# **CME Referral Pathways flowchart**

## **Pupil tracking process**

* Referral to Pupil tracking - threshold 10 days absence at school
* Referral logged (System: Capita ONE)
* Referral Investigated: Checks: Housing/Benefits, EH, CFirst, calls/emails to parents, Home Visits, DWP, NHS, Border Agency, Police, national database  
  If SC/EH open-contact SW/FSW partner work to address education
* 5 options
  1. Pupil moved out of area. Refer to home Local authority / Pupil moved abroad – verify new address and education – **Close Referral**
  2. Pupils whereabouts unknown (all searches exhausted). Pupil details uploaded to missing pupil database (School and National d-base) - **Close Case**
  3. Pupil requires school place - **Refer to Admissions Team**
  4. Pupil in school receiving suitable education (mostly S2S within Slough and OOB school)
  5. Pupil on roll at school not attending – follow Poor attendance route PA/WP  **Note: EHE and CME NEET referrals for all Yr 11s are made in April annually to ensure joined up working**
* If referred to Admissions Team – they will request parents complete the application form.  
  **3 Outcomes:**
  1. Parent completes the application form and is offered a place and accepts the offer
  2. Parent does not complete the application form. Admissions/Pupil tracking Officer (PT) to work with parent, if no progress, **escalate to SAO**
  3. Parent completes the application form and is offered a place, if parent does not accept the offer. Admissions/ Pupil tracking officer (PT) to work with parent, if no progress, **escalate to SAO**