

Aberdeen City Council
CHILDREN MISSING FROM EDUCATION PROCEDURE

This procedure provides information on what to do when a child is missing from school. It should be followed by all Aberdeen Schools. This procedure should be read in conjunction with the schools Non-Attendance Procedures.

The timescales in this procedure should be seen as the **maximum** allowable prior to taking action. Professional judgment should always be used and child protection procedures followed where there are any concerns for the immediate safety of a child / young person.

In the first instance the school's normal procedures for identifying that a child is absent and determining the reason for it should be followed.

If there are concerns for a child /young person **follow your Child Protection Procedures**

If the child /young person is on the Child Protection Register or an Order through the Children's Panel follow the agreed actions in the Child Protection Plan / Single Plan. (If you are in doubt contact the child's social worker to determine timescales and required action.)

If no explanation has been given and no-one can be contacted and no-one has seen the child/young person but there would not normally be concerns for the child / young person, do all local checks and refer via Home School Liaison Officer (HSLO) to Children Missing from Education (CME) contact. Start this after 1 week of absence.

If no explanation has been given and no-one can be contacted but there are no concerns and other children / young people or families have seen the child, follow up after 1 week by referral to HSLO

If an explanation has been given for absence but no-one has seen the child / young person, follow up after 1 week, by referral to HSLO, to ensure that child / young person is seen.

If a reasonable explanation has been given for absence and child / young person has been seen by someone, even other children / young people, use professional judgement regarding action, but involvement of the HSLO after 2 weeks should be a priority and on-going contact plan considered.

For cases where the family has informed the school that they are moving away from the area, the receiving school should make a request for a Pupil Progress Record (PPR). If there are concerns for the child or they are on the Child Protection Register or on an order from the Children's Reporter liaise immediately with the child's social worker or the Joint Child Protection Unit for advice to determine what action, if any, is required.

In all other cases, if a request is not received from the receiving school within 2 weeks, **refer to HSLO** for local checks to be carried out. HSLO will liaise with CME contact as soon as they receive such a referral from a school and will take the matter over from this point.

The HSLO will complete their checks within a week, If a child is missing without explanation the attached form is to be completed and sent to the CME contact (details below) for Aberdeen City Council within 10 days.

Brenda Shearer, Admin Officer, Education, Culture and Sport, Aberdeen City Council, Business Hub 13, 2nd Floor North, Marischal College, Broad Street, Aberdeen, AB10 1AB

bshearer@aberdeencity.gov.uk

Telephone: 01224 522753

This allows the CME contact to submit the forms to the National CME Unit within 2 weeks or 3 weeks where a child has moved and a new school has not requested the PPR.

Please note: If a Referral has been made to HSLO, Brenda Shearer or Sheila Sansbury and the child(ren) reappears you **MUST** advise them of this.

Operational support from:-

Sheila Sansbury

Service Manager (Families and Vulnerable Learners)

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