people who have committed offences and those at risk of becoming involved in crime.
- Children identified with specific child protection issues Looked after children and children with Private fostering arrangements.
- Children who have poor attendance /cease to attend due to exclusion, have long term medical issues, teenage mothers or living in women's refuges.
- Children at risk of sexual exploitation, including children who have been trafficked to, or within the UK. Missing children and runaways.
- Families of the Armed Forces.

## Identification Processes in Barnsley

The Education Welfare Service (EWS) has overall responsibility for tracking and monitoring CME. **The Children Missing from Education Officer** receives referrals and actively seeks to trace the missing children. If a child is identified as being on the roll of an educational provider, but is not attending, a referral should be made, by the school, to the CME Officer.

The CME Officer takes responsibility for:-

- Monitoring children out of school, at risk of missing education and those reported missing, destination known or otherwise.
- Maintaining and updating the children missing education database and acting as a link officer with schools and other agencies referring or tracking pupils out of school.
- Reporting of data on children missing education.
- Working with schools, settings and other agencies to ensure that procedures and practice are in place to minimise the possibility of children and young people going missing from education.
- Member of the multi-agency Multi Vulnerability and Complex Abuse Case Forum (MVCA), the Elective Home Education (EHE) and Children Missing Education (CME) Strategy Group and the MISPERS Forum for young people who go missing from home and case.

Checks are carried out in accordance with the following legislation for children identified as missing or at risk of going missing from education:

- Current Child Protection legislation, which states that any child missing from education, is deemed to be a 'Child in Need'.
- Section 27 of The Children Act 1989, which states that a local authority may request help from any local education authority and other agencies in exercising their duty to provide support and services to children in need and that Education staff have a duty to gather information regarding concerns.
- Section 7 of the Education Act 1996, which states that it is the duty of the parent of every child aged five to sixteen to cause the child to receive efficient, full-time education, suitable to his or her age, ability or aptitude and to any special need he/she may have, either by regular attendance at school or otherwise.

The new DFE statutory guidance sets out key principles to establish the identity and whereabouts of children of compulsory school age who are not receiving education in or LA. The Children Missing Education Statutory Guidance from the Department for Education (Sept 16) can be downloaded at [www.education.gov.uk](http://www.education.gov.uk)

## Recording of CME

A register of pupils identified as being missing from education is maintained and managed by the CME Officer. Data is held in line with the Data Protection Act 1998 and current child protection legislation. The CME Officer manages the co-ordination of the referral process to ensure that the referral channels are understood by all professionals, providers and agencies. Once the child has been placed with an educational provider, their admission will be monitored. No child's name will be removed from the CME register until admission and attendance at the new educational provision has been established.

## Notification and Referral Routes

If you are aware of a child missing from education (in whatever capacity), you should notify the Children Missing from Education Officer by using the CME referral or Notification form attached to this document

Please send completed forms to the CME Officer by: -

- E-mail to: [dianerichardson2@barnsley.gov.uk](mailto:dianerichardson2@barnsley.gov.uk)
- By post to: Barnsley Metropolitan Borough Council, Peoples Directorate, Children and Family Social Care, Education Welfare Service, Corporate Mailroom, PO Box 634, Barnsley, S70 9GG.

You can contact the:

**Children Missing from Education Officer – Diane Richardson on 01226 773545**

All cases of children and young people missing education or at risk of doing so should be reported to the CME Officer to ensure that comprehensive data on the issues is recorded. Even if you will be ensuring that the child or young person moves swiftly into appropriate provision you should still make a referral or enquiry.

All Academies and Trust Schools have the same responsibilities as maintained schools in regards to locating and reporting children missing education.

The Education Welfare Service via the CME Officer will make reasonable enquiries in tracing the missing children throughout the process. If they have not been able to establish the whereabouts of the child they will consult with the school re removal from roll to ensure best practice advice is followed.

### Referrals received from other authorities.

Other Local Authorities and agencies use many different methods of notification regarding children movement and missing including:-

- CME Referral Form
- Phone call / letter /email to the CME Officer
- s2s secure messaging

## Removing a Pupil from a school roll

Schools are reminded that they must at all-time act in accordance with the Education Pupil Registration Regulations 2006. This means that the local authority CME Officer must be involved before removing from school roll in order to allow them to conduct their statutory duty and carry out reasonable enquiries.

**The pupil should not be removed from roll until the CME Officer has ascertained the pupil's whereabouts and safety and has confirmed that the pupil is registered at another school or is being educated otherwise.**

When removing any child from the school roll, schools should exchange pupil information with the new school using the s2s system.

### The main changes from 1 September 2016 are:~

- **All schools** (including academies and independent schools) must notify their local authority (Notification Form) when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations (see Appendix A).

#### The Notification form to be used in all cases except under regulation 8 Point 6 (8(1)(f) and Point 8 (1)(h)

This duty **does not apply when** a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

- When removing a pupil's name, notification to the local authority (**CME Form**) must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (Appendix A).
- Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (Appendix A).

- **All schools** must also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil.

This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

- When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil. (**Notification Form**)

## **Partner agencies and services involved in the referral and monitoring process**

There is a fundamental principle that all officers of the Council and other partners have some level of responsibility around the issue of children missing education. If anybody is aware of any child or young person who does not appear to be accessing education appropriately they should make a referral or enquiry. This may result in referrals being made for children and young people already known or on a school roll. However, given concerns around the safeguarding and welfare of children, this is more beneficial than not receiving notification.

## **Identifying children missing education or at risk of doing so**

**All schools, academies within the Council** have procedures regarding contacting children at risk of going missing from education. These procedures are closely tied into Education Welfare procedures and good practice See Promoting Good Attendance Policy at and also the use of the schools to schools (S2S) website and the Lost Pupils Database for the transfer of pupil data.

Once a school has made the necessary checks they should notify the CME Officer by completing the CME Referral Form or Notification Form.

This proactive approach will help to enable us in limiting the opportunity for children and young people to become missing.

**Child Sexual Exploitation(MVCA) and Runaways(MISPERS).** The CME officer is a panel member on both multi-agency forums that meet monthly, to advise on education and look into those cases where education may be an issue. Further information regarding the Panel can be found on: [www.safeguardingchildrenBarnsley.com](http://www.safeguardingchildrenBarnsley.com)

**Children and Young People who are looked after** there are links in place to ensure that they are reported when missing education or not accessing appropriate provision through the Children's Social Care & Safeguarding Unit, the Fostering and Adoption Team or via MVCA OR MISPERS Forum members.

**Children subject to a child protection plan or any other safeguarding concerns** you should make every attempt to make contact as a matter of urgency. If you are unable to locate them, then you should contact the CME Officer or Social Care as a matter of urgency.

**Pupils previously on a school roll and are no longer on that roll:** it is anticipated that the CME Officer will carry out checks on a regular basis to try to ensure that those children and young people who were have been admitted to another educational provision either inside or outside of Barnsley.

**Excluded** pupils are tracked by Springwell Learning Community to ensure that they are accessing provision and their whereabouts are known. The LA is committed to providing full time education for all permanently excluded pupils and this is usually provided through Pupil Referral Units, although alternative providers may be used if this is deemed appropriate. This information can be found in the *Exclusion from maintained schools, academies and pupil referral units in England* statutory guidance. Please complete the **Notification form** for permanently excluded pupils and submit to the CME Officer.

**Non-attendees:** Children and Young People who have not attended their allocated provision may be deemed to be a non-attender and in the absence of any other professionals being involved the CME Officer must be notified via the **CME form**.

**Border Agency, Missing EU Nationals Refugees and Asylum Seekers** many enter the education system then fail to attend, go missing ,move LA's or return home. Please ensure as much information is collected on admission into school especially details of previous school and address(s) this may help future referral and tracking should they go missing please complete the **CME form** and refer to the CME Officer as soon as possible.

**Emigration cases:** Please complete the **CME form** with as much information as possible i.e. flight documents , proposed address and or schools re residence in another county and submit to the CME Officer.

**School Admissions and Transfers** Generally any child applying for a school place in Barnsley must complete a school admission form and be processed via the admissions team. Further information / advice regarding school admissions transfers and appeals can be found via the following link <http://www.barnsley.gov.uk/schooladmissions>

**Identifying available provision and places** you should contact the Admissions team who will be aware of available places in local schools.

Under the **Fair Access Protocol**, children who are difficult to place will normally be placed in the most appropriate school according to the criteria and weighting arrangements of the protocol.

Pupils with a **Statement of SEN and or EHCP** who are not in a provision will be tracked by the SEN Caseworkers in liaison with the CME Officer.

See the [SEN Code of Practice 2001](#) in relation to statements of SEN and the [SEND Code of Practice 2015](#) in relation to EHC plans for detail of the expectations of local authorities in these circumstances.

**Children of Service Personnel** – Families of members of the Armed Forces are likely to move frequently – both in the UK and overseas and often at short notice. Schools and local authorities should contact the MoD Children’s Education Advisory Service ([CEAS](#)) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves. Please complete **CME forms** as required.

**Children and young people supervised by the Youth Justice System** – Children who have offended or are at risk of doing so are also at risk of disengaging from education. Local authority Youth Offending Teams (YOTs) are responsible for supervising those young people (aged 8 to 18). The EWS in Barnsley has a dedicated Senior EWO based within the YOT Service.

**Children not of Statutory School age:** If a school or provider is aware of a child not of statutory school age who goes missing from education provision without notice, the provider must still act to establish the location of the child complete the **CME form** and refer to the CME Officer. Although there is no statutory responsibility to attend educational provision, the provider should satisfy itself that there are no safeguarding concerns related to the removal from the provision.

Nursery settings can also refer non-compulsory school age children to the EWS

#### **Children of Gypsy Roma Traveller Heritage**

Within registration legislation allowance is made for Traveller children to be dual registered. This gives them an entitlement to be registered at more than one school. Schools should ensure that they work with the travelling families to establish if they are travelling or being withdrawn from a school. If the family informs that they will **not be** returning, the school should make all reasonable efforts to establish where they will be attending School to complete the **CME form** and refer to the CME Officer who will then liaise with the School Improvement and Support EWO.

The Department for Education’s advice is that it is not good practice to delete Traveller pupils from the school roll if they are known to be travelling. Please also see - [Improving the outcomes for Gypsy, Roma and Traveler pupils: final report](#)

#### **Elective Home Education (EHE)**

Parents must notify the school in writing if they wish to educate their child at home then schools will inform the council. Information can be found at [www.barnsley.gov.uk/education-welfare-service](http://www.barnsley.gov.uk/education-welfare-service)

## **Associated resources (external links)**

- [Child abduction](#)
- [International child abduction](#)
- [Forced marriages \(FCO\)](#)
- [HM Revenue and Customs \(HMRC\)](#)
- [Home Office](#)
- [National Crime Agency \(NCA\)](#)
- [Missing People](#)
- [Missing Kids](#)
- [Border Force](#)
- [Missing Children and Adults strategy](#)
- [Ofsted report 2010: Children missing from education](#)
- [Ofsted report 2013: Missing children](#)

## **Additional departmental advice and guidance**

- [Behaviour and attendance \(including exclusions, bullying and alternative provision\)](#)
- [Child sexual exploitation](#)
- [Child trafficking](#)
- [Elective Home Education guidelines](#)
- [Keeping children safe in education](#)
- [School Admissions Code](#)
- [School to school service: how to transfer information](#)
- [What to do if you're worried a child is being abused: Advice for practitioners](#)
- [Working together to safeguard children](#)
- [Young runaways](#)

## **Related legislation**

- Section 436A of the Education Act 1996 (added by section 4 of the Education and Inspections Act 2006)
- Education Act 1996 (section 7, 8, 14, 19, 437(1), 437(3) and 443)
- Education and Inspections Act 2006 (section 4 and 38)
- Education (Pupil Registration) (England) Regulations 2006
- Education (Pupil Registration) (Amendment) (England) Regulations 2016

Children Act 1989 (section 17 & 47)

Children Act 2004 (section 10, 11, 12 & 17)

Education Act 2002 (sections 21 and 175)

Section 444 of the Education Act 1996 and penalty notices under section 444A (as amended by section 23 of the Anti-social Behaviour Act 2003)

## Useful Contact Numbers

NAME	TITLE	CONTACT DETAILS
Diane Richardson	Senior Education Welfare CME / EHE Officer & Business Manager	Tel: 01226 773545 Email: <a href="mailto:dianerichardson2@barnsley.gov.uk">dianerichardson2@barnsley.gov.uk</a>
Rachel Bowman	EWO for School Improvement (EAL) & Traveller Achievement	Tel : 01226 704550 Email : <a href="mailto:rachelbowman@barnsley.gov.uk">rachelbowman@barnsley.gov.uk</a>
Keren Harben	Service Manager Education Welfare Service	Tel: 01226 773542 Email: <a href="mailto:kerenharben@barnsley.gov.uk">kerenharben@barnsley.gov.uk</a>
Jane Allen	Area Manager Education Welfare Service	Tel: 01226 773191 Email: <a href="mailto:janeallen@barnsley.gov.uk">janeallen@barnsley.gov.uk</a>
Derek Vint	Area Manager Education Welfare Service	Tel: 01226 773547 Email: <a href="mailto:derekvint@barnsley.gov.uk">derekvint@barnsley.gov.uk</a>
Lynne Lynch	Senior EWO Youth Offending Team	Tel 01226 787977 Email: <a href="mailto:lynnelynch@barnsley.gov.uk">lynnelynch@barnsley.gov.uk</a>
Jenny Davis	Borough Services Manager Springwell Learning Community	Tel: 01226 291133 Email: <a href="mailto:jennydavis@barnsley.gov.uk">jennydavis@barnsley.gov.uk</a>
Beverley Sadler	Principal Admissions Officer	Tel: 01226 773506 Email: <a href="mailto:beverleysadler@barnsley.gov.uk">beverleysadler@barnsley.gov.uk</a>
Monica Green	Head of Safeguarding & Quality Assurance	Tel :01226 772519 Email: <a href="mailto:MonicaGreen@barnsley.gov.uk">MonicaGreen@barnsley.gov.uk</a>

The Education Welfare Service web page can be located at [www.barnsley.gov.uk/education-welfare-service](http://www.barnsley.gov.uk/education-welfare-service) This webpage gives you access to information about our statutory and traded services offers, along with all our policies, guidance and forms.

# CME FORM'S AND APPENDICES

APPENDIX A - Grounds for deleting

CME FORM

NOTIFICATION FORM

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## Annex A: Grounds for deleting a pupil from the school admission register

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6 <b>CME FORM</b>	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8 <b>CME FORM</b>	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	<b>Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended</b>
	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>



# BARNSLEY

Metropolitan Borough Council

Peoples Directorate for Children and Family Social Care - Education Welfare  
**Children Missing Education Form (CME)**  
 (Appendix A Regulation 8 - Point 6 and 8 )

<b>PLEASE TRY TO COMPLETE ALL SECTIONS OF THIS FORM</b>			
Date referral made:			
Pupil Surname:		Pupil First Name :	
Alias:		Pupil Middle Name:	
Date of Birth:		UPN No :	
Full Postal Address where the pupil normally resides		Names of parents / guardians with whom the pupil normally resides full names and DOB if known please	
Pupils Future Address :		1..... Relationship to pupil:	
		2. .... Relationship to pupil:	
		Contact No Home:	
		Contact No Mobile:	
Are there any known concerns related to staff safety in visiting this family/address: YES / NO Please enter any details over the page			
Ethnicity / EAL :		Gender:	Year Group:
Name of School:			
Contact name in school:			
On Roll: YES / NO		Reason for Removal / Deletion from Roll (Appendix A Regulation 8 of the CME Policy )	
Date last attended school:			
Is this child / young person currently: please tick all applicable			
Looked After		A Refugee/ Asylum Seeker	
Subject to a Child Protection plan		From a Travelling Family	
In Temporary Accommodation		Subject to a CAF / EHA	
Are any of the following agencies known to be currently involved with this child / family please tick if known and provide any contact names and telephone numbers on the additional comments box overleaf			
Social Care		Education Psychology	
Education Welfare		School Health / Nurse	
CAMHS		Youth Offending Team	
Statement of SEND / EHC Plan			
Any Additional Information or Service			

**Please provide details of any siblings below (if known)**

<u>Name</u>	<u>DOB</u>	<u>School</u>

**ADDITIONAL CONCERNS / COMMENTS:** - Please add more info on an additional sheet if required

**Details of recent action taken by school/ referrer**

	<u>YES</u>	<u>NO</u>	<u>Dates / Details</u>
Telephone calls made			
Letters sent (please attach copies)			
Home visits made			
Name of referrer :	Service :		Contact no :

**Signed .....** **Date .....**

Please send this referral form to: Diane Richardson SEWO/CME Officer by E-mail to [dianerichardson2@barnsley.gov.uk](mailto:dianerichardson2@barnsley.gov.uk)

Address: Barnsley Metropolitan Borough Council, Corporate Mailroom, PO Box 634, Barnsley S70 9GG. Telephone number 01226 773545





**BARNSLEY**  
Metropolitan Borough Council

**Education Welfare Service**  
**Diane Richardson, Senior Education Welfare Officer/CME Officer**  
**Barnsley Metropolitan Borough Council,**  
**Peoples Directorate Children and Family Social Care**  
**Corporate Mailroom, PO Box 634, Barnsley, S70 9GG.**

**Telephone number 01226 773545**