CME Flowchart No.1 Parent says the pupil will not be attending school any longer.

CME Flowchart No.1 for Schools to follow when: 9.1 **Codes a & f**

Parent advises that the pupil will not be attending school any longer.

Is the pupil going to a new school?

Yes

No

Obtain the name & address of the new school.

Does the parent state the pupil's new education provision?

Is the pupil going to be home educated?

Has the new school confirmed the pupil is on roll?

No

Yes

No

Yes

The pupil **must** remain on roll. No pupil may be removed from the school roll if the parent has not disclosed a new education provision or has not given **written** EHE notice, (de-registration letter).

Has the school received written & dated confirmation from the parent?

No

Yes

No

Yes

The pupil **must remain** on roll until the new school confirms the pupil is on their school register & gives the start date. A CME Referral is **not** appropriate.

The pupil can be removed from roll. The CME Referral should be made within 5 school days via the CME Schools Portal. Select category 'Removed from roll' on the portal. Code **a** applies.

A CME Referral is **not** appropriate. School to follow their Attendance Policy. Follow Safeguarding processes if concerned for the pupil's welfare / safety.

The pupil **must be removed** from roll. The CME Referral should be made within 5 school days via the CME Schools Portal. Select category 'Electively Home Education' on the portal. Code **f** applies.