

**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:** |