Pupil has not returned, School suspects that family may have moved away

•School phone day 1-3 asking child to return
•School to write to last known address on day 5-7 to request child to return

If the child is subject of a Child Protection Plan, LAC or the school have particular child protection concerns they should immediately notify the allocated social worker, case manager or IFD on 0208 871 6622

School makes reasonable enquiries to obtain new address
and have tried all contact numbers and emergency contacts and carried out a home visit.
If unsuccessful CME form is completed outlining what attempts have been made.

Pass evidence of phone call and letter to EWS in a referral by day 10 of absence

EWS carry out further checks with housing, social care and notify other local authorities.

Details added to Lost Children's Register

Checks completed and child not located.
EWS advise school that child can be removed from the school roll.
•School complete 'Leavers and Starters' spreadsheet.
•Add child to S2S database

Child located and is in receipt of suitable education. School advised and new school contacted to transfer records.
School should advise EWS to remove child from lost pupil database.

Child located not in school.
Support offered to ensure child is has an offer of education.
Child located in another borough EWS to notify home borough.

Child returns to original school.
School to contact EWS.
Case is closed and details removed from Lost children's register.