

Children's Services
Admissions and Access to Education Service

Children Missing Education (CME) "Reasonable Enquiries" Checklist

From time to time a pupil with no previous attendance difficulties stops attending, and no communication about the reason comes from home to school.

Such cases should be referred to Early Help services in the usual way. The Early Help services have then to make certain checks and report to school staff. The Headteacher is then responsible for deciding whether the pupil's name can be legitimately removed from the school roll. The decision is based on the information the Early Help services provides, as well as the Headteacher's knowledge of the pupil and family.

The list below is a guide to what staff in the Early Help services, on behalf of the Children's Services, considers to be *reasonable enquiries* in such cases.

- Two home visits, one by appointment, one speculative
- Letter to home, including SAE for parents or carers to inform LA of pupil's whereabouts
- Social Care check
- Housing Department
- Police - Missing Persons Unit
- Follow-up of any leads given by any of above
- Child Benefit

Having made these checks, Early Help services should record their findings in writing to school staff, and only at this stage confirm that "reasonable enquiries" have been made. *Record of untraceable child of statutory school age*, the standard proforma, should be completed, detailing enquiries made and the caseworker should submit this to their manager who will submit to the Head of Admissions and Access to Education for final sign off. If there is no more information and school staff have no specific and substantiated concerns, the pupil's name can be removed from the roll.

Only when the Local Authority has specific concerns should contact be made with other Local Authorities. Letters should not automatically be sent to all Local Authorities whenever a child moves out of an area, because this lessens the effect of genuine cases with a high level of concern, which should be pursued.