



## EDUCATION WELFARE SERVICE

### PUPIL TRACKING SCHOOL-BASED ACTION CHECK LIST

#### 1) Has the pupil stopped attending, disappeared or appears to have gone 'missing'?

If yes - \* *Keep pupil on roll*

\* *Code absence as unauthorised as no contact from parent/carer*

#### **NB:**

Do not take the pupil off your school roll. A child who has stopped attending is a vulnerable child, they may be a child in need of help and/or a child at risk of harm.

#### 2) Is the pupil part of a Child Protection Plan?

If **yes** - Please be aware that unexplained, continued absence of any pupil who is part of a Child Protection Plan must automatically be treated as a high priority, liaise with EWS immediately.

#### 3) Do you have reason to believe that this pupil may have started at another school?

If **yes** – Contact any known possible new schools to confirm if the pupil is on roll and the date they started, keep a record of the name, address and contact details for the new school. You can only take a pupil off your school roll if you have confirmation from new school that they are on roll there. You may then take the pupil off your school roll from the day before they started at their new school.

If **no** – Contact parent/carers, contact pupils emergency contact numbers, contact any external agencies that might be working with the pupil/family – for info/details about this pupils whereabouts and plan for educational provision.

#### 4) What could you say to parents/carers or emergency contacts?

Suggestions:

- Explain that you are calling from the school to find out if the child is OK
- Explain that the school is worried because they are currently missing from education
- Explain that the absences is being marked as 'unauthorised' because the school has received no information about the pupil
- Try to get as much specific info (phone numbers, names, addresses, dates) as possible about potential new schools, house moves, holidays & flights, carers, contact arrangements.
- Explain that legally your school can't take a child off your school roll until you get confirmation that they are safe and have started at a new school.

#### 5) Are your usual procedures to contact the pupils parents/carers getting no response?

If **yes** – Liaise with your schools link EWO/Attendance Officer as a matter of urgency for pupil tracking procedures to be implemented.

#### 5) Is the pupil still not attending AND school based actions have been completed?

If **yes** – Refer to EWS (10 days of continuous unexplained absence)

#### **NB:**

Pupils who disappear, stop attending or have gone 'missing' should **not** be deleted from school registers until all avenues have been followed and it is confirmed that the child has left the area and cannot be traced. Investigations must be undertaken by **both** the school and the local authority (EWS) to try and trace the child. If the child is not found, the EWS will advise the school when to delete the pupils name from registers.