**Children Missing Education Notification Form**

This form should be used to notify Torbay Local Authority of any child that you believe is a ‘child missing education’. Please tick which of the following situations apply:

[ ]  A child of compulsory school age has: not attended for 5 days after an authorised absence, or has been absent for 10 consecutive days, *and*; after reasonable enquiries have been undertaken the child’s whereabouts remain unknown

[ ]  A child of compulsory school age has moved away, and you have not been notified of the new school

[ ]  A child of compulsory school age is residing in Torbay and is not a registered pupil at a school

[ ]  A child is receiving home education but it appears parents are not providing a suitable education.

[ ]  Other, please specify:

You may submit one form per *family* of missing children whoattend your school. If there are missing siblings who attend a different school, a notification form will be expected to be submitted from eachschool.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Child who is Missing Education:** |  | **DOB:** |  |
| **Alternative surname(s):** |  | **UPN:** |  |
| **Year Group:** |  | **SEN Status:** |  |
| **Social Care Involvement:**  |  | **Gender:**  |  |
| **Early Help Involvement:**  |  |
| **Ethnicity:** |  |

Does this child have siblings that attend your school who are also missing? If so please include their details here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sibling name** |  | **DOB** |  |
| **Alternative surname(s)** |  | **UPN** |  |
| **Year Group:** |  | **SEN Status:** |  |
| **Social Care Involvement:**  |  | **Gender:**  |  |
| **Early Help Involvement:**  |  |
| **Ethnicity:** |  |

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| --- | --- | --- | --- |
| **Sibling name** |  | **DOB** |  |
| **Alternative surname(s)** |  | **UPN** |  |
| **Year Group:** |  | **SEN Status:** |  |
| **Social Care Involvement:**  |  | **Gender:**  |  |
| **Early Help Involvement:**  |  |
| **Ethnicity:** |  |

Does this child have siblings that attend a different school? If so, please include their details here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sibling name** |  | **DOB** |  |
| **Alternative surname(s)** |  | **UPN** |  |
| **Year Group:** |  | **SEN Status:** |  |
| **Social Care Involvement:**  |  | **Gender:**  |  |
| **Early Help Involvement:**  |  | **Are they also CME?** |  |
| **Ethnicity:** |  |  |  |

**Parent/Carer Details:**

|  |  |  |
| --- | --- | --- |
| **Details:** **Include last known address in Torbay** | **Relationship to****child** | **Contact Details** |
| *Name:**Address:* |  | *Phone:**Email:**Other:* |
| *Name:**Address:* |  | *Phone:**Email:**Other:* |

**Details of other family contacts that may be able to help locate the child’s whereabouts:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship to child/family** | **Contact Details** |
| *Name:**Address:* |  | *Phone:**Email:**Other:* |
| *Name:**Address:* |  | *Phone:**Email:**Other:* |

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| **Circumstances/details of child becoming a Child Missing Education:** |

**Attempts to make contact undertaken by the school:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Method** **(e.g., phone calls, home visit, letters sent etc.)** | **Outcome / Detail****(e.g., no answer, house vacated, spoken to parent who confirmed a move to a new area & new address provided etc.)** |
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| **Do you have concerns for the welfare of the children listed above?****NO**[ ]  **YES**[ ] **If ‘yes’ please state the concerns:*****(Please note that if you are concerned that the child is at risk of significant harm you will need follow your organisation’s safeguarding policy and if required submit a referral to the Torbay MASH separately to this form)*** |

**Other Agencies Involved**

**(e.g., Social Worker / GP Surgery etc.)**

|  |  |  |
| --- | --- | --- |
| **Agency** | **Name of Worker** | **Contact Details** |
|  |  |  |
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| --- | --- |
| **FORM SUBMITTED BY: (name and role)** |  |
| **DATE:** |  |
| **CONTACT DETAILS:****Please include name of school.** |  |

* **Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, *after jointly* making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.**
* **If you have submitted a CME notification form in relation to a pupil, you must liaise with the attendance improvement service before removing them from the admission register. If it is agreed that you can remove a pupil, please ensure you submit the details at** [**https://forms.torbay.gov.uk/SchoolRegisterDeletion**](https://forms.torbay.gov.uk/SchoolRegisterDeletion)

**Once completed please submit this completed form electronically to:** **attendance@torbay.gov.uk**

Attendance Improvement Service

2nd Floor, Electric House

c/o Town Hall, Torquay

TQ1 3DR

Tel: 01803 208645