

**Appendix 7**

**Children Missing from Education – Audit Trail**

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| **Name of School:** | |
| **Name of child:** | **DOB:** |
| **Parent(s) Name(s):** | |
| **Name(s) of sibling(s):** | |
| **Last known address:** | |
| **Telephone numbers:** | |
| **Email address:** | |
| **Last day in school:** | **EHC plan:**  **Yes / No** |
| **Agencies involved:** | **Looked after child:**  **Yes / No** |
| **Actions taken to locate child, dates and responses**  **Home visits dates:**  **Outcome of visit:**  **Telephone call dates:**  **Outcome of calls:**  **Emails:** | |
| **Please add, or attach, any additional information** | |
| **Name ………………………………………………………………………………………….**  **Job title…………………………………………………….Date…………………………….** | |
| **For Local Authority Children Missing Education Officer only:**  **Tenancy Audit email sent: ………………………….**  **Social Care check: ……………………………………**  **Other action taken:** | |