**Children’s Services**

**Attendance (statutory), Child Employment/Entertainment, Elective Home Education/ Children Missing Education (ACE) team**

RECORD OF UNTRACEABLE CHILD

|  |  |
| --- | --- |
| Child’s name in full |  |
| Child’s date of birth  |  |
| Address |  |
| Last education provision |  |
| Last recorded date of attendance |  |
| **Any relevant information available from previous education provision regarding the child (eg safeguarding concerns, previous patterns of mobility etc.)** |
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| **Outcomes Of Reasonable Enquiries** |
| 1. Home visits Date(s) carried out | Announced: |
|   | Unannounced: |
| Outcomes: |
| 2. Letter and SAE to parents to inform LA of pupil’s whereabouts | Date(s) carried out: |
| Outcomes: |
| 3. Social Care checks  | Date(s) carried out: |
| Outcomes: |
| 4. Housing Department check | Date(s) carried out: |
| Outcomes: |
| 6. Other checks to be considered e.g. DWP, Health services, police missing persons etc. | Date(s) carried out: |
| Outcomes: |
| 7. Follow-up of any leads given by any of above | Date(s) carried out: |
| Outcomes: |
| **Plan Of Action (if any)** |
|  |
| **Overall Conclusion** |
| Following comprehensive checks, as detailed above, it has not been possible to establish the whereabouts of the child. Case recommended for closure.  |

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| **Copies To: School (if on roll), other relevant professionals e.g. Social Care**  |
| **Signed****(Caseworker)** |  | **Date** |  |
| **Print Name** |  | **Title** |  |
| **Signed****(Manager)** |  | **Date** |  |
| **Print Name** |  | **Title** |  |
| **Authorised signatory for closure**  |  | **Date** |  |
| **Print Name** | Elizabeth Spearman | **Title** |  Head of ACE |

Form to be sent to: ACE team, 3rd Floor, 145 King Street, London W6 9XY