CHILDREN MISSING EDUCATION

Shropshire Pupils

Tracking Procedure

School

Contact pupil home
Contact absent parent(s) home
Contact parent(s) work
Follow up with pupil emergency contact
Contact pupil(s) friends/associates/family

If not located

1) For pupil with child protection concerns refer to Social Care and Police

2) Refer to EAS in

3) Create CTF with destination unknown after 4 weeks.
Upload to s2s website

4) Remove pupil from register, complete 'Notification of a Child removed from Roll' form

EWO/Engagement Officer

Visit the home
Visit home of absent parent(s)
Visit neighbours

If not located

1) For pupils with child protection concerns refer to Social Care and Police

2) Complete Location of Children form

CME Admin Casework

Enter on CME database
Check with COMPASS
re status
Send s2s message
Check with agencies identified as having contact
Follow up leads from Notification from Schools Form
Contact PCT
Check Key to Success
Check Admissions
Contact Community Police
Contact Housing
Contact Child Benefit
Contact Travelling Services
Contact DV Co-ordinator
Contact RAF/Army Welfare
Contact Immigration
Monitor Lost Pupil Database