Children Missing in Education Flowchart

A child or yp is on the school roll but not attending and there has been **no contact** with the child/ yp or their family

Action required by the school includes:

- contacting those named in emergency contact details held in the school
- contacting additional emergency contacts held by school
- enquiries with known friends or family
- a home visit
- enquiries with neighbours
- confirming with other schools in the local authority that the child has not transferred
- enquiries with social work, where appropriate
- contacting the housing department to confirm if the family have left / been evicted / been re-housed
- contacting the police through the community police officer or by calling 101.

Attendance Lead contacts their EWS Locality Team

An EWO will be allocated and can support with action required

Code TBC used until the child/ yp whereabout is confirmed and the appropriate code can be entered in SEEMiS and backdated

Communication with the family or child/ yp returns to school

Enquiries are unsuccessful in locating the child **or** there has been no communication with the family **or** child/ yp as not returned to school

Attendance Lead requests support of CME Coordinator:

cmeedinburgh@edinburgh.gov.uk

Child or yp remains on the school roll until traced, enrolled at another school or until CME Coordinator advices the school that they can remove the child or yp from the school roll.