

CME Case Referral

If the child has left the country, then please complete a pupil exit form and follow 'Moving Abroad' guidance on Derbyshire SchoolsNet.

Referral information

Referral Date	
Referrer's Name	
Organisation	

Name of child being referred	Date of birth	Gender

Last known school	
Last date in school	
NCY	

Does this child have an EHCP?	Yes	No
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New Home Address (if known) and date notified of move:	
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Parent/ Carer Name	Relationship	Contact details	Address

Known Siblings (not referred)	Date of birth	Lives at same address?

Any vulnerability indicators (CIN Plan / CP Plan):	
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Any agencies / workers involved (Social / Family Support / SEN case / Youth):	
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Searches **must** be carried out **prior** to referral. (When completing a home visit, please make all efforts to check with neighbours). * Mandatory field and **must be completed**:

	Date	Response
Phone call to parent *		
Email to parent *		
Letter to parent *		
Home visit completed *		
Check with sibling school *		
Phone call/email to emergency contact *		
Check with outside agencies and services with known involvement (e.g. social care, youth justice, admissions) *		
Has this been referred to Social Care?		

Any immediate safeguarding concerns must be reported to Derbyshire Starting Point - Tel: 01629 533190.

Reason for referral and any additional information (please include any safeguarding concerns, any additional searches to the ones above and any information that is relevant to the child/ren):

Should you receive an update on the child/ren referred, or they return to school following your referral, this information should be provided immediately.