



Education Procedure Manual 3/39

MANAGING UN-NOTIFIED ABSENCES OF CHILDREN IN EAST DUNBARTONSHIRE EDUCATIONAL ESTABLISHMENTS (INCLUDING EARLY YEARS PRIVATE, VOLUNTARY, AND INDEPENDENT FUNDED PROVIDERS)

Effective from: December 2023

Education, People & Business



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Tel: 0300 123 4510

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
N/A	Jul 2021	Update to new template Updated terminology Update following review of "Promoting Attendance Guidance for Education Employees"	08/12/2023	1.0

GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management

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1.0 Purpose

- 1.1 To ensure a consistent approach to the management of concerns which may arise where a child fails to attend their primary/secondary school/early years' centre **and** no notification of absence is received from their parents/carers.

2.0 Scope

- 2.1 Two procedures are detailed in this document:

- Procedure A – to be implemented by all primary, secondary, special schools and early years' establishments under the management of East Dunbartonshire Council's Education Service;
- Procedure B – to be implemented by all private, voluntary, and independent sector early years' funded provider centres

- 2.2 Procedure A builds on the Education Service's existing School Attendance and Absence Procedure (Procedure Manual 3/08). Both procedures (A and B) take into account recent national guidance on children missing from education, detailed in [Included, engaged and involved part 1: promoting and managing school attendance \(2019\)](#).

- 2.3 In developing these procedures, the Education Service recognises the 'voluntary' nature of attendance within the early years' setting and the more informal approaches taken to the management of registration and attendance issues in some centres. However, the Education Service has considered the need for 'informality' against that of safeguarding children (particularly young children) and considers that all private, voluntary, and independent sector early years' funded provider centres, Centres should have in place a systematic approach to the management of registration and attendance. The implementation of Procedure B should assist this process.

- 2.4 The guidance document (PM3/39/G01 'Promoting Attendance: Guidance for Education Employees') provides establishments with more detailed information to support pupil attendance.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:

- SNCT Handbook
- Equalities Act 2010
- [Included, engaged and involved part 1: promoting and managing school attendance \(2019\)](#)
- [National Guidance for Child Protection in Scotland 2021](#)
- PM 3/08: School Attendance and Absence Procedure
- PM 3/39/G01: Promoting Attendance: Guidance for Education Employees
- Forms and Letters, as per Appendices

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4.0 Roles & Responsibilities

4.1 Children Missing from Education

- 4.1.1 Scottish local authorities have the responsibility to review and revise their procedures for managing situations where children fail to attend their school/early years centre and no explanation for absence is received from their parents/carers. East Dunbartonshire Council recognises that under such circumstances, children may be vulnerable to harm and that timely steps must be taken to ensure that an absent child is safe and well.
- 4.1.2 Children missing from education are children and young people of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or in an alternative provision). They have usually not attended school for a period of time.
- 4.1.3 Children missing from education will have well-being needs around inclusion and achievement. Consideration also needs to be given to other issues in their lives relation to non-attendance.

4.2 Keeping Children Safe – A Shared Duty of Care

- 4.2.1 Parents/carers have the primary duty of care for their children. During school/centre hours (and during registered school/centre activities), schools/centres must take all reasonable steps to keep children safe from harm. The effective implementation of the procedures detailed in this document will require parents/carers and schools/centres to exercise their respective duty of care and to work in partnership to help to ensure that children are kept safe from harm.
- 4.2.2 In order to respond appropriately to an un-notified absence, it is important that parents/carers exercise their duty of care, by notifying the school/centre when their child will be absent and the reasons for this. Each session parents/carers will be required to notify their child's school/centre of all absences. Parents/carers will be notified of this requirement via one of the letters detailed in Appendices 1 and 2 (as appropriate). In addition, this requirement will be included in School Handbooks and any relevant publications produced by all private, voluntary, and independent sector early years' funded provider centres.

4.3 The Role of the Home Link Officers

Home Link Officers play an important role in helping schools to manage attendance issues. Within the context of this policy, schools and early years' centres under the management of the Education Service will be able to draw on the skills of the Home Link Officers.

4.4 Home Visiting by all private, voluntary, and independent sector early years' funded provider centres

Early years' centres in the voluntary and private sectors do not have access to the local authority Home Link Officers. It will therefore be the responsibility of each centre

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manager to determine which personnel will be involved in the management of un-notified absences (including who will undertake home visits, where appropriate).

5.0 PROCEDURE A

5.1 Introduction

This procedure has been designed to ensure an appropriate response to a child who is absent from their school/centre and whose parents/carers have failed to meet the requirement to notify the school/centre.

Throughout the rest of this procedure the term 'school' should be taken to mean 'school' or 'centre'.

There are 3 stages to this procedure, namely:

- Stage 1 – this is undertaken by the school with support, where required, from Home Link Officers.
- Stage 2 – this involves a local search which is co-ordinated by the Chief Education Officer.
- Stage 3 – this involves a referral to the Children Missing from Education (CME Scotland) Service.

Each stage consists of several steps with the majority of steps being within Stage 1. However, most cases of un-notified absence will usually be resolved by undertaking steps 1 to 5 of Stage 1.

5.2 Timescale

At the start of each academic year (August) schools and centres are to issue Letters 1 and 2 (Appendix 1 & 2) to all parents/carers informing them of the procedures of absence notification.

Clearly, in the case of an un-notified absence, the Education Service will take timely action to locate the child and establish the reasons for the absence. It is envisaged that, where required, all of the steps involved at Stage 1 will be completed within one day.

The Local Search (Stage 2), co-ordinated by the Chief Education Officer, may begin (depending on the child's circumstances) on the first day of the child being absent and may involve liaison with the Police and/or social work services.

The referral to Children Missing from Education (CME Scotland) will be made as soon as this is considered necessary by the Police and the Education Service. Such a referral could (depending on the child's circumstances) be made within 24 hours of a child being notified as missing from school by the Chief Education Officer.

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5.3 Record of actions taken by Education Service

Form PM 3/39/F01 (Appendix 3) is designed to provide a clear record of the steps taken by the Education Service to locate a child. At first sight, this is a detailed pro-forma, but it should be remembered that in the majority of cases most un-notified absences will be resolved after steps 1 to 5.

5.4 Stage 1 – Steps to be followed by school employees

5.4.1 Step 1

Teachers should notify office staff of all absences immediately following morning and afternoon registration.

5.4.2 Step 2

Office staff should check absences against the list of notified absences. Where it is not possible to match an absent child against the list of notified absences, the following steps should be taken (as required):

5.4.3 Step 3

Office staff inform Head Teacher/designated person of an un-notified absence.

5.4.4 Step 4

Office staff begin completing Form PM 3/39/F01.

5.4.5 Step 5

Between initial notification of un-notified absence and 10.00am (for morning session) and 2.00pm (for afternoon session)¹, office staff should make telephone calls to parents/carers in order to establish the reasons for their child's absence.

Where parents/carers can be contacted by telephone, they should be asked to give an explanation for their child's absence. Where parents/carers have simply forgotten to inform the school, they should be reminded of the requirements to contact the school before school registration times.

Where parents/carers are not aware that their child is absent, office staff must inform the Head Teacher/designated person immediately. The Head Teacher/designated person should then liaise with the parents/carers and discuss with them where their child could be. In consultation with the parents/carers and after considering the child's circumstances (vulnerability, child protection issues, welfare issues), the Head Teacher/designated person may decide to contact the Police and/or Social Work. The Chief Education Officer should be informed immediately of any notification to the Police/Social Work. In the very rare circumstance where it is usually not possible to contact parents/carers by telephone, the office staff must inform the Head Teacher/designated person.

¹ Other times may need to be established for the early year setting.

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- 5.4.6 Step 6
Where it is not possible to contact parents/carers by 10:00am or 2:00pm respectively², office staff should then try to make telephone contact with the emergency contact person(s).
- 5.4.7 Step 7
Where office staff are unable to make telephone contact with the emergency contact person(s), they should immediately inform the Head Teacher/designated person and pass Form MP1 to the Head Teacher/designated person for further completion (as appropriate).
- 5.4.8 Step 8
The Head Teacher/designated person makes contact with the cluster's Home Link officer(s) and requests an immediate home visit. The name of the Home Link officer(s) making the visit is recorded on Form MP1.
- While awaiting a response from the Home Link officer, the Head Teacher/designated person should complete steps 9, 10 and 11.
- 5.4.9 Step 9
Where applicable, the Head Teacher/designated person alerts the school's Child Protection Co-ordinator to the possibility of a 'missing child'. In many primary/secondary schools, this role is undertaken by the Head Teacher.
- 5.4.10 Step 10
Head Teacher/designated person, in conjunction with Child Protection Co-ordinator (where applicable), undertakes a brief review of the child's needs and circumstances. The aim of this is to identify any needs which may make the pupil vulnerable to harm and/or to establish if the child has a history of school non-attendance.
- 5.4.11 Step 11
Head Teacher/designated person, in conjunction with Child Protection Co-ordinator (where applicable), considers the need to contact Social Work services. This should be considered in all cases where a child could be missing. The school should seek to find out if there are any circumstances, unknown to the school, which could have led to an un-notified absence. In addition, the school should also consider if any known child protection concerns could be relevant to this situation.
- 5.4.12 Step 12
The Home Link officer(s) should provide feedback to the Head Teacher/designated person requesting the home visit. Where the Home Link officer(s) has not been able to locate the child and parents/carers OR where the Home Link officer(s) has spoken to the parents/carers but has not seen the child and is not convinced about the child's safety, the Head Teacher/designated person must be informed of these circumstances.

² Or, in relation to early years' children, other times, as decided by the centre manager

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5.4.13 Step 13

Head Teacher/designated person makes a referral to the police where the above circumstances (detailed under step 12) are applicable.

5.4.14 Step 14

Head Teacher makes a referral to the Chief Education Officer. Personal contact details about the child are recorded under Step 14 of Form PM 3/39/F01 by the Head Teacher/designated person.

5.5 Stage 2 – Local Search

5.5.1 Step 15

This is co-ordinated by the Chief Education Officer who will detail all action taken in Form PM 3/39/F01.

5.6 Stage 3 – Referral to Children Missing from Education (Scotland)

5.6.1 Step 16

The decision to make a referral to Children Missing from Education (CME Scotland) will be taken by the Chief Education Officer in conjunction with other relevant agencies, notably the Police. A referral to CME Scotland will be made using Form PM 3/39/F02 (Appendix 4).

6.0 PROCEDURE B

6.1 Introduction

This procedure (together with appendices) has been designed to ensure an appropriate response to a child who is absent from an early years private, voluntary, and independent sector early years' funded provider centres and whose parents/carers have failed to meet the requirement to notify the centre.

There are 3 stages to this procedure; namely:

- **Stage 1** – this is undertaken by the centre and is co-ordinated by the head of centre.
- **Stage 2** – this involves a local search which is co-ordinated by the head of centre in liaison with other external agencies (where appropriate).
- **Stage 3** – this involves a referral to the Children Missing from Education (CME Scotland) Service.

Each stage consists of a number of steps with the majority of steps being within stage 1. However, most cases of un-notified absence will usually be resolved by undertaking the first few steps of stage 1.

6.2 Timescale

Clearly, in the case of an un-notified absence, the centre will take timely action to locate the child and establish the reasons for the absence. It is envisaged that, where required, all of the steps involved at stage 1 will be completed within one day.

The Local Search (Stage 2), co-ordinated by the head of centre, may begin (depending on the child's circumstances) on the first day of the child being absent and may involve liaison with the Police and/or Social Work services.

The referral to Children Missing from Education (CME Scotland) will be made as soon as this is considered necessary by the Police and the Education Service. Such a referral could (depending on the child's circumstances) be made within 24 hours of a child being notified as 'missing'.

6.3 Record of actions taken by a private, voluntary, and independent sector early years' funded provider centre.

Form PM 3/39/F01 (see Appendix 3) is designed to provide a clear record of the steps taken by a private, voluntary, and independent sector early years' funded provider centre to locate a child. At first sight, this is a detailed pro-forma, but it should be remembered that in the majority of cases most un-notified absences will be resolved after the first two steps of Stage 1.

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6.4 Stage 1

Centre staff inform the head of centre of all absences. The head of centre establishes if the parents/carers have already notified the centre of their child's absence. Where it is not possible to match an absent child against the list of notified absences, the following steps should be taken (as required):

6.4.1 Step 1

Head of centre (or other designated staff) endeavours to make telephone contact with the child's parent(s)/carer(s). Head of centre ensures that all action steps are recorded on Form PM3/39/F01 (Appendix 3).

NOTE - In the very rare circumstance where it is usually not possible to contact parents/carers by telephone, the centre manager will consider arranging a home visit at the end of the day.

Where parents/carers can be contacted by telephone, head of centre establishes reasons for the absence. Parents/carers reminded of the importance of notifying the centre when their child is going to be absent.

In the very rare event where parents/carers are not aware that their child is absent, the head of centre will, working in partnership with the parents/carers, discuss where the child could be.

NB: Under the above circumstance, it is crucial to keep in the mind the vulnerability of a young child who is absent without explanation. This should be regarded as a safeguarding issue and the head of centre should consider involving the Police and/or Social Work services (as appropriate).

6.4.2 Step 2

Where it is not possible to contact parents/carers, the head of centre will contact the emergency contact person(s).

6.4.3 Step 3

Where the head of centre is unable to make telephone contact with the emergency contact person(s), they must consider arranging a home visit as soon as possible.

6.4.4 Step 4

Head of centre reviews the needs and circumstances of the child and, in particular, looks for any issues which may make the child particularly vulnerable. Where there are known child protection concerns, the head of centre alerts social work services to the possibility of a missing child and seeks to establish from social work if there are any circumstances known to them which could have contributed to this absence.

6.4.5 Step 5

Head of centre seeks feedback from staff who have made the home visit at the end of the day. Where staff have not been able to locate the child and parents/carers **OR** where staff have spoken to the parents/carers but have not seen the child and are not convinced of the child's safety, the head of centre must be informed of these

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circumstances.

6.4.6 Step 6

Head of centre makes a referral to the Police where it is not possible to establish the whereabouts of the child.

6.4.7 Step 7

Head of centre informs the Quality Improvement Manager (Early Years and Childcare) that a child from a private, voluntary, and independent sector early years' funded provider centres early years' centre is considered to be missing.

6.5 Stage 2 – Local Search

This is co-ordinated by the heads of centre who will detail all action taken in Form PM 3/39/F01 (Appendix 3)

6.6 Stage 3 – Referral to Children Missing from Education (Scotland)

The decision to make a referral to Children Missing from Education (CME Scotland) will be taken by the head of centre in conjunction with other relevant agencies, notably the Police. A referral to CME Scotland will be made using Form PM 3/39/F02. (Appendix 4).

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APPENDIX 1: Letter to be sent to all parents/carers of children attending any educational establishment under the management of East Dunbartonshire Council

Date:

Dear Parent/Carer,

I wish to inform you about the way in which we manage un-notified absences of children.

It is very important that you let us know when your child is going to be absent - for whatever reason. Many parents/carers already make sure that we know when their child is going to be absent. I would be grateful if parents/carers continued to do so in the normal way.

However, in some circumstances it might not be possible for you to pre-notify the school of an absence because your child may have become unwell during the night or some other reason makes it difficult for you to pre-notify the school of the absence. From **(put in date)**, we will require all parents/carers to let us know about any absence which has not been pre-notified before registration begins for the morning or afternoon session.

If you do not inform us that your child is going to be absent, we will take action to find your child. This will involve contacting you and, where necessary, your emergency contact person(s). If we are not able to contact you, we will ask the school's Home Link officer to visit your home. In some exceptional circumstances, where we believe that your child could be at risk of harm, we will contact the Police and/or Social Work.

I hope that you will give full support to this new system. Children who do not attend school, and whose parents/carers have failed to notify the school, can be very vulnerable. It is important that we work together to help to keep our children safe from harm.

Finally, would you please make sure that the contact details we have for your child (including the emergency contact telephone numbers) are still up-to-date.

Please contact me if you would like to discuss this policy. You can also ask for a copy of the Procedure for managing concerns relating to un-notified pupil absences in East Dunbartonshire schools. This can be obtained from:

Chief Education Officer
Education, People & Business Directorate
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
East Dunbartonshire Council
Tel: 0300 123 4510

Thank you for your help.
Yours faithfully,
Head Teacher

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APPENDIX 2: Letter to be sent to all parents/carers of children attending private, voluntary and independent early years' centres.

Date:

Dear Parent/Carer,

I wish to inform you about the way we manage un-notified absences of children.

It is very important that you let us know when your child is going to be absent from the centre - for whatever reason. Many parents/carers already make sure that we know when their child is going to be absent. However, from (**insert date**), we require all parents/carers to let us know when their child will not be attending the centre.

If you do not tell us that your child is going to be absent, we will take action to find your child. This will involve contacting you and, where necessary, your emergency contact person(s). If we are not able to contact you, we will arrange for a home visit to be made. In some exceptional circumstances, where we believe that your child could be at risk of harm, we will contact the Police and/or Social Work.

I hope that you will give full support to this new system. Children who do not attend the centre **and** whose parents/carers have failed to notify us, can be very vulnerable. It is important that we work together to help to keep our children safe from harm.

Finally, would you please make sure that the contact details we have for your child (including the emergency contact telephone numbers) are still up-to-date.

If you would like to know more about why we have introduced this procedure, do please speak to a member of staff.

Thank you for your help.

Yours faithfully,

Centre Manager

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Appendix 3: Form PM 3/39/F01: Record of Actions taken for a Child absent from school without prior notification

This form should be completed by all primary, secondary, special and early years' establishments under the management of East Dunbartonshire Council, as well as East Dunbartonshire 'Partnership' centres

Stage 1 – Steps to be taken by school to locate a child

Step 1 Check that Teachers/Early Years workers have notified office staff/Centre Manager of all absences immediately

Step 2 Before completing this form, please check the list of notified absences to make sure that the child's parents/carers have not already contacted the school/centre.

This form should be completed when a child fails to attend school/centre and there is no prior notification of absence given by the parents/carers. The form is designed to provide a continuous record of all action taken by the relevant Educational Establishment/Centre to locate a child who fails to attend under the above circumstances. It is important that all action steps are recorded on one form. Additional supporting information can be attached to the form, where appropriate.

Most cases of un-notified absence will be resolved after completing steps 1 to 5 of Stage 1 below. Schools should only complete the steps required to locate the child and establish the reasons for the absence.

Copies of completed forms (PM 3/39/F01) should be stored on the child's personal record.

Step 3 Relevant employee(s) notify the Head Teacher/Centre Manager/designated person that a child is absent without prior notification from parents/carers.

Step 4 Office staff note the following details:

Name of Establishment:

Date of concern:

Child's name:

Year/Stage: D.o.B.

Step 5 Office Employees/Centre Manager make telephone call to parents/carers.

Outcome (please tick one of the following boxes)

- ☐ Parents/carers contacted and give explanation for absence (please note in space below) – No further action by school/centre.
- ☐ Parents/carers contacted and unaware of their child's absence from school
NB: Head Teacher/Centre Manager/designated person to be informed immediately.
Head Teacher/designated person (with Parents/Carers/Child Protection Co-ordinator,

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where applicable) completes steps 10, 11 and 14 and depending on vulnerability/needs of the child considers making contact with Police and Social Work Services (as appropriate).

- ☐ Unable to make contact with parents/carers.
In schools, Head Teacher/designated person is notified.

Reason Given for Absence:

[Click or tap here to enter text.](#)

Step 6 Office Employees/Centre Manager make telephone call to emergency contact person(s)

Outcome (please tick one of the following boxes)

- ☐ Contact made with emergency contact person(s) and explanation given for absence (please note in space below) – No further action by the school/centre. Office staff notify Head Teacher/designated person.
- ☐ Contact made with emergency contact person(s) who do not know the whereabouts of the pupil and are unable to give any explanation for the absence - Office staff go to Step 7.
- ☐ Unable to make contact with emergency contact person(s) – Office staff go to Step 7.

Reason Given for Absence:

[Click or tap here to enter text.](#)

Step 7 SCHOOL ONLY

Office staff refer the concern immediately to the Head Teacher/designated person (Form PM 3/39/F01 is given to Head Teacher/designated person for further completion).

Step 8 SCHOOL ONLY

Head Teacher/designated person contacts the cluster's Home Link Officer(s) and requests an immediate home visit.

PARTNERSHIP CENTRES ONLY

Centre Manager puts in place arrangements for a home visit at the end of the day.

Name of Home Link Officer/Employee who will undertake the home visit:

[Click or tap here to enter text.](#)

Step 9 Where applicable, Head Teacher/Centre Manager/designated person alerts the school's Child Protection Co-ordinator to the possibility of a 'missing pupil'.

Name of school's/centre's Child Protection Co-ordinator:

[Click or tap here to enter text.](#)

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Step 10 Head Teacher/Centre Manager/designated person (in conjunction with the Child Protection Co-ordinator, where applicable) undertakes a brief review of the child's needs/circumstances.

Is the child known to be a vulnerable child/young person because of (for example):

- ☐ Additional Support Needs
- ☐ Looked After Child/Care Experienced child (see step 11 below)
- ☐ Concerns about Domestic abuse/substance use in the family (see step 11 below)
- ☐ Child protection concerns (e.g., on CP register and/or under the care of social work) (see Step 11 below).
- ☐ Vulnerable child
- ☐ Cultural issues
- ☐ Traveller family
- ☐ History of exclusions
- ☐ Medical condition(s)
- ☐ History of long holidays
- ☐ History of erratic school/centre attendance/truancy

Any other relevant information (e.g., shared custody):

[Click or tap here to enter text.](#)

Step 11 Head Teacher/Centre Manager/designated person (in conjunction with the Child Protection Co-ordinator, where applicable) considers the need to contact Social Work Services.

Where there are child protection concerns, contact Social Work services to establish if there are any child welfare concerns which could be unknown to the school **OR** because there are known child protection concerns (including family Domestic Abuse/substance use) and/or because the child is Looked After by the Local Authority.

Where contact with Social Work was made, please complete the following:

Name of contact Social Worker:

[Click or tap here to enter text.](#)

Time and date of contact with Social Work Services:

[Click or tap here to enter text.](#)

Summary of advice/information given by Social Work Services to the school:

[Click or tap here to enter text.](#)

Step 12 Head Teacher/designated person seeks urgent feedback from Home Link Officer/Centre Employee following home visit.

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What is the outcome of the visit made to child's home by Home Link Officer/Employee?

[Click or tap here to enter text.](#)

Where the Home Link Officer/Employee has seen the child and established the reason(s) for absence, the Head Teacher/designated person reminds parents/carers of the requirement on them to notify the school of any absences relating to their child.

Step 13 Head Teacher/Centre Manager/designated person makes urgent referral to the Police where it is not possible to establish the whereabouts of the pupil and parents/carers OR Employees have spoken to the parents/carers but have been unable to locate the child or are not convinced that the child is safe.

Step 14 'PARTNERSHIP CENTRES' ONLY:
Centre Manager informs the Quality Improvement Manager (Early Years and Childcare) that a child from a 'partnership' early years centre is considered to be 'missing'.
The Quality Improvement Manager (Early Years and Childcare) notifies the Chief Education Officer, ensuring the partnership Centre Manager has taken the necessary steps detailed.

EDC ESTABLISHMENTS ONLY

Head Teacher/designated person makes a Stage 2 (Local Search) referral to the Chief Education Officer.

The school/centre should complete the following details before emailing this form to the Chief Education Officer/QIM.

Full pupil name:	Click or tap here to enter text.	D.o.B.	Click or tap here to enter text.
Other names (where applicable):	Click or tap here to enter text.		
Unique Pupil Identifier (UPI):	Click or tap here to enter text.		
Current Address:	Click or tap here to enter text.		
Previous addresses (where known):	Click or tap here to enter text.		
Name of school:	Click or tap here to enter text.		
Parents/Carers Names:	Click or tap here to enter text.		

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.*)

[Click or tap here to enter text.](#)

Managing Un-Notified Absences of Children in East Dunbartonshire Educational Establishments

Parents/Carers Telephone number(s):

Click or tap here to enter text.

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

Click or tap here to enter text.

Name of Head Teacher/designated person making the referral:

Click or tap here to enter text.

Date and time of referral to Chief Education Officer:

Click or tap here to enter text.

Stage 2 – Local Search Co-ordinated by the Chief Education Officer / Centre Manager

Step 15 Chief Education Officer (EDC Establishments)/Centre Manager (Partnership Centres) co-ordinates Stage 2 Local Search

Action steps to be taken by Chief Education Officer/Centre Manager (e.g.):

- ☐ Confirms involvement of Police
- ☐ Liaises with Social Work to discuss appropriate intervention by Social Work Employees.
- ☐ Liaises with other agencies e.g., Housing / Health to establish if the pupil/family is known to them.

Other relevant information:

Click or tap here to enter text.

Stage 3 – Referral to Children Missing from Education (Scotland)

Step 16 Chief Education Officer (EDC Establishments) / Centre Manager (Partnership Centre) completes form PM 3/39/F02 and makes referral to CME (Scotland) following advice from the Police.

Managing Un-Notified Absences of Children in East Dunbartonshire Educational Establishments

APPENDIX 4: Form PM 3/39/F02 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: Click or tap here to enter text. D.o.B. Click or tap here to enter text.

Other names (where applicable): Click or tap here to enter text.

Pupil's gender: Click or tap here to enter text.

Unique Pupil Identifier (UPI): Click or tap here to enter text.

Current Address: Click or tap here to enter text.

Previous addresses (where known): Click or tap here to enter text.

Name of school/early years centre: Click or tap here to enter text.

Parents/Carers Names: Click or tap here to enter text.

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.)
 Click or tap here to enter text.

Parents/Carers Telephone number(s): Click or tap here to enter text.

If the child is Looked After give the name of the lead professional within the local authority: Click or tap here to enter text.

Section 2: Details of referrer

Name: Click or tap here to enter text. Designation: Click or tap here to enter text.

Local Authority: Click or tap here to enter text.

Name of Educational Establishment: Click or tap here to enter text.

Address: Click or tap here to enter text.

Tel. Number: Click or tap here to enter text. Email: Click or tap here to enter text.

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