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*If a child or young person is receiving an education not only do they have the opportunity to fulfil their potential but they are also in a safe environment which promotes their welfare. If a child goes missing from education they could be at risk of significant harm.*

*Therefore, if the school is informed that a student is leaving, staff must obtain from the parents/carers a forwarding home address, up to date contact details and details of the school that the student will be attending.*

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1. Concern can be raised by any person that a student has left the school without informing staff or providing details of new address or educational establishment.

Concerns could be raised because

- ✳ Student has failed to attend school for a number of days without good reason
  - ✳ There has been no contact from the parents giving reasons for the absence
  - ✳ There is unsubstantiated contact from an "unknown adult" that the student has left the school
  - ✳ There is information or "rumours" from other children that the student has left
  - ✳ Information has been found on social media that leads school staff to believe that the student has left
2. There must be a named person responsible for undertaking the investigation and ensuring that the enquiry is conducting in compliance with the Local Authority CME protocol.
  3. The school Attendance Advisory Officer must be contacted and asked to make a home address visit to obtain information. A phone call to initiate the enquiry, followed up by an e-mail to confirm the reasons for the enquiry. **E-mail to be retained.**
  4. The School Attendance Advisory Officer to visit the home address to make enquiries and ascertain whether the student is still living at the address, the reasons for not attending school and if it becomes apparent that the student / family are no longer resident, enquiries with neighbours to obtain information about when they left and where they have gone.

The School Attendance Advisory Officer will contact the school at the earliest opportunity to advise staff of the result of the enquiries, followed up by an e-mail to confirm the information obtained. **E-mail to be retained.**

5. School staff to phone anybody listed as a contact in the student's file and make enquiries about the whereabouts of the student. **Details of all phone calls to be retained.**
6. If it is not possible to speak to the person named as a contact, letter or e-mail to be sent to that person asking for information about the missing student and their whereabouts. **Letter or e-mail to be retained.**
7. If information is received regarding the whereabouts of the missing student, make phone enquiries to confirm the present location of the student, following this up with a letter or e-mail asking the contact to confirm the home address, who the student is living with and their contact details and current school details of the student. **Details of all phone calls and a copy of the letter or e-mail to be retained.**
8. Liaise with the School Attendance Advisory Officer to ensure that all enquiries have been made.

9. Provide briefing for Senior Leadership Team.

10. Contact the Local Authority school attendance service and advise them that the student is no longer attending (name of school), detailing the enquiries that have been made to trace the student and providing any information that has been obtained.

**Retain a copy of all correspondence with RBG**

11. Once the school enquiries have been exhausted, the student can be taken off roll.

Section 8(1)(e) of the Education (Pupil Registration) (England) Regulations 2006, states that if a student has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which that student is registered, the student can be removed from the school roll.

**12. Collate all of the correspondence and information obtained and retain in the student's file.**

## Welling School Child Missing Education – Check List

**Student:** .....

|   |  |
|---|--|
| Member of Staff responsible for the Enquiry and contact details |  |
| Date student last attended school                               |  |
| Date concern about absence brought to the attention of staff    |  |
| Reason for concern  |  |
| Photograph  |  |
| Student's full name   |  |
| Date of Birth   |  |
| Home Address  |  |
| School Year Group   |  |
| Tutor & Tutor Group   |  |
| UPN   |  |
| Ethnicity   |  |
| Home language   |  |
| Religion  |  |
| AEN   |  |
| Father's name, address & contact details                        |  |
| Mother's name, address & contact details                        |  |
| Details of any known siblings & schools attended                |  |
| Details of other known contacts                                 |  |

|  | Date requested | Date completed |
|--|----------------|----------------|
| School Attendance Officer requested to make enquiries                                  |                |                |
| School staff to make phone enquiries of any known contacts                             |                |                |
| Letter / e-mail sent to any known contacts   |                |                |
| School staff to make phone enquiries to any possible location where the student may be |                |                |
| Inform Local Authority, providing full details of actions taken                        |                |                |
| Student removed from the school roll   |                |                |
| Letter / e-mail sent to any possible location where the student may be                 |                |                |
| Provide update for Senior School staff   |                |                |

**Summary of enquiries made**

**Signed:** .....

**Date:** .....