**Children Missing Education**

**It is expected that you will have attempted all reasonable efforts to locate missing children prior to referring to Services For Young People.**

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| **Action when location not known** | **Yes (date)** | **No (reason why)** | **Outcome** |
| **Checked with LA school admissions to see if new application has been made** |  |  |  |
| **Checked with neighbouring LA to see if application has been made (if appropriate)** |  |  |  |
| **Letter sent to child’s home address** |  |  |  |
| **Phone call to child’s emergency contact numbers / emails etc** |  |  |  |
| **Made contact with other schools where siblings attend** |  |  |  |
| **Spoken to neighbours / family**  |  |  |  |
| **Spoken to parents / children living in the same locality** |  |  |  |
| **Has any soft information been obtained (rumours / grapevine)** |  |  |  |

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| **Action when new location known** | **Yes (date)** | **No (reason why)** | **Outcome** |
| **Checked with new LA school admissions to see if application has been made** |  |  |  |