**Procedures for Looked After Children with no school place**

**or a part time provision - Children Missing Education (CME)**

There may be times when a Looked After Child has no school place, these include:

* When there has been an emergency placement move out of borough
* When there has been a foster carer placement move to a different part of Bournemouth
* When a permanent exclusion has been avoided but the current school place has been withdrawn
* When a place at a local alternative provision is needed but none is available.

At such times the following procedures need to be applied and the Caseworker needs to:

* Work with the relevant teams within Bournemouth or other Local Authorities to find the best educational provision suitable for the needs of that Young Person
* Where possible, arrange a visit to that school with the Young Person and their carers/parents
* Complete an application form for that provision
* In the meantime, arrange for interim education provision e.g. tutoring, Innovat8, Onwards n Upwards etc and complete an additional pupil premium form to allow the funding to be accessed for this
* Even when a Looked After Child is not in a formal education setting PEPs must be undertaken.

In the circumstances where a Looked After Child is in part time education the Caseworker needs to:

* Arrange for interim education provision for the time when they are not at school e.g. tutoring, Innovat8, Onwards n Upwards etc and complete an additional pupil premium form to allow the funding to be accessed for this
* Ensure that when a Looked After Child is in part time education PEPs must be undertaken at a time when they are in school.

During the monthly Team Meetings, the Virtual School CME spreadsheet is amended and updated.

Looked After Children with no school place or a part time provision are to be discussed at every 1:1/Supervision in order to procure ways to return them to full time provision.