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**SCHOOL REASONABLE ENQUIRY FORM**

**Leading to Children Missing Education/ Off Roll**

When schools should use this form

* Where pupils have stopped attending, attempts to make contact have not been successful, no leavers form has been completed and where the destination of the child is not known.

When should schools NOT to use this form

* Pupils who have stopped attending but who have not moved (eg parent still liable for council tax at the home address) are non-attenders NOT CME; they must remain on the school’s roll and be dealt with as non-attenders.

When is it appropriate to take a pupil off the school roll?

* 20 days continuous unauthorised absence, after both the school and Local Authority have tried to locate pupil and Reasonable Enquiry has been undertaken, and this form has been returned to the LA CME team who have agreed off rolling after council tax and social care checks, and/or confirmed referral made to CME in new LA.

# **SCHOOL NAME**

**SCHOOL ATTENDANCE LEAD**

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| **PUPIL DETAILS** | |  |
| **NAME: DOB: / /**  **Last attendance date / /  *Please attach school attendance certificate*** | | |
| **Parent Details** |  |  |
| **ADDRESS** |  |  |
| **FATHER/CARER NAME**  **Number** |  |  |
| **MOTHER/CARER NAME**  **Number** |  |  |
| **EMAIL** |  |  |
| **Ethnicity** |  |  |
| **ADDITIONAL and /or EMERGENCY CONTACT DETAILS** | | |
| **FAMILY/FRIEND NAME** |  |  |
| **Email** |  |  |
| **Telephone number** |  |  |

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| **ENQUIRIES MADE BY SCHOOL** | | | | |  | |
| **PHONE CALL 1** | **Tel:** | | **Date: / /** | | | **Outcome:** |
| **PHONE CALL 2** | **Tel:** | | **Date:**   **/ /** | | | **Outcome:** |
| **PHONE CALL 3** | **Tel:** | | **Date: / /** | | | **Outcome:** |
| **LETTER SENT** | **Date: / /** | | **Outcome** | | |  |
| **Name:** | | | | | **Tel:** | |
| **Home Visit**  **Date: / /** | | **Time,**  **Visit made by …** | | | | |
| **Outcome: Anyone Home?**  **Accommodation appears uninhabited?**  **Bins Empty .Post Piled Up, Estate agent**  **Other** | |  | | | | |
| **Neighbor checked**  **House No. Outcome** | |  | | | | |
| **Letter sent by school** | | **Date: / /** | | **Outcome:** | | |

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| **OTHER INFORMATION** | |
| **Was absence following a holiday?** | **Authorised**  **Unauthorised** |
| **Any previous long absences or holiday?** |  |
| **Housing Check***.* | **Yes**  **No**  **Outcome:**…………………………………………………………… |
| **Known to Childrens Social Care?** | **Yes**  **No**  **Name of Social Worker:**…………………………………………………  **Social Worker Tel:** ………………………………………………………… |
| **Any welfare/vulnerability concerns?** *E.g. domestic violence, SEN, temporary accommodation, mobility.* | **Yes**  **No**  **Give details:**……………………………………………………………… |
| **Traveller’s?** | **Yes**  **No** **Previous known destinations:**………………………  ………………………………………………………………………………. |
| **Asylum Seeker?** | **Yes**  **No** |
| **Friends**  **Facebook?** | Any comments |
| **Previous Schools Attended?** |  |
| **Any recent breakdown in relationships known e.g. in school between pupils, or between pupil or parent and school?** *E.g. over different opinions relating to behaviour, exclusions or SEN* |  |

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| **ADDITIONAL INFORMATION** |
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| **SCHOOL SIGNATURE** | |
| **Name:**  **Role:** | **Date: / /** |
| **SCHOOL ATTENDANCE SERVICE WORKER SIGNATURE** | |
| **Name:** | **Date: / /** |
| **CME SIGNATURE** | |
| **Name:** | **Date: / /** |

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| **OFF ROLL DECISION** |
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| **Name: Date:** |