

Children Missing Education (CME) Portal Information for the Public & Professionals

The CME Schools Portal can be used by members of the public and other professionals, either within Suffolk or elsewhere.

The operator does not need any registration details to access the CME Schools Portal, however you will need to insert your email address, (see the field below the entered 'school' name), as this will be where your copy of the CME Portal generated email will be sent to.

The operator will be advised when the referral has been successfully submitted, by a 'Referral successful' message, accompanied by a tick on a green background. The Portal generated email will then be issued to the email address stated.

Any completion errors will be highlighted with a red outlined box and the error fields will be displayed at the top of the screen. The operator will then need to amend, click out of the last amended box and re submit the form again until the successfully submitted referral will be advised by the 'Referral successful' message on a green background. If you do not receive this message, then your submission has been unsuccessful.

All the **red Asterix*** fields are mandatory completion fields and will need to be completed. If you do not know the answers to a **red*** mandatory field, please insert a full stop, or enter N/A. There is no 'save and complete later date' feature on the Portal referral screens, therefore please ensure you have all the relevant information available, when submitting the CME Referral.

The Portal screen will only show the relevant boxes to be completed for each type of CME Referral, which are:

1. Child Missing Education
2. Pupil Removed from Roll (the destination school must be confirmed to submit),
3. Pupil withdrawn to be Electively Home Educated (EHE)
4. Pupil Admitted to the school roll.

For a professional or member of the public please choose Category 1 - Child Missing Education and before pressing the Submit button please select the relevant code of W, X or Z, (as applies) in the drop-down field: Pupil Regulation 8.1 Appropriate Code for Pupil Deletion:

If you wish to relay further relevant or updated information relating to a CME Referral, please email CME@Suffolk.gov.uk. Please do not send a further CME Referral via the Schools Portal, as this creates duplication and confusion!

If you require assistance with completing the Referral screens or encounter any errors or problems with successfully submitting the CME Schools Portal Referral, please contact the CME Team on 01473 265224.

Any constructive feedback / suggestions on the CME Schools Portal are very welcome.

The Suffolk CME Team.