

Consider the following before making a Child Missing Education referral.

Children Missing Education (CME) checklist

1. Is there ANY safeguarding concerns? Refer to Multi Agency Safeguarding Hub asap **(Telephone: 0208 901 2690).**
2. Is there an allocated Social Worker or EIS Practitioner – Discuss with worker/practitioner.
(This would also apply to children who live out of Harrow).
3. Is the child in care of the any Local Authority (Child Looked After) – Discuss with allocated Social Worker
4. If none of the above is applicable then the school should within the first 10 days of the child's absence try to track the whereabouts of the child by:
 - Phone calls to parent/carer
 - Write to the home address
 - Phone calls to any other listed relative
 - Home visit – if there is a designated member of school staff (please follow your school's safety processes when making home visits.)
5. **Is the absence better addressed through the Attendance Intervention Model:**
 - **Using the Education Penalty Notice (EPN) route where a requested leave of absence is not granted but includes a return date; or**
 - **Requesting a Pre Court Panel meeting where the absence is not isolated and attendance is 85% or below.**
6. When making a CME referral please give as much information as possible in order to track the child or children and their family such as:
 - Home addresses including last known address and the new address (if known)
 - Phone numbers including any emergency numbers for relatives/friends
 - Any siblings and their schools where the information is known.
 - Parents first names (if known)
 - Child's Unique Pupil Number
 - Include copies of letters, phone conversations and any outcome from home visits.
7. Please list any professionals involved with their contact numbers.
8. If you have previously made a referral for an EPN to be issued but now have wider concerns, please indicate this on the CME referral.

Please note: In order to track children missing education it is important to get as much information as possible as a number of searches are made on different databases held by Harrow Council. It is also important we have a copy of school interventions i.e. logs of phone calls and letters sent to the parents/carers by schools as this can be challenged by the parents when a CME referral is made to Children's Services.