

1. Purpose

a. The purpose of this policy is to provide a consistent and cohesive framework that improves the attendance and punctuality of pupils at school. It provides clear procedures for schools (and other agencies) to use to support pupils and families which will maximise opportunities for every child to achieve their potential.

b. There are two aspects to the legal framework:

- o **Parental duty** – this is covered under Sections 30 and 35 of the Education (Scotland) Act 1980.

Section 30: “It shall be the duty of the parent of every child of school age to provide efficient education for him suitable to his age, ability and aptitude either by causing him to attend public school regularly or by other means”
Most parents/carers seek to meet their duty by enrolling the child in a local authority school.

Section 35. “(1) Where a child of school age who has attended a public school on one or more occasions fails without reasonable excuse to attend regularly at the said school, then, unless the education authority have consented to the withdrawal of the child from the school (which consent shall not be unreasonably withheld), his parent shall be guilty of an offence against this section.”

- o **Responsibilities of the local authority** – these are covered under Sections 14 and 36 of the Education (Scotland Act) 1980 and Regulation 9 of the Schools General (Scotland) Regulations 1975.

Section 14 of the 1980 Act – this requires authorities to make special arrangements for pupils unable to attend school due to prolonged ill – health, or if it would be unreasonable to expect a pupil to attend school for that reason, to receive education elsewhere.

Section 36 of the 1980 Act - lays a duty on the authority where they consider that an offence has been committed under Section 35 to serve notice on the parent/carer requiring them to appear (with or without the child) before the authority, not less than 48 hours nor more than 7 days from the service of the notice, to explain the reason for the absence

*Regulation 9 of the 1975 Regulations – this requires each school to keep and preserve **attendance registers**.*

2. Corporate context

- a. This policy supports two aspects of the Council’s vision and values:
- “to put people first”

- “provide equality of opportunities”
- b. Delivering and improving ‘Learning for Everyone’ is also identified as a key priority in the Council’s corporate plan.

3. Accessibility statement

- a. This policy can be made available in large print, on tape or in other languages. For advice please call the Education & Lifelong Learning Communications & Policy Unit (telephone: 01835 824000).
- b. Parents should be taken to mean parents, guardians and carers – whether corporate or relatives of a child.

4. Principles and aims

- a. The policy recognises that all children are likely to be absent from school (or late) at some time in their school career. However persistent poor attendance and poor punctuality are disruptive to the individual pupil and to the work of their class and may be an early warning of other difficulties.
- b. Where there are genuine reasons for prolonged absence, the Authority will work with parents, pupils and other agencies to ensure that the child’s education is provided by means other than school attendance.
- c. The aims of the policy and implementation guidelines are to
 - improve the overall attendance of pupils at school
 - make high attendance and punctuality a priority for parents and school staff
 - define respective roles and responsibilities of parents, pupils, staff and multi agency partners so as to ensure consistency in dealing with issues of attendance and absence
 - ensure the accurate recording of pupils’ attendance and absence in accordance with Scottish Government guidance, which will enable analysis based on reliable information.

5. Implementation of the policy

- a. **Application**
 - The policy will be implemented by all schools in the Borders.
- b. **Reasons for absence**
 - Examples of ‘reasonable excuses’ as defined in Section 42 of the Education (Scotland) Act 1980 are
 - There is no school within walking distance of the child’s home and the education authority has not provided transport or other appropriate arrangement to enable the child to attend school regularly. If however, as a result of a placing request, a child has been admitted to a school that is further than walking distance from his home, the authority has no obligation to provide transport. In these circumstances, lack of school transport, would not be a reasonable excuse.

- *“The child has been prevented by sickness from attending school or receiving education as the case may be.”*
- *“There are other circumstances which in the opinion of the education authority, or the court, afford a reasonable excuse”.*

c. Absences due to ill-health

- School absence which is legitimately attributable to ill-health is recognised as an authorised absence.
- If staff have concerns about the legitimacy of repeated absences on health grounds the school must in the first instance contact the Pupil Support Manager for advice.
- If a pupil is unable to attend school due to prolonged ill-health, the school must discuss the child’s situation with the Pupil Support Manager to determine if and how arrangements will be made for education. ‘Prolonged’ ill-health is usually taken to mean 15 continuous school days – or 20 days of intermittent absence for verified ill-health reasons. However if it is clear that a pupil will be absent for 15 days (or more) then the school should not wait for the end of the 15 days before considering if and how to make alternative arrangements for education.
- Decisions on education for pupils absent for ill-health reasons must be informed by appropriate health care advice.

d. Managing pupil returns after long term absence

- ‘Long term absence’ would generally mean a period of four weeks (or more) of continuous absence. However on occasion shorter but repeated patterns of absence will be treated in the same way.
- The Pupil Support Manager must be advised when a pupil is planning to return to school after a long term absence as advice about the pupil’s health care needs may be required to determine the extent to which a pupil is fit for school. It may be necessary to consider a phased return or providing education through another route.
- The pupil’s key education person (or co-ordinator) must liaise with relevant colleagues (both in and outwith the school); the parents and the pupil. Information and guidance about the pupil’s health care needs and reason for absence can be sought via the relevant health care professionals. They will seek consent to share information as appropriate. The pupil and/or parents will advise which health professionals are involved and the school nurse will provide the lead role in gathering information:
 - Request for a health care plan
 - Advice or direct work from relevant education and/or health services
 - In cases where there is a potentially significant impact arising from the health need for education planning or provision and/or significant support for learning, a review and planning meeting will be called with all relevant parties,

including the parent and the pupil being supported to participate as fully as possible

- In some cases a return to school or education will prompt a review of a Co-ordinated Support Plan (CSP) or Individual Educational Plan (IEP). In exceptional cases, the review might request approval to compile evidence to gain approval from the Authority to draft a CSP.
- In all cases it is important that care is taken by the school co-ordinator, on an ongoing basis, to ensure that the parent and pupil are clear about the roles of all the professionals involved.

e. **Authorised absences**

- In the circumstances listed below an absence may be authorised by the pupil's base school
 - **Gypsies and Travellers** – children may travel as part of their tradition for family connections or work commitments. Their absence should be authorised at their base school, which is the school the child attends for most of the year. These children may however enrol temporarily in other schools as they travel.
 - **Religious observance** - children of all faiths may take authorised absence to enable them to participate in religious observance.
 - **Family returning to its country of origin** - children may take authorised absence for an agreed period to enable them to return to their country of origin for cultural reasons.

f. **Holidays during term time**

- Holidays taken during term time are classed as unauthorised and must be recorded as such. Only in exceptional circumstances where it is 'important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events' or where a parent's employment is of the nature where school holiday-leave cannot be accommodated (this might include emergency or armed services) can holidays in term time be authorised.

g. **Unauthorised absences include**

Schools must record absence as unauthorised in the following circumstances

- Most family holidays (see paragraph e) - where the school does not agree that there is a satisfactory reason for absence
- Truancy with, or without, the knowledge of the parent
- Longer-term exceptional domestic carer circumstance where support has been provided
- During disputes such as the return of a pupil after exclusion
- All other unexplained absence is recorded as unauthorised unless a satisfactory explanation is later provided.

h. **Pupils who are ‘looked after’ or ‘looked after and accommodated’**

- Where a child is looked after, or looked after and accommodated, or where there is social work involvement on a voluntary basis, the allocated social worker must be informed at once of any concerns relating to the child, including non-attendance and truancy from school.
- Children who are looked after can be particularly vulnerable and schools need to be even more vigilant with this group of children.
- Where there is agreement that the parent of a looked after child be referred to a meeting of the School Attendance Committee, the school must:
 - clearly indicate the child’s looked after status in the report to the School Attendance Committee,
 - the child’s allocated social worker is normally expected to attend the School Attendance Committee. If the social worker is unable to attend, they must provide a written summary update to the Committee.

i. **Pupil records and recording of absence**

- Accurate and timely recording of attendance and absence is a prime responsibility of schools. As well as being a legal obligation, these records are used in the generation of management information. They will constitute the *certificate of attendance* presented in any court proceedings. They may form part of the evidence to the Children’s Reporter which could constitute grounds for compulsory measures of supervision.
- Standardised attendance codes have been established for SBC schools that comply with Scottish Government’s Included, Engaged and Involved publication – Part 1 Attendance in Scottish Schools. This document provides specific guidance to schools and education authorities on the categorisation and recording of pupil absences.

6. Promoting attendance – schools, parents and multi agency

- a. Our schools have a strong ethos of promoting attendance at school which is part of our overall approach in promoting positive behaviour and our pastoral care duties. The standards that guide pastoral care enable staff to
- be aware of early signs of concern which may lead to absenteeism and allow preventative support to be arranged
 - develop positive relationships with pupils and parents to ensure difficulties are discussed and resolved
 - respond quickly to absence, to ensure children are safe and well
 - follow up on absence, to enable the school and its partners to make an effective response
 - support reintegration into learning from absence.
- b. Regular and positive communications of the expectations on attendance to parents will help reinforce the critical messages on the need for full attendance and help ensure it remains a priority for parents.

- c. Involving a range of services and agencies at an early stage is vital in strengthening the support to the pupil and their family. The shared goal of collaborative working must be to support the pupil to achieve full attendance.
- d. The agencies/services which could be involved include:
 - Attendance officer/home school link worker
 - Psychological services
 - Locality police officer
 - Social Work
 - Health Services
 - Voluntary Sector

7. PARENTING ORDERS

- a. Parenting orders should neither be used as a first option, nor be used without attempting volunteering engagement with parenting services.
- b. A parenting order is a court order which may be used to require parents to take reasonable steps to prevent their child from committing crime or antisocial behaviour and/or to improve the welfare of their child by attending school.
- c. Parenting Orders will direct the parent as to how behave in respect of their child. It will require the parent to undertake certain actions which should lead to improvements in reducing the offending or antisocial behaviour of their child or improve the welfare of the child.
 - Parenting Orders may require the parent to exercise control over their child's behaviour. These requirements should not conflict with those within any supervision requirement.
 - Parenting Orders will be used to engage with significant carers of children and where appropriate both parents including a parent absent from the home.
- c. Further information on parenting orders is given in appendix 8

8. PROCEDURES FOR SCHOOLS

- a. **School roll** - All schools in the Scottish Borders will use the council's school management information system to record attendance and absence.

In all schools, a register will be taken at least twice a day and the management information system will be updated at least weekly.

Attendance and absence will be recorded using the codes set out in

Appendix 2

- b. **Absence procedures** – Parents will be asked to notify the school, before the start of the school day, on the first day of absence or late arrival due for example to medical or dental appointment. Parents can notify the school by telephone, email or in person. Where possible the parent should indicate how long the absence is expected to be. **(see flow charts and paragraph e below)**

- c. **Group Call** – the authority has installed an automatic calling system that sends an email or text message to a parent of any child who is unexpectedly absent. This message will be sent as soon as the absence is noted as part to help ensure that immediate action can be taken to find any children ‘missing’ from school.
- d. **Logging system** - schools must have a logging system to record such notification and forward this to class or register; teachers and administration staff. This school information will be required to substantiate the Authority’s case in a court of law and may be used by the Reporter to the Children’s Panel to establish grounds for a Children’s Hearing.
- e. **Child Protection** – the school must notify Social Work by telephone of the absence of any child who is on the Council’s Child Protection Register. It will be for the Duty or case Social Worker to decide on the required subsequent course of action and to inform the school of that decision.
- f. **Late arrival and punctuality** - Each school must also record pupils who arrive late for school (or individual lessons in secondary school). Persistent lateness, or lack of preparedness for lessons, must be treated as potential signs of a child in difficulty. Schools will monitor and take action to address this. The codes for this are included in **Appendix 2**.
- g. **Managing unauthorised absence** - Four flow charts that illustrate the process of establishing an absence and managing unauthorised absence are attached (as separate documents marked flowcharts)
 - **Establishing an Absence Day (A)**
 - **Managing an Unauthorised Absence Beyond Proposed Return Date (B)**
 - **Steps by Pupil Support Manager (C)**
 - **Monthly Attendance Monitoring (D)**
- h. **Referral to the Reporter to the Children’s Panel** – non attendance at school without reasonable excuse is a ground for referral to the Reporter. A referral will only be made if it is considered that the child is in need of compulsory measure of supervision. This would mean that the child would attend a children’s hearing and may be placed on a supervision requirement, which could include a condition of attendance at a named school.

A referral will only be made after there has been full discussion with other agencies and must have the approval of the Pupil Support Manager (see flow chart). Non-attendance at school is likely to be indicative of other difficulties in the child’s life, which may also be grounds for referral to the Reporter. Schools can contact the Reporter for advice in this regard.

- i. **Schools Attendance Committee** - a Schools Attendance Committee is being established with delegated powers to deal with parents who are failing to meet their responsibilities regarding their child(ren)’s attendance at school. Corporate Administration will establish and support the Committee.

9. Consultation on development of the policy

- a. In developing the policy the following groups have been consulted :
- the elected teaching representatives on the Schools Strategic Policy Group who represent and feedback to all headteachers on aspects of policy development.
 - Members of ANMAT+ (E & LL's Additional Needs Management Team, plus representatives from Social Work and NHS Borders) – or any subsequent body.
 - External groups such as
 - Andrew Lang Centre
 - Child Protection Team
 - Regional Liaison Group (education, social work and health)
 - The Reporter to the Children's Panel

10. Policy Monitoring and Review

- a. The implementation of this policy by schools will be monitored by the Pupil Support Manager.
- b. The policy will be reviewed on a three yearly cycle by a senior education officer nominated by the Director of Education and if appropriate a report will be submitted to the Education Management Team to request changes in the policy. The first policy review will be in September 2009 after the first full year's operation.

11. Impact Assessment and Rural Proofing

- a. It is anticipated there will be no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals contained in this report.
- b. Because it is implemented consistently across the Borders it has no additional impact upon rural communities.

12. Version Control

- a. **This is the first version of this policy June 2008.**

Name of policy: Attendance and Absence	Version Number: 1
Date first approved: 3rd June 2008	Approved by: Education Executive
Date of Review: September 2009	Name of officer undertaking the review: to be inserted

Appendices

- **Appendix 1** (hyperlink to Scottish Government document)
<http://www.scotland.gov.uk/Publications/2007/12/05100056/0>
Included, engaged and involved, part 1 attendance in Scottish Schools.
Scottish Government Publication, January 2008.

- **Appendix 2 (see page 10)**
SBC attendance codes

- **Appendix 3 - to follow from June Council meeting**
SB Attendance Committee – following establishment of this committee by
Corporate Administration, an information leaflet for parents will be provided
– draft text for information only attached on page 11.

- **Appendix 4** (hyperlink to Scottish Government document)
<http://www.scotland.gov.uk/Publications/2001/12/10473/File-1>
Guidance on education of children absent from school through ill-health

- **Appendix 5– see separate document**
Three flow charts from section 7.f

- **Appendix 6 see page 14**
Children missing from school procedures

- **Appendix 7 see page 23**
Text only version of leaflet for parents on ‘Keeping our children safe.’

- **Appendix 8 see page 26**
(hyperlink to Scottish Borders Council Parenting
Strategy Document)
http://www.brightnewfutures.org.uk/news/page/newss_hold_files/233/Parenting%20Strategy.pdf
Extract from document attached.

SEEMIS Attendance/Absence codes

Code	Short Code	Description
SNA	H	Should Not Attend
TBC	T	To be Confirmed
ABS	A	Other authorised Absence
OAT	O	Other attendance out of school
LTB	[Bus Late
PER	P	Medical or Dental Appointment
EXC	X	Exclusion
UPH	G	Parental Holiday
PHL	E	Authorised Parental Holiday
LAT	J	Late (arrives before mid-point)
LT2	K	Late (arrives after mid-point)
LAT	J	Late (arrives before mid-point)
SEL	D	Self Certified
SEP	B	Sickness with educational provision
OAT	O	Other attendance out of school
DCA	Q	Exceptional domestic circumstances (auth)
EXL	Z	Extended leave with parental consent
DCU	R	Exceptional domestic circumstances (unauth)
STY	S	Study Leave
UNA	U	Truancy or Unexplained Absence
OUA	N	Other unauthorised absence
VIS	V	School Visit
WRK	W	Work Placement
FLD	V	Field Trip
CLO	C	Closed (e.g. election)
MED	F	Medically Certified
MIS	M	Missing
SCH	~	In school but not in class <i>(currently not in use but will be used if period by period registration is adopted).</i>

Area Attendance Committee

Scottish Borders Council has established an SB Attendance Committee (SBAC) with delegated powers to deal with parents who are failing to meet their responsibilities regarding their child(ren)'s attendance at school.

Where a school has concern that the parent /carer is not ensuring that their child attends school regularly, the school must refer the parent to the SBAC. Concerns could arise from a parent's:

- failure to provide a reasonable excuse for the child's absence from school and/or
- provision of dubious excuses for the child's absence and / or
- not effectively addressing the matter of the child's absence from school

Powers of the Attendance Committee:

If a parent fails to satisfy the SBAC that there was reasonable excuse for the pupil's non-attendance they may decide to

- proceed to prosecution through the Sheriff Court or
- report the circumstances to the Procurator Fiscal or
- warn the parent and postpone a decision for a six week period . In this case only, if the child is of school age, the Committee may make an Attendance Order.

An Attendance Order:

- requires the parent to ensure the attendance of the child at a school named in the order,
- requires that the views of the parent on which school is named will be considered by the authority, These views would be obtained at the Attendance Committee meeting.

The Education Authority, may also make a referral to the Reporter, if compulsory measures are considered necessary to support the child.

Text only copy of a leaflet for parents and committee members Leaflet – Area Attendance Committee

Purpose and conduct of an Scottish Borders Attendance Committee meeting

The purpose of the meeting is to secure improved attendance by the child and to secure parental commitment to this. The welfare of the child is paramount. Proceedings will therefore be informal, welcoming, fair and constructive.

The chairman will welcome and introduce all parties and confirm that all parties have relevant documentation. The Chair will invite the school representative and the school's Attendance and Welfare Officer to present their reports. The parent(s) and pupil will then be given the opportunity to make any comments or statements that they wish.

Members of the Committee may seek further information or clarification at any appropriate time during the meeting. When everyone has had the opportunity to speak and ask any questions they wish, the pupil, parent(s) and Council officers (excluding the clerk) will be asked to leave the meeting so the members of the committee can consider their decision.

Membership of the Scottish Borders Attendance Committee

Each Committee will consist of a minimum of three and a maximum of five members. The chair will be chosen from amongst the membership attending. Committee members will be drawn from the elected members of Scottish Borders Council and two Church representatives to the Council's Education Executive.

The Clerk will maintain a list of possible members and provide appropriate briefings. The Head of Schools or delegate will provide professional advice to the Committee.

Administration of the SB Attendance Committee

SBC's Corporate Administration will provide the services of a Clerk. The clerk's duties will include

- Arranging the meeting
- Offering advice and assistance to Committee members as necessary
- Recording decisions
- Producing minutes of meetings
- Processing all relevant paperwork following meetings

Meeting arrangements

The frequency, timing and location of meetings will depend on circumstances but the Committee, with a review meeting (if required) six weeks later. Meetings may be held during the day or in the evenings depending on the availability of parents and committee members. A senior member of staff and the Homelink (where appointed) from each school concerned must attend.

Parents will be sent a Notice requiring their attendance by recorded delivery not more than 7 days before the date of the meeting together with a case outline and attendance record for the child.

On the same timescales the following will be issued with an agenda; a case outline and attendance record for each case to be heard.

- each committee member,
- the Head of Schools or delegate,
- the relevant senior member of school staff and
- the School's Homelink Worker

Outcomes of a meeting

Under Sections 36 - 42 of the Education (Scotland) Act 1980, the decisions open to an Area Attendance Committee are to:

- Take no further action
- Warn the parent and delay any decision for a period not exceeding 6 weeks. It should be noted that, under the terms of the Act, a case can only be continued for one period of no more than 6 weeks before a substantive decision is made.
- Legislation states that children under the age of 16 can consent to medical treatment or examination if they understand what is proposed. It is up to the doctor to decide whether the child has the maturity and intelligence to fully understand the nature of the examination, treatment, the options, the risks involved and the benefits.
- Make an Attendance Order under section 38 of the Act requiring the parent to cause the child to attend the school named in the Order. Where the parent/carer fails to comply with an Attendance Order, they will be guilty of an offence unless they satisfy the Court that they have a reasonable excuse.
- Refer the child to the Children's Reporter
- Report the circumstances to the Procurator- Fiscal
- Instruct the parent to be prosecuted.

CHILDREN MISSING FROM SCHOOL – PROCEDURES

Children and young people may disappear from the view of schools and education authorities for many reasons However children have a right to education and local authorities have a duty to provide education for all children in their area, and to plan and provide support for vulnerable children..... Action must be taken at school and education authority level to locate families and to try and re-engage them with services.

Safe & Well 2005

Introduction

Scottish Borders Education & Lifelong Learning department guidance has been updated following the publication, in 2005 of SEED guidance *Safe and Well*.

A Children Missing from Education (CME) Scotland service has been established to assist education authorities to trace children who are missing. For most children and families moving school is a planned event and schools are aware when such transfers will take place. Most pupils will continue to transfer to other schools without any difficulties. A pupil transfer form is attached as part of this appendix. This will be used when pupils are to transfer to another school outwith the normal nursery/primary and primary/secondary transitions. The pupil transfer process flowchart outlines the procedures to be followed for pupils moving to another school.

Pupils who are missing from school.

Stage 1

Where children registered in school leave without a forwarding address, or move unexpectedly the department's CME contact must be informed immediately (preferably by e-mail to the 'missing children' e-mail address) using pro forma 1.

The following information will be required at this stage:

1. School
2. Date of initial disappearance
3. Child's name and date of birth
4. Age
5. Class
6. If the child has a Co-ordinated Support Plan
7. Address
8. Parent's names
9. Any current concerns about the child

The CME contact will place the child's name on the List of Missing Children and inform Additional Support Needs Manager in cases where the child has a Co-ordinated Support Plan.

In all cases where a child is changing school, there is a responsibility on the headteacher of the school that the child is leaving to make every effort to establish the name of the school to which the child is transferring. This may be achieved by talking to children in the missing child's class, relatives, neighbours, other parents etc., and to inform the CME contact immediately if the child / children's whereabouts become known. Where the receiving school is known the Pupil transfer form (pro forma 3) must be sent to the school. The Pupil transfer reply slip (pro forma 4) must be returned by the receiving school within 10 days. If the child has not been enrolled, the CME contact must be informed immediately.

The CME contact will carry out immediate checks with Social Work, Police, Health and Housing. This will also set in train Social Work and NHS Borders' respective processes for alerting staff to missing children and families. The school must also implement the checks detailed on pro forma 2.

Stage 2

If there has been no contact from a receiving school after 10 days, the Headteacher must inform the CME contact that the child/children are still missing using pro forma 2.

The following information will be required at this stage:

1. Confirmation that:
 - the child is still missing.
 - the child's records have not been called for by another school.
 - enquiries have shed no light on the child's disappearance.
2. What enquiries were carried out
3. What information, if any, was gathered
4. Any other relevant information

At this point the CME contact may authorise the Headteacher to record the child as having left the school, and take him/her off the register. Removal from the register will only take place after discussion with the CME contact who will discuss this with the appropriate Head of Service.

Stage 3

If the child's whereabouts are still unknown the CME contact will then pass the information to the national helpline (CME (Scotland)) to request a national search.

NOTE:

- 1. The child's name will remain on the Missing Children register until their whereabouts become known.**
- 2. If at any stage the child's whereabouts become known – egg if the child returns to school, or the child's educational records are called for – it is imperative to inform the CME contact immediately.**
- 3. If at any stage staff within any other agencies become aware of the child's whereabouts they will inform the CME contact immediately.**
- 4. When enrolling a new pupil the pupil's educational records must be called for immediately.**

Contact Information: (use e-mail for preference please)

E-Mail: Missing Children

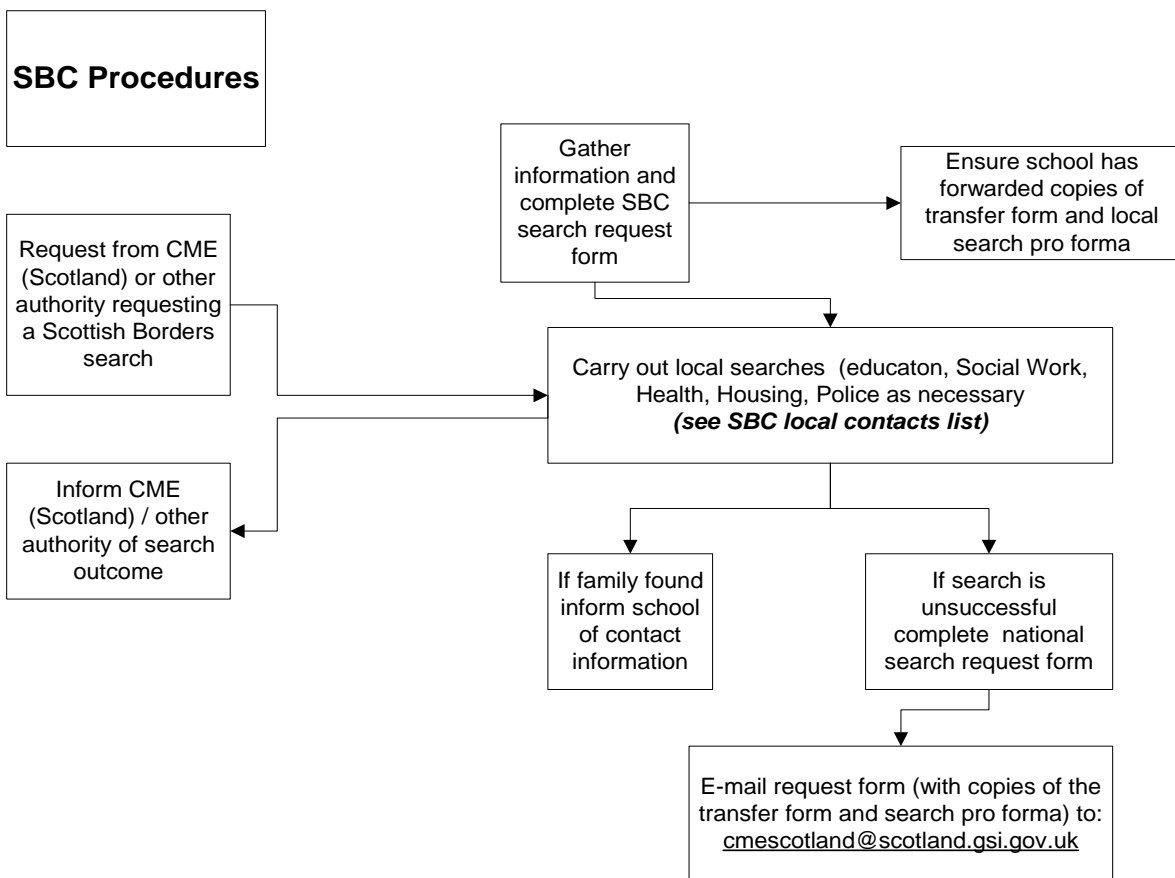
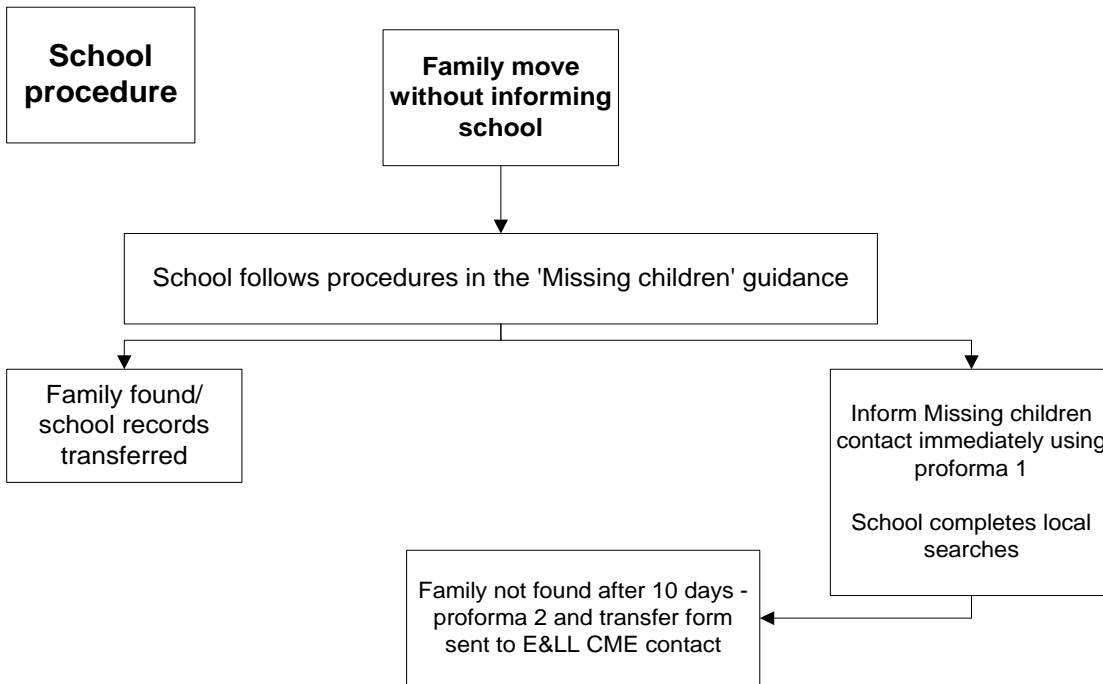
CME contact: Margaret MacIntosh,
E&LL CP Officer

Tel: 01896 754751 Ex 2662

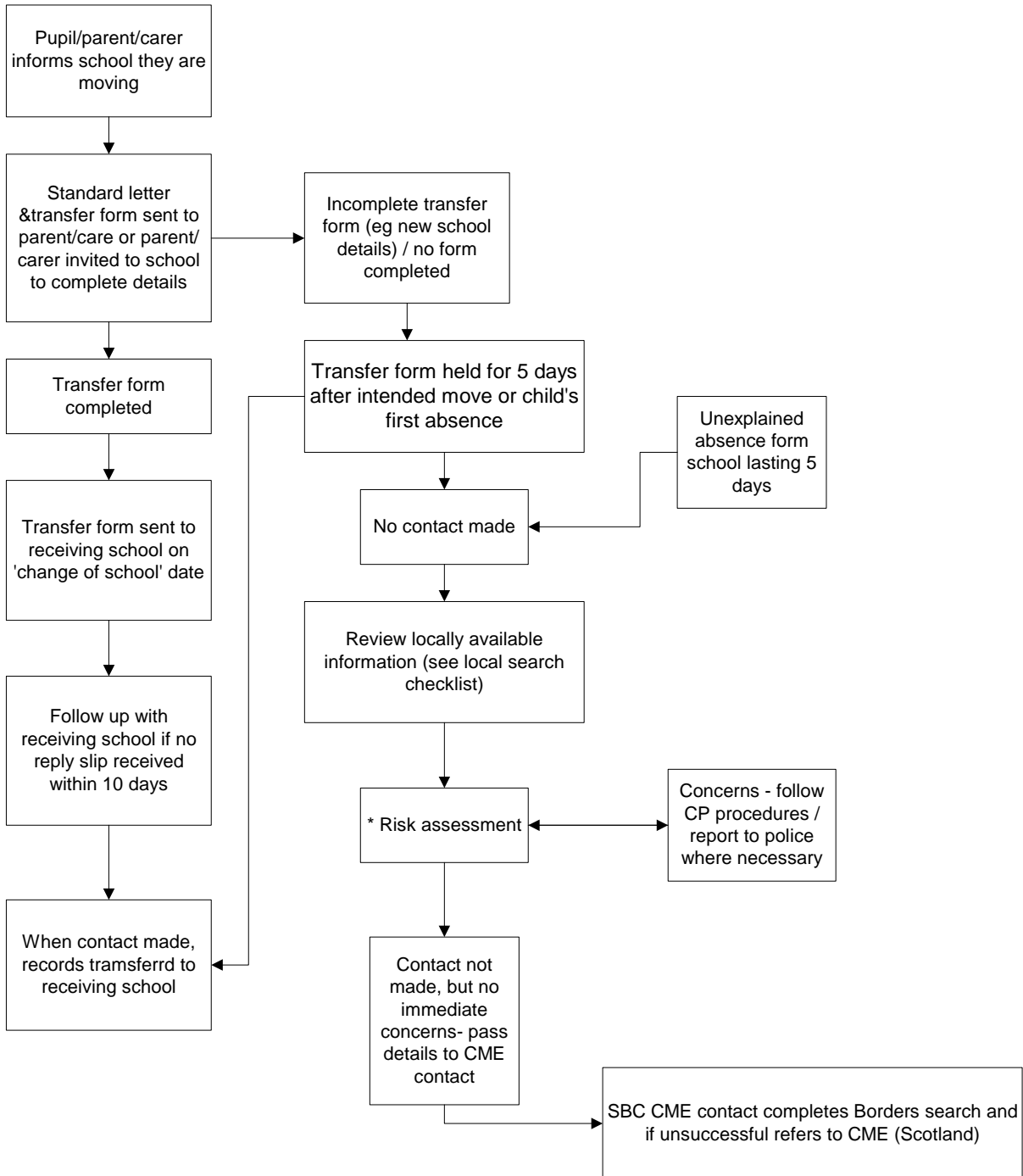
Clerical support: Penny Irvine-Robertson Tel: 01896 754751 Ex 2666

Address: Education & Lifelong Learning, Child Protection & Reviewing Unit, Paton St,
Galashiels TD1 3DL

**Missing children:
process flowchart**



**Pupil Transfer process:
flowchart**



*** Risk assessment may be carried out at any time, particularly where it is felt that a family may be at risk of going missing**

Pupil Transfer Form



Pro Forma 3

Current school details

School name:

Stage / class:

Telephone No:

Pupil details

Name:

Date of Birth:

Address:

Scottish Candidate Number:

Telephone No:

Mobile No:

Date of change of school:

Destination

Address:

Telephone No:

Interim contact details

Name:

Address:

Telephone No:

New school details

Name:

Address:

Telephone No:

Parent / carer signature:

Date:

Headteacher signature:

Date:

Please complete the attached reply slip and forward to the sending school within 10 days of receipt to indicate if the child has enrolled / request records (including transfer of full Pupil record from Schools Management Information System MIS)

Pupil Transfer Reply Slip



Pro Forma 4

Pupil details:

Name:

Date of Birth:

Address:

Scottish Candidate Number:

School details

School Name:

Address:

Contact Name:

Designation:

Telephone Number:

Please delete as appropriate*

* The pupil detailed above **has enrolled** and I request that:

The pupil progress record is forwarded to me at the address given under 'school details' above

The full MIS record is transferred electronically

* The pupil detailed above **has not enrolled** at school and there has been no contact made with parents / carers.

Headteacher signature:

Date:

Education & Lifelong Learning

CHILDREN MISSING FROM SCHOOL : INITIAL REPORT PRO FORMA 1

IRef no (Office use only)	School	Date of initial disappearance	Child's name & date of birth	Scottish Candidate No	Age/class	Looked after child (Yes/No)	Does the child have a CSP (Yes/No)	Child Protection Register (Yes/No)	Current address	Parent's names and phone numbers

Please note any current concerns for the child

Scottish Borders Council

Education & Lifelong Learning



CHILDREN MISSING FROM SCHOOL

INFORMATION CONFIRMED (10 days after initial disappearance)

PRO FORMA 2

Child's Name:

Last known address:

Child still missing (yes/no)	<i>Nature of enquiries carried out (please date)</i>		Information gathered from enquiries	Child's records called for?	Date of removal from school register	Date when child's whereabouts clarified (Office use only)
	Phone home Emergency contacts Parent / carers employers School nurse (school age child) or health visitor (pre school child) Other groups involved with the family (eg Children 1 st).			Yes / No If yes : Date: School: Address:		

Please send completed form by e-mail to missingchildren@scotborders.gov.uk or by post to Education, Child Protection & Review Unit, Paton St, Galashiels TD1 3DL

Letterhead

Dear Parents and Carers,

Helping to Keep Children Safe in the Scottish Borders

This leaflet has been jointly compiled by Scottish Borders Council and Lothian and Borders Police. Its purpose is to help you keep your children safe.

It is primarily about the safety of your children on their way to and from school but much of the advice offered is relevant any time your children are 'out and about', on their way to friends, to youth groups, etc.

Before continuing we wish to emphasise that the Scottish Borders is a very safe, secure, well policed part of the country. It is extremely unlikely that any of our young Borderers will be abducted. It is therefore vital that we do not over-react to tragic incidents. Children need to develop their independence as they grow up. We have a duty, all of us, to equip them to become independent young adults.

We do not, however, wish to be complacent or reckless with our children's safety and this leaflet is designed to help you enhance your child's security in a variety of situations. By following the advice and procedures contained within this leaflet you will be 'helping us to help you' ensure the well-being of your children as they grow up in the Scottish Borders.

G Rodger Director Education & Lifelong Learning	C Common Chief Superintendent Lothian and Borders Police
---	--

Some General Advice to Parents and Carers

- Encourage your children to travel to school -and indeed to all meetings or events in the company of others. There is safety in numbers.
- Encourage your children to select routes which are, wherever possible, busy with other pedestrians and which are also well lit at night.
- Remember the shortest route is not necessarily the safest route.
- Know where your children are going whenever they are out of the house.
- Know approximately when they intend arriving at their destination and if possible have a contact phone number.
- Wherever your children are going, always know where they are going, the route they will be taking and who they will be with.
- Get to know your children's friends – their names, addresses and phone numbers.
- Ensure that you know your children's interests and hobbies.
- Encourage your sons and daughters to phone when they arrive at their destination.

- Agree when they are to return home and encourage them to give a phone call when leaving to travel home.

What should I do if my child goes missing?

- Only you as parents really know when to become worried. Only you know your child's habits. Are they usually on time when coming home? Do they normally phone you if they are going to be late or in any way change their arrangements? Only your knowledge can trigger a decision to take action.

If you are worried, what should your first actions be?

- Use the advice from this leaflet and always know where your child is going.
- Phone the relevant contact – school, youth group leader, parent of friend, etc.
- Remember excursions can sometimes run late and it is not always possible to inform parents of this.
- Phone the parents of other friends you know are on the excursion.
- If they too have not returned home then late transport is the likely explanation.
- If your child has a mobile phone, try to contact them. If they do not answer immediately then leave a voicemail telling them to phone you back and follow this up with a text message.
- Phone your child's friends. Ask if they have any information about the whereabouts of your son or daughter. Remember to tell them that if your child turns up that they should phone and let you know immediately.
- If you know the route your child is taking home – if possible walk it in reverse to meet them – but always leave someone at home who can let you know if your child arrives home by another route.
- Only you can decide if or when to involve (much) older siblings and other relations in the search arrangements but do remember to make sure that everyone knows what they are to do and that they must keep in touch with you.

What should I do if there is still no sign of my child?

- If there is still no sign of your child then you should consider reporting it.
- Remember that almost every child reported as missing turns up relatively quickly and unharmed. But it is better to be safe and if necessary contact the police.
- Do not sit and worry – the longer you leave reporting the matter, the bigger the search area will become. Time is of the essence!

If you are concerned call 0131 311 3131 and you will be directed to a local office. The Police will not be surprised by your call, they receive many similar enquiries.

- The Police are there to help and would rather be contacted as soon as you are genuinely worried about your child's lateness.
- Have these relevant details written down:
 - When did your child leave home?
 - Where was your child going?
 - What route would they normally take?
 - Did they have a mobile phone and if so what is their number?
 - What are the names and phone numbers of their friends?
 - What was he or she wearing?
 - Where else might they have gone?

- Listening is critical
 - Having your information ready and provide this to the Police as they ask you their questions. This will be quicker ... and listen to what they wish you to do.

Some thoughts for parents

- If you talk to your children about the contents of this leaflet they will probably think you are 'nagging' them – but persevere.
- They will often tell you that *no* other parent is interested in the contents of this leaflet – they are wrong.
- If you are worried and do contact others and make inquiries you will probably be told that you have embarrassed your child when he or she arrives home late. Perhaps tell them that the way to avoid being embarrassed is to keep to agreed time arrangements or phone home if they wish to change these.
- The staff of all Scottish Borders schools will help you reinforce the advice in this leaflet by discussing it with your children at appropriate times in his/her school career.

Key facts about Parenting Orders

In all cases, the parent for whom a parenting order is being considered should be well known to relevant local agencies. Where the parent has been offered relevant and targeted services, and has shown that they will not engage with those services on a voluntary basis, and where the behaviour of the parent continues to cause concern, an application for a parenting order might be appropriate.

- The local authority or Children's Reporter may make applications for Parenting Orders to address offending or antisocial behaviour but only the Children's Reporter may apply on welfare grounds.
- Application for a Parenting Order is a civil matter but breach of an order is a criminal offence.
- The welfare of children will be the paramount consideration when considering the parenting needs of children.
- Parenting Orders will be used to ensure parents accept the help and support they need to change their behaviour. It will not be used to punish the parent(s).
- Parenting Orders may be appropriate where the behaviour of the parent(s) is such that they are not prepared to take steps to address serious concerns about their child's welfare or behaviour and where voluntary help and support offered to them has not been taken up.
- Parenting Orders can last for up to 12 months and the parent(s) subject to Parenting Orders must comply with the requirements during the specified period.
- Parenting Orders will include requirements to attend "counselling or guidance" as directed, for a maximum period of 3 months, although if a parent has previously been the subject of a Parenting Order in respect of the same child that requirement is not mandatory.