



# MANAGEMENT CIRCULAR

5b

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

**January 2020**

Children Missing in Education MC5b

**To Heads of all Schools\***

## **Children Missing in Education (CME)**

Children Missing from Education are children and young people of compulsory school age who are on a school roll but are no longer attending school and the school does not know of their whereabouts.

All children and young people who go missing are vulnerable. Children are recognised in law as a vulnerable group in our society who require additional protection from the risks posed to them by different forms of harm, therefore a child-specific response is necessary when children are missing from education.

In all cases the first and most important factor to consider is safety. Should there be any concern that the child may be at risk, it is essential that local Child Protection procedures are followed.

CME are usually defined as not having attended school for a '*substantial*' period of time ('*substantial*' usually agreed as 4 continuous weeks or for vulnerable children considerably less).

Children Missing from Education (CME) is a service established by the Scottish Government to support education authorities and schools to exchange information across Scotland and with other parts of the United Kingdom.

Scottish Government guidance regarding CME can be found at:

<https://www.gov.scot/policies/schools/children-missing-from-education/>

On the occasion when a child or young person goes missing from education for an extended period of time and the school have made extensive unsuccessful attempts to make contact with the family, the Head of School, in conjunction with the Home School Support Worker, should complete the attached Appendix 1 and submit to CBS - Children and Young People Team (CYPS) at the under-noted:-

[CYPSEnquiries@glasgow.gov.uk](mailto:CYPSEnquiries@glasgow.gov.uk)

Children and Young People Support Team - 0141 287 7477

## OFFICIAL

Appendix 1 should be completed no later than 4 weeks from the initial day of absence or earlier if necessary.

**Appendix 1 should only be completed if all the extensive attempts have been made to contact the family (please refer to Section 5, Appendix 1 for full list of necessary checks to be carried out by Home School Support Worker prior to completion of Appendix 1)**

**Appendix 2 also provides a list of suggested contacts to check with prior to completion of Appendix 1**

On receipt of Appendix 1 the under-noted central steps take place prior to referral to Head of Service if required.

- i. The Scottish Government is contacted with the child's details and thorough checks are carried out with all other local authorities. This is carried out within 5 working days
  - ii. Depending on the outcome of the above, the school will be advised of the next steps as per points 1 and 2 below, or this will be referred to Head of Service for further advice. This is carried out within 5 working days.
  - iii. The Head of Service is issued with a monthly report detailing the number of Appendix 1 forms submitted by area / school and the final outcome of the CME checks
1. In accordance with school to school (S2S) procedures, if the child/young person is located and the school is advised that the child/young person will not be returning to their place of education, and will be transferring to another named place of education the Head of School can have the child/young person marked as a leaver and removed from the school roll. This should only be done when the receiving school is within Scotland. The Head of School should ensure that all records relating to the child/young person, including their wellbeing assessment plan is accurate and up to date, prior to transferring to the receiving school.
  2. If, after investigation, there is no evidence of the whereabouts of the child or young person, instruction will be given by the Head of Service for Education to the school to mark the child or young person as a leaver in Click+Go. The Reason for leaving field has a drop down menu. Any information available should be entered in the "Destination Details box" as this provides a clear audit trail for Children Missing from Education (Scotland). The leaving date should be the last day the child or young person was in school.

For further information on promoting good attendance at school please refer to **MC5a (Included, Engaged and Involved: A Positive Approach to the Promotion of Attendance in Glasgow Schools)**.

## OFFICIAL

\* Refers to all Units, Early Years, Primary and Secondary Schools.



# Children and Young People Missing from Education

PLEASE USE BLACK INK AND BLOCK LETTERS

Prior to making this referral the following checks and completion of form must be carried out in conjunction with the Home School Support Worker. PRIOR TO SENDING TO CHILDREN AND YOUNG PEOPLE SUPPORT, PLEASE CHECK ALL INFORMATION IS FILLED IN AS IF NOT THE FORM WILL BE RETURNED.

## 1 SCHOOL DETAILS

Form completed by	
Designation	
Phone	
Email	
Date	

## 2 CHILDS DETAILS

Name of School/Centre		
Surname	Date of Birth	Stage
Forename(s)	Gender	
Scottish Candidate Number		
Last known Address	Postcode	
Name of Father/Mother	Phone/Mobile	
Emergency Contact Details	Phone/Mobile	
Emergency Contact Details	Phone/Mobile	
Emergency Contact Details	Phone/Mobile	

Is the child currently on the Child Protection Register	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Does the child have an Additional Support Need. What is the nature of the ASN	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Has the child been referred to the Joint Support Team	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Has the child been on the Child Protection Register in the last 24 months	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Known siblings	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Looked After Child	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Cultural issues	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Is the child part of a Traveller family	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Is the child Educated at home	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Does the child have a history of exclusion	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Does the child have a history of long holiday(s)	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Is the child an Asylum Seeker Refugeer	<i>Please tick</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Please indicate any other background information about why this case has been referred.	

**4 DETAILS OF HOME VISIT BY HOME SCHOOL SUPPORT WORKER**

Date of Last Attendance	% of Attendance (Academic Year)
Date of Home Visit(s)	
Result of Home Visit(s) (including any forwarding address attained)	

**5 DETAILS OF LOCAL SEARCH BY HOME SCHOOL SUPPORT WORKER**

Carried out by	Date	Outcome
Enquiries made with Neighbours		
Enquiries made with other children in school		
Contact made with Emergency contacts/relatives		
Local Housing Association questioned		
Contact made with Concierge		
Contact made with Local Police		
Contact made with Doctors practice		
Enquirers made with other staff in school		
Contact made with Voluntary Organisations involved with family		
Contact made with Social Work Services staff		
Please include any other information that you have not identified above that may be of assistance including other agency/organisation input e.g. Interpreter Services/GASP etc.		
Does the school know the whereabouts of the child? if yes please provide details.		

You must return this completed form to **childrenmissingineducation@glasgow.gov.uk**

## **Children Missing from Education - Useful Contacts**

**This list is not exhaustive**

### **PERSONAL CONTACTS FOR EXAMPLE:**

**Family Members** – check SEEMIS Pupil Record and Wellbeing Assessment in school.

**Friends of Mum/Dad/whoever brings child to school or collects at the end of the day** – ask class teacher/PSA for information.

**Neighbours** – ask if they have seen the family recently and, if not, do they know where the family have gone. Were the family friendly with any of the neighbours? Did they have extended family nearby?

**Parents'/Carers' Employers** – ask family members or neighbours if they know where the parents'/carers' were employed.

### **EDUCATION CONTACTS FOR EXAMPLE:**

**School staff** (including Support Staff, Catering Staff and Janitors) – ask for information.

**Emergency Contacts** – check SEEMIS Pupil Record and Wellbeing Assessment in school.

**Friends of Child/Young Person** – are they in contact via phone, text, social networking websites, etc.

**Nursery or school attended by siblings or members of the wider family** – ask for information.

### **OTHER AGENCIES FOR EXAMPLE:**

#### **Social Work Services:**

**Area Team** – phone to ask if the child/young person is known to them or any other area team.

**Homeless Team** – based at Hamish Allan Centre, phone 0141 287 1800.

#### **HOUSING FOR EXAMPLE:**

**Housing Association** – find the local Housing Association by using the search on: [www.gha.org.uk/content](http://www.gha.org.uk/content)

**Landlords** (Private Let) – ask the current tenant or neighbours for the name and contact details of the landlord.

**Estate Agent** (Owner Occupied) – if the house has a For Sale notice, ask the estate agent for contact details for the family or for the name and address of their solicitor.

**Homeless Casework Team** – phone the Hamish Allan Centre on 0141 287 1834 to enquire if the family have presented as homeless. If so, they will give you the name and number of the appropriate team.

**Homeless Health Team** – once you have established that a family are homeless, this team often have the most up to date information about their whereabouts and current circumstances.

## **HEALTH FOR EXAMPLE:**

**Health Visitor** – can be contacted via the GP practice.

**GP Practice Manager** – ask if any member of the family have accessed health services since the last date of school attendance. If they have, ask if the practice holds a more up to date address or phone number.

## **IMMIGRATION FOR EXAMPLE:**

**Scottish Refugee Council** – phone 0141 248 9799 can supply details of the whereabouts of families who are registered with them for support.

**Criminal & Financial Investigation Team of the Home Office** – Martin McCallum, phone 0141 555 1493 can provide information about a family's current status and their whereabouts. Martin can also tell you if the family are currently receiving financial and/or practical support.

## **MISCELLANEOUS FOR EXAMPLE:**

**Police** – the Local Community Officer is a useful source of information.

**Reporter to the Children's Panel** – contact Bell Street on phone 0300 200 1444 to enquire if the young person is known to the Reporter.