Text

Description automatically generated with medium confidence

**Appendix 4**

**Children Missing from Education – Audit Trail**

|  |  |
| --- | --- |
| **Name of School:** | |
| **Name of child:** | **DOB:**  **Yr. Grp:** |
| **Parent(s) Name(s):** | |
| **Name(s) of sibling(s):** | |
| **Last known address:** | |
| **Telephone numbers:** | |
| **Email address:** | |
| **Date of last day in school:** | **EHC plan: Yes / No** |
| **Agencies involved:** | **Looked after child: Yes / No** |
| **Actions taken to locate child - dates and responses.**  **Date and outcome of home visits:**  **Date and outcome of telephone calls:**  **Date and outcome of emails:** | |
| **Please add, or attach, any additional information** | |
| **Name ………………………………………………………………………………………….**  **Job title…………………………………………………….Date…………………………….** | |

Updated: 28/2/23

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