

Referral to Children Missing from Education (CME Scotland)

This form is completed by the Chief Education Officer/Centre Manager following an unsuccessful Stage 2 Local Search for a missing child. The Chief Education Officer/Centre Manager will make the referral following advice from the Police.

Section 1: Personal details of child

Pupil's full name: _____ D.o.B. _____

Other names (where applicable): _____

Pupil's gender: _____

Unique Pupil Identifier (UPI): _____

Current Address: _____

Previous addresses (where known): _____

Name of school/early years centre: _____

Parents/Carers Names: _____

Parents/carers address if different to the pupil's address (please give reasons for the different addresses – i.e., pupil is Looked After & Accommodated etc.)

Parents/Carers Telephone number(s): _____

If the child is Looked After give the name of the lead professional within the local authority: _____

Section 2: Details of referrer

Name: _____ Designation: _____

Local Authority: _____

Name of Educational Establishment: _____

Address: _____

Tel. Number: _____ Email: _____

Section 3: Summary of action steps taken prior to referral to CME (Scotland)

Please see Form PM 3/39/F01 (attached) which was completed by the child's school/centre and the Chief Education Officer/Centre Manager. See also other attached records (as appropriate). This form to be sent to:

Children Missing from Education (Scotland), c/o Scottish Government Learning Directorate,
Victoria Quay, Edinburgh, EH6 6QQ

Email: CMEScotland@gov.scot