

CHILDREN MISSING EDUCATION

LONDON BOROUGH OF HILLINGDON

Checklist for Schools

Referrals to the CME team for investigations into children missing education will only be accepted if the following checks have been undertaken by the school:-

Has contact been made with parents/carers/family members or any other emergency contacts either in writing or by phone?	Yes/No Details
Has school checked possible whereabouts with staff and pupils, including anyone who may be in touch via social media/mobile phone? Is there any other soft information (other students say family is on holiday)	Yes/No Details
Is the family known to Social Care? Is the child/ren subject to CP/CIN plan? If so please contact Social Care immediately.	Yes/No Details
Is the child/family known to any other agency? (eg YOS, Police etc)	Yes/No Details
Does the child have an EHC Plan? If yes please notify SEN Officer	Yes/No Details
Are there any other safeguarding issues?	Yes/No Details
Has a home visit been undertaken?	Yes/No Details
Has the family made any request for holiday/emergency leave?	Yes/No Details
Has the child/family been missing for 10 days or more?	Yes/No Details
What was the attendance prior to child going missing?	Details
Have parents identified a new school/move to a new area? Please contact the new school/LA before making a referral to CME	Yes/No Details

Once the initial checks have been made please make a referral to the CME team via the Stronger Families portal. Children should NOT be off rolled until the CME team has made enquiries and approved the off roll.