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| **CME Case Details** | |
| **Case Referred to CME Coordinator by:** | |
| **Name:** |  |
| **Designation:** |  |
| **School:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Date:** |  |

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| **Details of Local Investigations Completed** | | |
| **Local Searches Completed:** | **Date Carried Out and By Whom** | **Outcome** |
| **Enquiries made with other children in the class** |  |  |
| **Enquiries made with other school staff** |  |  |
| **Enquiries made with other establishments where siblings are known to be or where siblings were enrolled** |  |  |
| **Home contact attempted** | | |
| **By phone** |  |  |
| **By email** |  |  |
| **By visit** |  |  |
| **Contact made with relatives/ emergency contact** |  |  |
| **Contact made with Parent/carers last known employer** |  |  |
| **Contact made with other agencies** | | |
| **Social Work** |  |  |
| **Housing** |  |  |
| **Health** |  |  |
| **Voluntary Agencies** |  |  |
| **Police** |  |  |
| **Other** |  |  |

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| **Family Details** | | | | |
| **Father’s Name** |  | | | |
| **Mother’s Name** |  | | | |
| **Father’s Contact Details (including address, phone number and email)** |  | | | |
| **What language is used to communicate with the Father** |  | | | |
| **Mother’s Contact Details (including address, phone number and email)** |  | | | |
| **What language is used to communicate with the Mother** |  | | | |
| **Other names family are known by** |  | | | |
| **Last Known Address** |  | | | |
| **Is either Parent in Military** | **Yes** |  | **No** |  |
| **Is anyone in the family an asylum seeker** | **Yes** |  | **No** |  |
| **Is anyone in family a refugee** | **Yes** |  | **No** |  |
| **Emergency Contact Details: (including name, relationship to family and contact details)** |  | | | |

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| **Child (ren) Details**  Please include in this section any other background information about why this case has been referred and/or any other relevant details which the CME co-ordinator should be made aware of e.g. medical issues, confidentiality etc. | | | | |
| **How many sets of child details are being sent with this referral** |  | | | |
| **First Child** | | | | |
| **Forename** |  | | | |
| **Surname** |  | | | |
| **Date of Birth** |  | | | |
| **Gender** |  | | | |
| **SCN (Scotland only)** |  | | | |
| **UPI )Outside Scotland)** |  | | | |
| **Ethnic Background** |  | | | |
| **How is child educated e.g school, Home Ed** |  | | | |
| **Name of School Last Attended** |  | | | |
| **Stage of Pupil** |  | | | |
| **Date of Last Attendance** |  | | | |
| **Reason for Leaving** |  | | | |
| **Previous schools attended** |  | | | |
| **Is child on Child Protection Register** | **Yes** |  | **No** |  |
| **Has Child Been on Child Protection Register in last 24 months?** | **Yes** |  | **No** |  |
| **Are there Child Protection concerns for his child?** | **Yes** |  | **No** |  |
| **Does this child have a history of Unauthorised absences?** | **Yes** |  | **No** |  |
| **Does this child have a history of exclusions?** | **Yes** |  | **No** |  |
| **Is this child looked after at home by the local authority in terms of the Children (Scotland) Act 1995?** | **Yes** |  | **No** |  |
| **Does this child have an additional support need?** | **Yes** |  | **No** |  |
| **What is the nature of the additional support** |  | | | |

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| **Second Child** | | | | |
| **Forename** |  | | | |
| **Surname** |  | | | |
| **Date of Birth** |  | | | |
| **Gender** |  | | | |
| **SCN (Scotland only)** |  | | | |
| **UPI )Outside Scotland)** |  | | | |
| **Ethnic Background** |  | | | |
| **How is child educated e.g school, Home Ed** |  | | | |
| **Name of School Last Attended** |  | | | |
| **Stage of Pupil** |  | | | |
| **Date of Last Attendance** |  | | | |
| **Reason for Leaving** |  | | | |
| **Previous schools attended** |  | | | |
| **Is child on Child Protection Register** | **Yes** |  | **No** |  |
| **Has Child Been on Child Protection Register in last 24 months?** | **Yes** |  | **No** |  |
| **Are there Child Protection concerns for his child?** | **Yes** |  | **No** |  |
| **Does this child have a history of Unauthorised absences?** | **Yes** |  | **No** |  |
| **Does this child have a history of exclusions?** | **Yes** |  | **No** |  |
| **Is this child looked after at home by the local authority in terms of the Children (Scotland) Act 1995?** | **Yes** |  | **No** |  |
| **Does this child have an additional support need?** | **Yes** |  | **No** |  |
| **What is the nature of the additional support** |  | | | |

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| **Third Child** | | | | |
| **Forename** |  | | | |
| **Surname** |  | | | |
| **Date of Birth** |  | | | |
| **Gender** |  | | | |
| **SCN (Scotland only)** |  | | | |
| **UPI )Outside Scotland)** |  | | | |
| **Ethnic Background** |  | | | |
| **How is child educated e.g school, Home Ed** |  | | | |
| **Name of School Last Attended** |  | | | |
| **Stage of Pupil** |  | | | |
| **Date of Last Attendance** |  | | | |
| **Reason for Leaving** |  | | | |
| **Previous schools attended** |  | | | |
| **Is child on Child Protection Register** | **Yes** |  | **No** |  |
| **Has Child Been on Child Protection Register in last 24 months?** | **Yes** |  | **No** |  |
| **Are there Child Protection concerns for his child?** | **Yes** |  | **No** |  |
| **Does this child have a history of Unauthorised absences?** | **Yes** |  | **No** |  |
| **Does this child have a history of exclusions?** | **Yes** |  | **No** |  |
| **Is this child looked after at home by the local authority in terms of the Children (Scotland) Act 1995?** | **Yes** |  | **No** |  |
| **Does this child have an additional support need?** | **Yes** |  | **No** |  |
| **What is the nature of the additional support** |  | | | |

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| **Fourth Child** | | | | |
| **Forename** |  | | | |
| **Surname** |  | | | |
| **Date of Birth** |  | | | |
| **Gender** |  | | | |
| **SCN (Scotland only)** |  | | | |
| **UPI )Outside Scotland)** |  | | | |
| **Ethnic Background** |  | | | |
| **How is child educated e.g school, Home Ed** |  | | | |
| **Name of School Last Attended** |  | | | |
| **Stage of Pupil** |  | | | |
| **Date of Last Attendance** |  | | | |
| **Reason for Leaving** |  | | | |
| **Previous schools attended** |  | | | |
| **Is child on Child Protection Register** | **Yes** |  | **No** |  |
| **Has Child Been on Child Protection Register in last 24 months?** | **Yes** |  | **No** |  |
| **Are there Child Protection concerns for his child?** | **Yes** |  | **No** |  |
| **Does this child have a history of Unauthorised absences?** | **Yes** |  | **No** |  |
| **Does this child have a history of exclusions?** | **Yes** |  | **No** |  |
| **Is this child looked after at home by the local authority in terms of the Children (Scotland) Act 1995?** | **Yes** |  | **No** |  |
| **Does this child have an additional support need?** | **Yes** |  | **No** |  |
| **What is the nature of the additional support** |  | | | |